Emergency Operations Plan

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AVERY READY INDEX INDEXING SYSTEM 600039

LETTER OF PROMULGATION

To: OFFICIALS, EMPLOYEES AND CITIZENS OF THE CITY OF AVENAL

The preservation of life and property is an inherent responsibility of local, state, and federal government. The City of Avenal has prepared this Emergency Operations Plan (EOP) to ensure the most effective and economical allocation of resources for the maximum benefit and protection of its population in times of emergency.

While no plan can prevent death and destruction, good plans carried out by knowledgeable and well-trained personnel can and will minimize losses. This plan establishes the emergency organization, assigns tasks, specifies policies and general procedures and provides for coordination of planning efforts of the various emergency staff and service elements in compliance with the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS).

The objective of this plan is to incorporate and coordinate all of the facilities and personnel of the City and to coordinate with Kings County and all other Operational Area jurisdictions to provide an efficient organization capable of responding to any emergency.

This Emergency Operations Plan is an extension of the California Emergency Plan and is fully integrated with the Kings County/Operational Area (OA) Emergency Operations Plan (EOP). It will be reviewed and exercised periodically and revised every three years and as necessary to meet changing conditions.

The City Council gives its full support to this plan and urges all officials, employees and citizens, individually and collectively, to participate actively in the City's emergency management program.

Adoption of this EOP constitutes adoption of the Kings County Operational Area concept, Standardized Emergency Management System, and the National Incident Management System by the City of Avenal. This EOP is effective upon approval by the City Council on the date noted below.

Harlin Casida Mayor
City of Avenal

January 14, 2010
Date of Approval & Adoption



Emergency Operations Plan

Quick Plan

July 15, 2008

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1.0 CITY EMO RESPONSE LEVELS

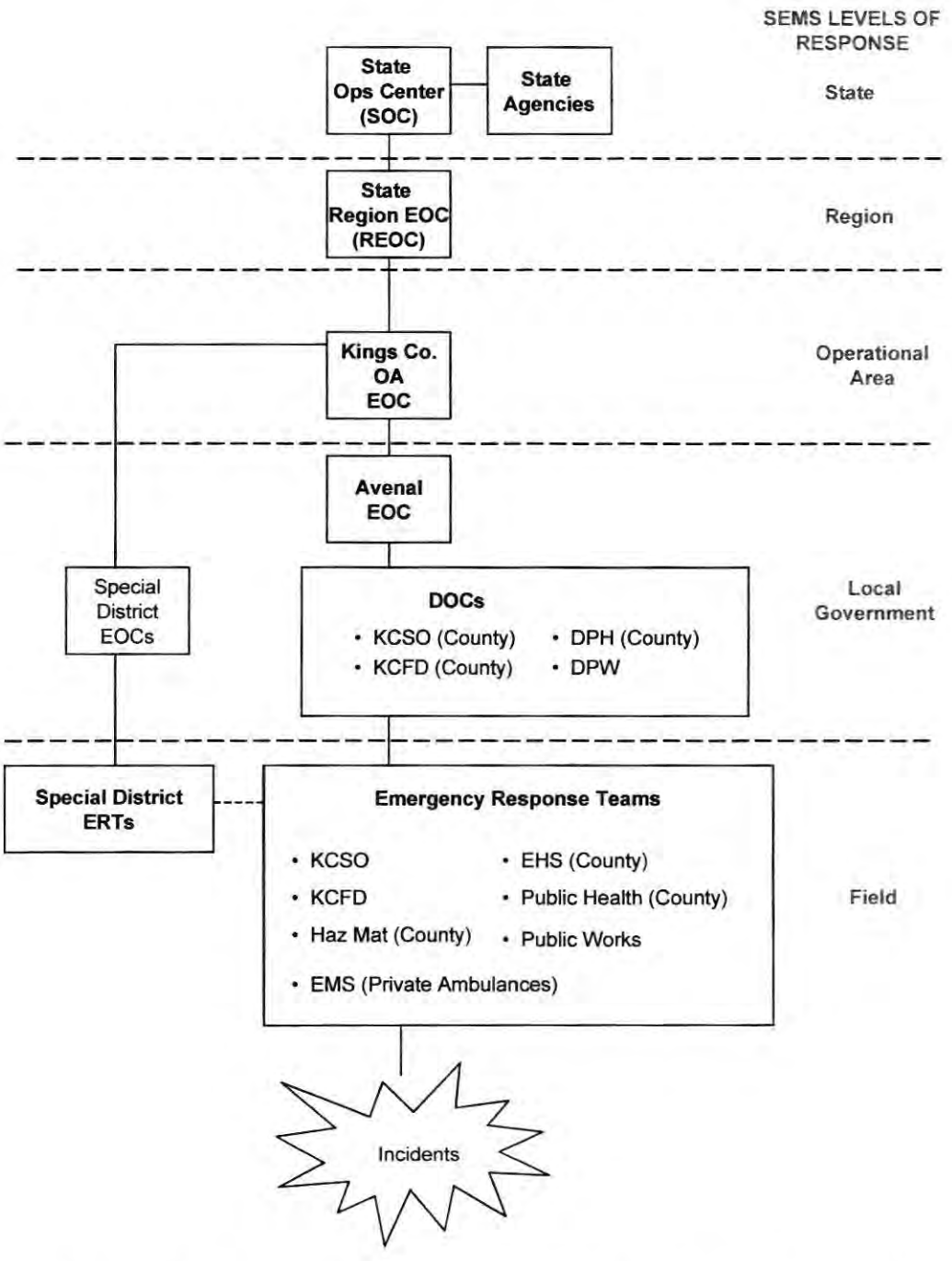


Figure 1. City of Avenal Emergency Management Organization/Response Levels

1.1 Cities and Special Districts

Each city and special district within the Kings County/OA may activate an EOC to coordinate and support response to a significant emergency within its jurisdiction, and, if warranted, may proclaim a Local Emergency. In this situation, the Kings County/OA EOC would not be activated, unless specifically requested by the impacted city/district; two or more local governments (e.g., city, special district or county) activate their EOCs or proclaim a Local Emergency; a request is made for the Governor to proclaim a State of Emergency; or the Governor proclaims a State of Emergency.

Depending upon the location, nature and scope of the incident, the number of cities and special districts impacted, and the availability of personnel, each city and special district may assign an Agency Representative to physically report to the County/OA EOC to serve as the focal point for communications and coordination. More often, the County/OA EOC Liaison establishes and maintains a communications and coordination link via hard wire or cellular telephone with each activated city and special district EOC Liaison.

1.2 Field Response

Avenal contracts with the Kings County Sheriff's Office (KCSO) for law enforcement services and with the Kings County Fire Department for fire, rescue and hazardous materials (hazmat) response. The KCSO, KCFD and Avenal Department of Public Works (DPW) provide first response to incidents within the City limits. Each department assesses the situation and reports status to their respective DOC or EOC Branch Coordinator via KCSO Dispatch, as appropriate. When responding within the Avenal City limits, KCFD and KCSO Units report status and damage findings to the appropriate Avenal EOC Branch Coordinator via KCSO Dispatch.

1.3 Department Operations Center

At the time of a major emergency or disaster, City/County departments that respond at the field level may establish a Department Operations Center (DOC) remote from the incident site. The DOC serves as a central department location from which pre-assigned staff, organized consistent with the five ICS/SEMS management functions, coordinates and supports response by the department's field units. City/County field units report status to the assigned DOC, which reports to the appropriate City/County EOC Branch, when activated, via its assigned Dispatch Center.

It should be noted that a DOC may be activated for an event in which the City/County/OA EOC is not activated. For example, the KCFD may activate its DOC in a major fire to coordinate and support its field response units. In this case, the line of reporting would be consistent with the normal day-to-day organization.

1.4 Operational Area

The County/OA EOC is the level of the EMO where the Inter – and Multi-Agency Coordination System (MACS) concept of SEMS is performed and Kings County serves as the OA Lead Agency. As such, in addition to the County DOCs, local government EOCs (cities and special districts) are represented in the County/OA EOC, either through the physical presence of Agency Representatives, or via coordination and communication links between the County/OA and city and special district EOC Liaisons.

In addition to local governments, a number of external non-governmental agencies are also involved in the response effort on a county-wide basis, including the American Red Cross (ARC), Salvation Army (SA), and County Superintendent of Schools (CSOS), among others. Given the role that these key agencies play in providing direct, hands-on support to cities, special districts and the County, each has one or more representatives pre-assigned to physically report to the County/OA EOC to coordinate response and recovery efforts with appropriate County/OA EOC Section staff.

While each local government (City, special district) continues to maintain its autonomy and control over its personnel and equipment resources under a Local Emergency proclamation, the County/OA EOC level of the EMO plays a pivotal role in:

- Coordinating information, resources and priorities among the local governments within the OA, and between the OA and the state Regional EOC (REOC).
- Receiving and processing requests for mutual aid from local jurisdictions (fire and law enforcement agencies have discipline-based mutual aid systems with a designated County Mutual Aid Coordinator), and, when unable to fill a request using local resources, forwarding the request to the appropriate discipline-specific Regional Mutual Aid Coordinator or the REOC; and
- Using multi-agency or inter-agency coordination to facilitate countywide response and recovery efforts with state and federal government agencies.

1.5 Region

The State of California is divided into three administrative regions (Coastal, Inland and Southern) and six mutual aid regions. Kings County is in the Inland (administrative) Region and Mutual Aid Region V. State Regional EOCs (REOCs) are established within the administrative regions.

The Inland REOC will be activated when the Kings County/OA EOC (or another OA EOC within the region) is activated, the Governor proclaims a State of Emergency within the region, or the Governor proclaims an earthquake or volcanic prediction within the region. The REOC, organized around the five SEMS major management functions and using multi-agency or inter-agency coordination, provides support to all local governments within Kings County through communications and coordination with the County/OA EOC. In addition to statewide resources, the Inland REOC serves as Kings County/OA's link to federal and military resources when a Presidential Disaster has been declared.

Mutual Aid Region V, similar to the other mutual aid regions, has pre-assigned Regional Mutual Aid Coordinators for Fire, Law, Coroner and Health and Medical. Other Mutual Aid Coordinators (e.g., Public Works) are designated on a statewide basis. When a Kings County/OA Mutual Aid Coordinator is unable to fill a request for resources from a local government within the County, the request is forwarded to the appropriate (e.g., discipline) Regional or Statewide Mutual Aid Coordinator for action.

The Kings County/OA EOC establishes and maintains a coordination and communications link with the Inland REOC via telephone, facsimile, web-based Response Information Management System (RIMS), and/or Operational Area Satellite Information System

(OASIS). In addition, or alternatively, the REOC may deploy a field representative to the County/OA EOC to establish a direct coordination link.

1.6 State

The State level coordinates statewide operations, including providing mutual aid and support to local governments and using multi-agency or inter-agency coordination to facilitate decisions regarding overall statewide emergency response activities. When necessary, the state redirects essential supplies and other resources to priority areas.

The State Operations Center (SOC) is activated when an REOC is activated, upon the Governor's proclamation of a State of Emergency, or upon the Governor's proclamation of an earthquake or volcanic prediction. The State OES Director, other OES staff, and representatives from state agencies, staff the SOC, which is organized consistent with the five SEMS major management functions, similar to all other levels of the EMO.

The SOC establishes communications and coordination links with the activated REOCs, state level DOCs, and, when required by the nature and scope of the emergency, with other states and federal agencies. Access to state assistance by the Kings County/OA EOC is via the Inland REOC.

1.7 Federal

The Governor may request a Presidential Disaster Declaration when the scope of the incident is of such a magnitude that federal resources are needed to supplement local and state resources. The State Operations Center (SOC) coordinates and communicates with the Federal Emergency Management Agency (FEMA) to request emergency response assistance from federal agencies and/or military assets.

Depending on the nature of the incident, the type of assistance provided by federal agencies, and the level of response at which such assistance is provided, federal resources will be integrated into the ICS-based organization, consistent with SEMS and the National Incident Management System (NIMS). Military assets will remain under the direction and control of the military.

When state and/or federal agencies are involved in field operations, coordination will be established with the appropriate City EOC and the County/OA EOC where the incident occurs. In the field, federal agencies may be found in any ICS section, branch or unit; or may be part of Unified Command. Their location in the local EMO will be determined by the nature and location of the specific incident and the type of assistance being provided.

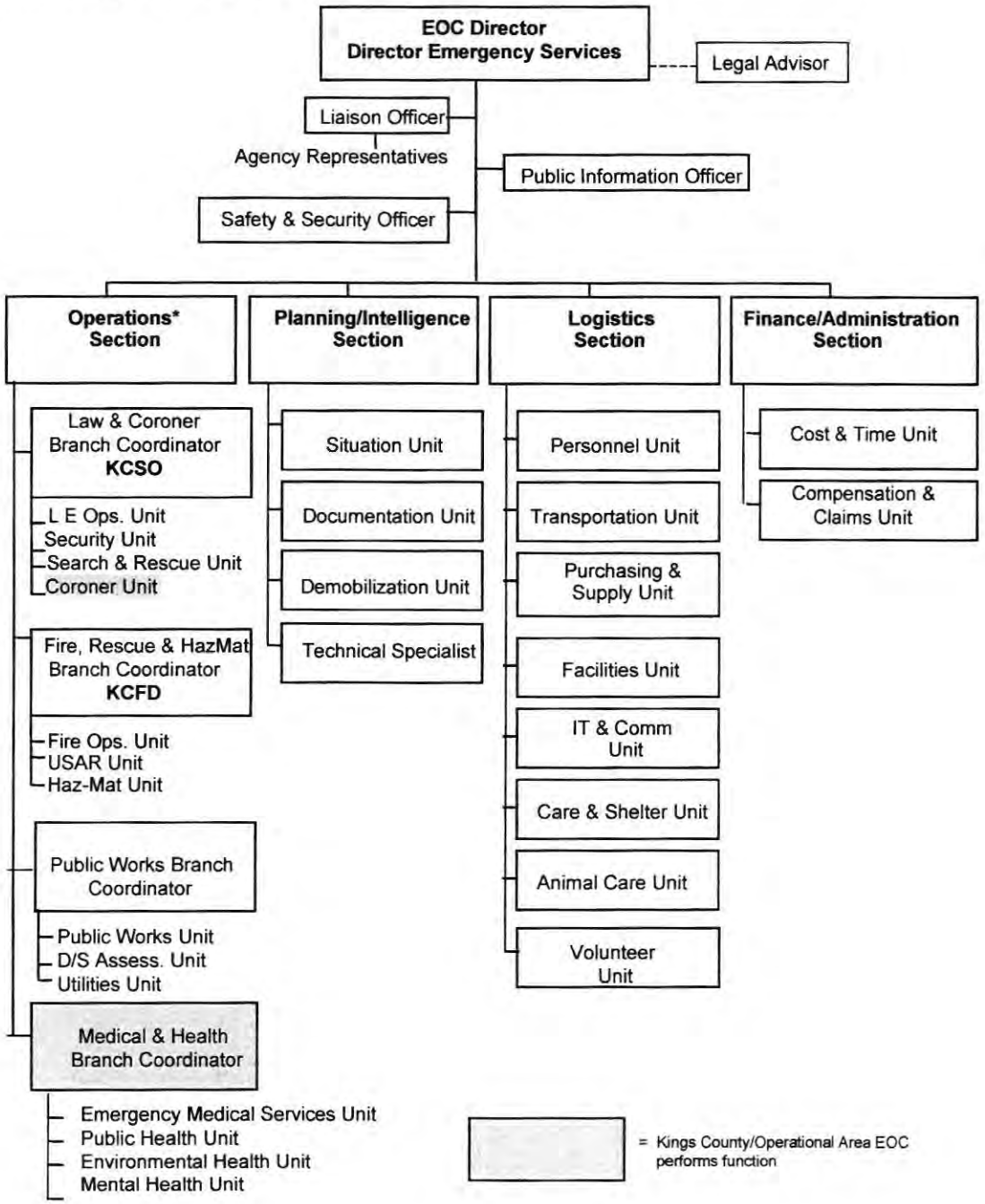
State and federal agencies may respond at the field level for flood disasters, oil spills, hazardous materials incidents, or other hazard scenarios. Federal agency field response could occur for similar scenarios or for a civilian or military aircraft accident. For a civilian aircraft accident, local agencies will typically serve as the IC during the immediate emergency response phase and federal agencies, such as the National Transportation Safety Board (NTSB), will assume the IC role during the investigation and recovery phases. For military aircraft incidents, military authorities will assume the IC role for all response phases.

1.8 Private and Voluntary Agencies

A number of non-government organizations (NGOs) and volunteer agencies support the Kings County/OA EMO at all local government levels. Those that play a key role in supporting emergency response have an Agency Representative assigned to the County/OA or City EOC, as indicated. If the agency/group supports a particular function, its representative will be assigned to that function, together with assigned City/County staff. If the agency/group supports several functions, its representative is located with the Liaison in the Management Section.

Two such NGOs/groups are key Kings Area response partners - the American Red Cross (ARC) and the Salvation Army, which support care & shelter operations at the City or County EMO level.

2.0 AVENAL EOC ORGANIZATION



* The Operations Section Chief position will be staffed by Fire or Law Enforcement staff, depending on the nature of the event.

Figure 2 – City of Avenal EOC Organization

2.1 Management Section

The Director of Emergency Services/EOC Director leads this Section and is responsible for overall management of EOC operations and for briefing the City Council on the situation. The Council members may be asked to disseminate public information within their respective districts and/or to attend media briefings by the Public Information Officer (PIO). The Management Section establishes strategic incident objectives and response priorities; provides policy direction when necessary; resolves any conflicting demands for support; coordinates with other local, state and federal government agencies and local support agencies; prepares and disseminates public warnings and information; and submits status and damage information to the Kings County/OA EOC.

When fully activated, the Management Section includes the following functions:

- EOC Director
- Legal Advisor
- Public Information Officer
- Liaison Officer
- Safety & Security Officer(s)
- Agency Representative(s)

2.2 Operations Section

The Operations Section supports field response by coordinating the tactical operations of the incident response assets (in accordance with the approved EOC Action Plan), regardless of agency affiliation or type of asset (e.g., law enforcement, fire suppression, medical, etc.).

The Operations Section is composed of several disciplines or functional groups (Branches), each with its own coordinator. Each Branch is further divided into function - or discipline – specific units. Some or all of the functions may be involved in incident response. When fully activated, this section includes:

- Operations Section Chief (Annex B-1)
- Law Branch (Annex B-2 – LE Ops Unit, Security Unit, Search & Rescue Unit staffed by KCSO and Coroner Unit performed by the Kings County/OA EOC)
- Fire, Rescue & HazMat Branch (Annex B-3 – Fire Ops Unit, Urban Search & Rescue (USAR) Unit, and HazMat Unit[1] staffed by KCFD)
- Health & Medical Branch (Annex B-4 – DPH, EHS, EMS, MHS[2], performed by Kings County/OA EOC)
- Public Works Branch (Annex B-5 – Public Works Unit, Utilities Unit, Damage & Safety Assessment Unit)

If available personnel resources do not allow for the staffing of all functions, the tasks assigned to that function must be assigned to the person next highest in the organization, in this case the Operations Section Chief.

[1] The Kings County Fire Department (KCFD) and Hanford Fire Department (HFD) jointly provide Level II HazMat response on a regional basis.

[2] All Health & Medical Branch functions are performed by the County/OA EOC and the City Operations Section Chief coordinates with the appropriate County/OA Unit Leader(s), as indicated.

2.3 Planning/Intelligence Section

The Planning/Intelligence Section collects, analyzes, displays and disseminates incident data relating to hazards, damage and situation status, and prepares the EOC Action Plan. This Section becomes the organizational focus for all information or intelligence related to the incident and is responsible for:

- Collecting and displaying situation and operational information;
- Identifying potential short- and long-term impacts of the incident on City/County resources and operations;
- Preparing the EOC Action Plan, in consult with the Operation Section and with input from all EOC Sections;
- Disseminating Situation Status Reports to the EOC and other City/County staff, activated City & Special District EOCs, and the Kings County/OA EOC; and
- Establishing and maintaining central repository for incident documentation.

The following functions comprise the Planning/Intelligence Section.

- Planning/Intelligence Section Chief
- Situation Status Unit
- Documentation Unit
- Demobilization Unit
- Technical Specialists

If available personnel resources do not allow for the activation of all functions, the tasks assigned to that function are the responsibility of the person next highest in the organization, in this case the Planning/Intelligence Section Chief.

2.4 Logistics Section

The Logistics Section is responsible for procuring personnel, equipment, supplies, facilities, and transportation; providing EOC information systems and emergency communications; recruiting and coordinating volunteers; and donation management, in support of incident operations. This would include specialized equipment and food and shelter for emergency workers.

The following functions comprise the Logistics Section.

- Logistics Section Chief
- Personnel Unit
- Transportation Unit
- Purchasing & Supply Unit
- Facilities Unit
- Information Technology (IT) & Communications Unit
- Care & Shelter Unit
- Animal Care Unit
- Volunteer Unit

If available personnel resources do not allow for the activation of all functions, the tasks assigned to that function are the responsibility of the person next highest in the organization, in this case the Logistics Section Chief.

2.5 Finance/Administration Section

This section is responsible for the financial management of the incident, including issuing payments or purchase orders for equipment, supplies, and services; compiling expenditure tracking and personnel timekeeping records; preparing insurance and disaster assistance claims; and providing administrative support to the EOC.

The following functions comprise the Finance/Administration Section.

- Finance/Administration Section Chief
- Cost & Time Unit
- Compensation & Claims Unit

If available personnel resources do not allow for the activation of all functions, the tasks assigned to that function are the responsibility of the person next highest in the organization, in this case the Finance/Administration Section Chief.

3.0 POLICIES AND PROCEDURES

- The Avenal Emergency Manager, with assistance from the Department of Pubic Works (DPW), will set up the EOC in accordance with the procedure contained in Part 3 – EOC Procedures Manual.
- The designated successors to the EOC emergency functions have all the power and authority of the function. Upon return of the assigned primary or the next higher position on the successor's list, or a special appointment by the City Council, the function shall be relinquished.
- Field operations will be organized and conducted using the Incident Command System (ICS).
- City emergency management operations shall be organized and conducted consistent with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).
- When the Operational Area level of the Kings County EMO is activated, the County EOC Director will function as the Operational Area Manager and will have overall responsibility for coordinating the emergency operations of all local jurisdictions, including cities, special districts, and the county.
- City-wide emergency response priorities will be established by the City EOC Director, according to the following:
    - Actions required to protect life safety (e.g., evacuation, medical care, shelter, etc.) will receive the highest priority for available resources.
    - Temporary restoration of facilities essential for health, safety and welfare, whether publicly or privately owned, will receive second priority for available resources (e.g., water, sanitation, power, transportation routes).
    - Addressing rehabilitation needs for temporary housing, food stamps, employment, etc., will receive third priority for available resources.

- All on-duty employees are expected to remain on duty until properly relieved. Off-duty personnel are expected to report to work consistent with this plan and department assignments.

- Employees with pre-established emergency assignments will report to a pre-designated reporting location for the assigned shift. Those without emergency assignments will report to the usual work location for the next normally scheduled shift. If unable to reach the assigned location, employees will report to the closest local jurisdiction and attempt to contact the work supervisor to report status.

- Depending on the scope of the emergency and its impact on City operations, all EOC staff may be placed on 12-hour work shifts. Normal work shifts may resume when conditions warrant.

- Operations Section Law Enforcement and Fire, Rescue & HazMat personnel will make manpower and mutual aid requests directly to their respective County/Operational Area Mutual Aid Coordinators. The Logistics Section Personnel Unit will request non-operations mutual aid personnel.

- When the Kings County EMO Operational Area response level is activated, all requests for assistance by cities and special districts will be submitted to the County/OA EOC. Requests for operations personnel and/or equipment will be forwarded to the appropriate OA Mutual Aid Coordinator. If assistance from outside the County is required, the request will be forwarded by the County/OA EOC to the Regional Mutual Aid Coordinator or the REOC, as indicated.

4.0 ACTIVATION & NOTIFICATION

4.1 Activation Levels

Significant emergencies may occur with or without warning and some may be obvious to all, while others are known only to those immediately involved in the situation. There are three activation levels for the City EMO and EOC. Depending on the nature and scope of the event, activation may range from minimal (Level I), to partial (Level II) or full (Level III) EOC staffing or activation.

- Level I - Minimal staffing for minor event (e.g., weather advisory, earthquake advisory, response by two City departments, etc.);

- Level II - Partial staffing for moderate events (e.g., minor or moderate earthquake, wind/rain storm, etc.); and

- Level III - Full staffing for major events (e.g., major earthquake, county - or region - wide incident, response by multiple City departments with heavy resource involvement, etc.).

4.2 Notification List

The City of Avenal utilizes an Emergency Services Callback List to notify and activate its emergency response personnel. This list contains on- and off-duty contact information for primary and alternate EOC staff and other City emergency response personnel, and is maintained by the City Emergency Manager. All City emergency services personnel are required to maintain a current list and to carry it with them at all times. A current copy of

the list is on file in the primary and alternate City EOC, and with the KCSO and KCFD Dispatch Centers.

4.3 Field Units

Regardless of the nature of the incident, City Field Response Units will be deployed in accordance with the appropriate department's standard operating procedures (SOPs).

4.4 Department Operations Centers

Department Operations Centers (DOCs) may be activated to support and coordinate law, fire and public works field response units, as deemed necessary by each discipline or department, again, consistent with its SOPs. The decision to activate one or more DOCs may be made by the Field Incident Commander (IC), appropriate Emergency Operations Center (EOC) Branch Coordinator or Unit Leader, or other department staff identified in the SOPs.

For incidents that may escalate and require support from the Kings County/Operational Area (OA) EOC, the Avenal Emergency Manager will direct the EOC Liaison to notify the Kings County/OA Emergency Services Coordinator via Kings County Sheriff's Office (KCSO) Communications (Dispatch).

4.5 Emergency Operations Center

For any incidents that may escalate and require support from the City of Avenal's Emergency Operations Center (EOC), the DOC Coordinator will notify the Emergency Manager of the situation at the earliest possible time. The City's Emergency Manager will activate the EOC if indicated and will implement the City's Callback Procedure. For off-hours events, notification will be made via the KCSO Dispatch.

The City's Director of Emergency Services will obtain a situation assessment from the Field Incident Commander (IC) or DOC Coordinator and will determine the level of EOC activation to be implemented. The EOC Liaison will initiate EOC staff notifications.

4.6 Automatic Activation

In addition to automatic activation required under specific conditions, notice of an emergency may be obvious (e.g., significant earthquake), in which case formal notification may not be possible and should not be necessary. Under required conditions and obvious major (Level III) emergencies, City staff pre-assigned to perform a function in a Department Operations Center (DOC), the City EOC, or another duty station, will report automatically to the designated primary location, in accordance with pre-established shift assignments. It is expected that off-duty staff will respond after ensuring the safety of their families.

5.0 WORK SHIFTS & STAFFING

5.1 Work Shifts

During response to major emergencies with an extended emergency response phase, the City EOC staff will be assigned to work 12-hour shifts, with a one-half hour overlap between shifts. Field staff, to the maximum extent practicable, will remain on eight-hour shifts, with a minimum of eight hours off between shifts. When assigning employees to other emergency

functions, City Department Heads designate work shifts and reporting locations/duty stations for each.

When an obvious emergency (e.g., major earthquake) occurs during off-duty hours, City EOC staff and employees with emergency assignments will report automatically on the assigned shift to the pre-designated duty station. If unable to reach the assigned location, employees will report to the closest City facility or other local jurisdiction and will attempt to contact the assigned work supervisor to advise of status

5.2 Staffing

The EOC Director will determine the extent to which the EOC will be activated (partial or full), based upon the nature and scope of the emergency. At a minimum, whenever the EOC is activated, staffing will include the EOC Director, Public Information Officer (PIO), Operations Section Chief and Planning Section Chief. The activated Section Chiefs will determine if additional Section personnel are required and will make the necessary notifications.

Upon the proclamation of a Local Emergency all remaining EOC staff will be activated. The EOC staff will support the EOC Director in managing and coordinating the emergency response.

6.0 BRIEFINGS

6.1 General Staff

The EOC Director conducts regular briefings with the Section Chiefs to receive updated information, evaluate the effectiveness of the response strategy, identify and solve problems, and revise objectives, response strategy and priorities as necessary. These briefings do not replace the Action Planning Sessions, which are required for each Operational Period.

When possible, these General Staff briefings are conducted outside the activity of the EOC Operations Room. Each Section Chief appoints someone in the Section to assume his/her role for the duration of the briefing.

During the briefing, the EOC Director asks each Section Chief for a thorough, but concise status report. Only information relevant to the entire EOC is discussed in the group briefing. Function-specific issues and questions are discussed one-on-one between the EOC Director and the involved Section Chief.

At the conclusion of each General Staff briefing, the time for the next briefing is set. Section Chiefs leave each General Staff briefing with a clear understanding of the objectives to be accomplished and the specific information to be collected before the next briefing.

6.2 Sections

Following each General Staff briefing, Section Chiefs provide their respective Section staffs with a briefing to review overall situation status, response objectives, strategy and priorities. Each Section member must have a clear understanding of the activities she or he is

expected to perform, including any coordination requirements with other EOC staff or external agencies.

7.0 STATUS & SITUATION REPORTS

7.1 Departments

As soon as practicable following a disaster during normal business hours, City Department Heads will submit a standard Department Status Report (Attachment B) to the EOC Director. Updated reports will be submitted every four hours, upon a significant change in status, or as directed by the EOC Director.

7.2 Field Units

Field personnel will follow Incident Command System (ICS) reporting procedures for submitting status reports through the on-scene chain of command to the assigned supervisor. On-scene discipline-specific Branch Coordinators will submit status reports to the field Operations Section Chief and the assigned Department Operations Center (DOC) Coordinator, in accordance with established ICS and DOC procedures. The field Operations Section Chief will provide the Incident Commander (IC) with regular summary reports.

The Field Incident Commander (IC) or Operations Section Chief will submit an Incident Status Summary (ICS 209 form - Attachment A) to the DOC Director or Operations Section Chief as soon as possible following arrival on-scene. Updated reports will be submitted every four hours, when warranted by a changing situation, or as directed by the DOC Director or Operations Section Chief.

When a Unified Command (UC) structure is employed, the City's UC representative provides a verbal report to the City EOC Director or the Operations Section Chief. Reports are submitted every four hours, as warranted by a changing situation, or as directed by the EOC Director or Operations Section Chief.

7.3 Department Operations Centers

Each Department Operations Center (DOC) Planning Section Chief will prepare and submit a SEMS function-based status report from the RIMS to their respective representative in the City EOC as soon as possible following activation. Updated reports will be submitted every four hours, when warranted by a changing situation, or as directed by the EOC Branch Coordinator.

7.4 City Emergency Operations Center

The City EOC Planning/Intelligence Section will review and summarize the status reports received from all sources and will prepare and submit RIMS-based reports via the Internet to the County/OA EOC. A hard copy supply of the required report forms will be stored with the EOC reference materials for use in the event that access to the Internet is disrupted.

1. Event/Major Incident Report

This is the initial report, which must be entered into RIMS as soon as possible. Additional information and updates are added as the incident progresses.

There is only one Event/Major Incident Report initiated for a particular incident/event, not a separate report for every City. Usually, the City where the event occurred, has the responsibility for initiating this report and naming the event. However, if an Event/Major Incident Report has already been entered into the RIMS system by the County/OA EOC, the City EOC does not create another report.

2. **Situation Report** (Attachment C)

This report is generated after the Event/Major Incident Report has been initiated. Only one Situation Report is created per incident/event. This report provides a place for providing updated information on the incident.

The Situation Report (Sitrep) is considered by State OES to be the official source of information, and, therefore, it is imperative that this information be verified for accuracy. This report must be updated at least every six hours, with at least one "official update" per operational period. The updates are derived from the Status Reports.

3. **Status Reports**

The RIMS status reports are based upon the SEMS functions represented in a City DOC or EOC. The appropriate discipline-specific DOC is responsible for preparing and submitting its functional status report according to the following table.

Responsibility	RIMS Report
EOC Planning/Intelligence Section	Event/Major Incident Report
	Situation Report
	Initial Damage Estimate (IDE) Report
Department Operations Centers	**Status Reports**
Law DOC	Law Enforcement and Movement
Fire DOC	Fire & Rescue and Hazmat
Emergency Medical Services (EMS) DOC (County)	Medical Resource Availability and Medical
Public Health DOC (County)	Health Resource Availability and Health
Public Works DOC	Construction, Flood Management and Utilities - Water
Human Services DOC (County)	Care & Shelter

4. **Initial Damage Estimate Report**

The Initial Damage Estimate (IDE) Report is a summation of the estimated total damages, which have incurred within the City, including all involved special districts. This report is used to support City or County requests for a Gubernatorial State of Emergency and a Federal Disaster Declaration.

8.0 SAFETY & DAMAGE ASSESSMENT

8.1 Windshield Surveys (Attachment D)

Following a major incident that results in widespread damages, on-duty Fire, Law, DPW and other field units perform windshield surveys, a form of rapid reconnaissance. These surveys are done quickly, without exiting the vehicle, and include a brief observation of structures, streets, lighting and highways in the assigned area for obvious damages. The findings are reported to the assigned DOC via Dispatch, or to the appropriate Branch of the EOC Operations Section to assist in determining the extent of damages and to identify possible operational problems and immediate needs.

8.2 Rapid Safety Assessment (Attachment E)

As soon as possible, the Public Works Branch will begin Rapid Evaluation Safety Assessments of damaged facilities followed, as necessary, with Detailed Safety Assessments (Attachment F) on occupied buildings and pre-designated essential facilities (e.g., Communications Centers, hospitals, key City facilities, bridges, utilities, etc.). The assessment involves an immediate visual inspection by on-duty pubic safety and DPW personnel deployed to specific areas of the City by the EOC Operations Section or appropriate DOC to identify and contain unsafe structures and obvious hazards. Unsafe structures are evacuated immediately, hazardous conditions are contained, and occupied buildings are posted as Unsafe, Restricted Use or Inspected, as indicated and based on this preliminary assessment.

8.3 Detailed Safety Assessment (Attachment F)

Based on findings from the Windshield Surveys and Rapid Evaluation Safety Assessments, detailed inspections are performed on damaged facilities by Damage Assessment Teams (DATs) comprised of qualified DPW inspectors, mutual aid inspectors, and/or contractors assigned by the EOC DPW Branch Coordinator. This inspection includes a more thorough examination of public and private facilities to document damages; identify repair, bracing and shoring requirements; evaluate the initial posting of occupied structures; and identify facilities that require an engineering assessment. The condition of occupied structures may be upgraded or downgraded, based on the results of this inspection and the initial building posting may be revised if indicated.

8.4 Engineering Assessment

Licensed engineers are deployed by the DPW Branch to conduct detailed assessments on damaged structures and other facilities to prepare plans for repairs, reconstruction and engineering cost estimates. Depending on the type of facility and the nature of the damage, civil, structural, mechanical, and other specialty engineering services may be contracted.

9.0 ACTION PLANNING

9.1 Requirements

An Action Plan shall be developed whenever the EOC is activated, either partially or fully. The initial EOC Action Plan may be a verbal plan that is developed 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.

A written EOC Action Plan is required whenever:

- Two or more jurisdictions are involved in the response;
- The incident overlaps more than one operational period; or
- All EOC functions are fully staffed.

The EOC Action Plan (Attachment G) addresses a specific operational period (usually 12 hours and not exceeding 24 hours). The plan should be regularly reviewed and evaluated throughout the operational period and revised or updated as warranted.

9.2 Elements

The elements to be included in the EOC Action Plan include:

- Operational period covered by the plan;
- Organization;
- Response objectives (measurable) and priorities;
- Response strategies;
- Actions to be taken (tactics);
- Kind and number of resources assigned to each action;
- Communications plan;
- Safety messages; and
- Supporting documents (e.g., maps, weather forecasts, etc.).

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

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

9.3 Process

- The Planning Section staff will monitor the Major Incident Status Board and will develop short- and long-term planning objectives based on the situation and its impacts on City facilities and operations, as reported in Status Reports.

- Utilizing these planning objectives, the Planning Section Chief conducts an Action Planning meeting with the EOC Director, General Staff and appropriate technical experts to develop the Action Plan.

- Once approved by the EOC Director, the Operations Section Chief communicates the Action Plan and response strategy to all other operations personnel, jurisdictions and agencies, as indicated.

9.4 Distribution

The Planning Section is responsible for:

- Posting a copy of the current EOC Action Plan in the EOC;
- Maintaining a copy of each Action Plan as part of the permanent incident record; and

- Distributing copies of the current EOC Action Plan to all EOC staff, City Department Heads, appropriate local jurisdictions (cities and special districts), the County/OA EOC, and appropriate external agencies involved in emergency response.

10.0 RESOURCE MANAGEMENT

10.1 Field Units

The Incident Commander (IC) retains control of resources at the scene of an incident. When additional discipline-specific personnel or equipment resources are needed, the field Operations Section Chief or Branch Coordinator will make a verbal request to the appropriate discipline Department Operations Center (DOC), in accordance with established Standard Operating Procedures (SOPs). The field Logistics Section will direct requests for more general resources to its counterpart Logistics Section in the appropriate DOC or County/OA EOC.

10.2 Department Operations Centers

The DOC staff receiving requests will complete a hand-written RIMS Mission Request form. If the request cannot be filled from available department resources, the DOC Coordinator will be advised and will discuss the request with the appropriate Branch Coordinator in the City or County/OA EOC. The EOC Branch Coordinator will determine if the resource is available from another local jurisdiction within the County/OA and will advise the requesting DOC Branch Coordinator of the resource to be provided and the estimated time of arrival on-scene. The DOC will pass this information back to the Requesting Party in the field.

If the resource is not available within the County/OA, the EOC Operations Section Chief will be asked to authorize a request for mutual aid. Such requests will be made by the EOC or DOC Branch Coordinator to the Kings County/OA EOC, consistent with that discipline's SOPs.

10.3 City Emergency Operations Center

Requests from cities for fire and rescue and/or law enforcement resources will typically be made to the appropriate County/OA Mutual Aid Coordinator, consistent with existing mutual aid systems. These requests will be managed similar to those from County Field Units.

General resource requests from cities, special districts and support agencies (e.g., Red Cross, Salvation Army, amateur radio operator group) will be made by that jurisdiction's EOC Logistics Section and will be directed to the County/OA Logistics Section. The staff receiving the request will complete a hand-written RIMS Mission Request form and will fill the request if able to do so. If the resource is not available from a local source (the County or another city or district), the County/OA EOC Logistics Section Chief will be asked to authorize forwarding the request to the Inland REOC via RIMS. The EOC Planning/Intelligence Section will be asked to forward the request via the RIMS computer.

The City or County/OA EOC Logistics Section will process resource requests as follows:

- Written RIMS mission request forms are received and consolidated when feasible.
- Local jurisdictions, support agencies and appropriate City or County departments are contacted to determine if resources are available prior to purchase.

- If resources are not available locally, approval to purchase the item(s) must be obtained from the Logistics Section Chief.
- Existing City or County vendors will be contacted first.
- When placing the order, obtain ETD (estimated time of delivery) and advise the Requesting Party.
- Record the order and the ETD.
- Advise Finance/Administration Section of the order and complete any required purchase order.

10.4 Tracking

The Branch Coordinators and Unit Leaders in the EOC Operations Section will track their respective discipline-specific resources. The EOC Logistics Section or appropriate Operations Section Branch is responsible for tracking resource requests.

- The Requesting Party will notify the EOC Operations Section or Logistics Section when the requested resource(s) arrives.

- When notified that a resource has checked-in at the designated location, the EOC Operations Section or Logistics Section will:
  - Record its arrival; and
  - Notify person responsible for maintaining resource-tracking displays.

- Periodically check the resource order file for overdue resources or unacknowledged requests. Check status with the EOC Operations Section or Logistics Section or resource provider as appropriate.

11.0 MUTUAL AID

11.1 Cities and Special Districts

When the Kings County EMO Operational Area response level is activated, all requests for assistance by cities and special districts will be submitted to the County/OA EOC. Requests for operations personnel and/or equipment will be forwarded to the appropriate OA Mutual Aid Coordinator. If assistance from outside the County is required, the request will be forwarded by the OA Mutual Aid Coordinator to the Regional Mutual Aid Coordinator or the REOC, as indicated.

11.2 Field Units

During day-to-day emergencies, Field Unit Incident Commanders or Operations Section Chiefs may request mutual aid directly from the appropriate discipline-specific County/OA Mutual Aid Coordinator. For major emergencies in which the discipline Department Operations Center (DOC) is activated, requests from the Field for mutual aid will be made to the DOC Coordinator or Operations Section Chief.

11.3 Department Operations Centers

Upon receipt of a request for mutual aid, the DOC Coordinator or Operations Section Chief will advise the appropriate discipline-specific Branch Coordinator in the City EOC, if activated, before acting on or referring the request to the appropriate discipline OA or Regional Mutual Aid Coordinator.

11.4 County/OA Emergency Operations Center

The discipline-specific County/OA Mutual Aid Coordinator will attempt to obtain the requested mutual aid resource from another local jurisdiction. All Kings County/OA resources will be expended before requesting mutual aid from the discipline-specific Regional Mutual Aid Coordinator.

The appropriate County/OA Mutual Aid Coordinator will confer with the Operations Section Chief in the County/OA EOC before referring mutual aid requests to the appropriate Regional Mutual Aid Coordinator.

12.0 INFORMATION MANAGEMENT

12.1 Status & Situation Reports

Status reports originate in City departments, Field Units, Department Operations Centers (DOCs), and special districts, if indicated. In some cases, these reports are submitted to a DOC before being forwarded to the City EOC. In other cases, reports are directly submitted to the EOC Operations Section.

Regardless of the type and source of the data, it must be shared with multiple functions within the City EOC Operations and Planning/Intelligence Sections before being submitted to the County/OA EOC or disseminated beyond the EOC.

Information within the EOC is shared in several ways, including status displays, General Staff and individual Section briefings, EOC message forms, and in one-to-one and small group conferences. The Operations Section uses this information to establish strategic response objectives and priorities and the Planning/Intelligence Section uses it to prepare the City-wide Situation Report and EOC Action Plan.

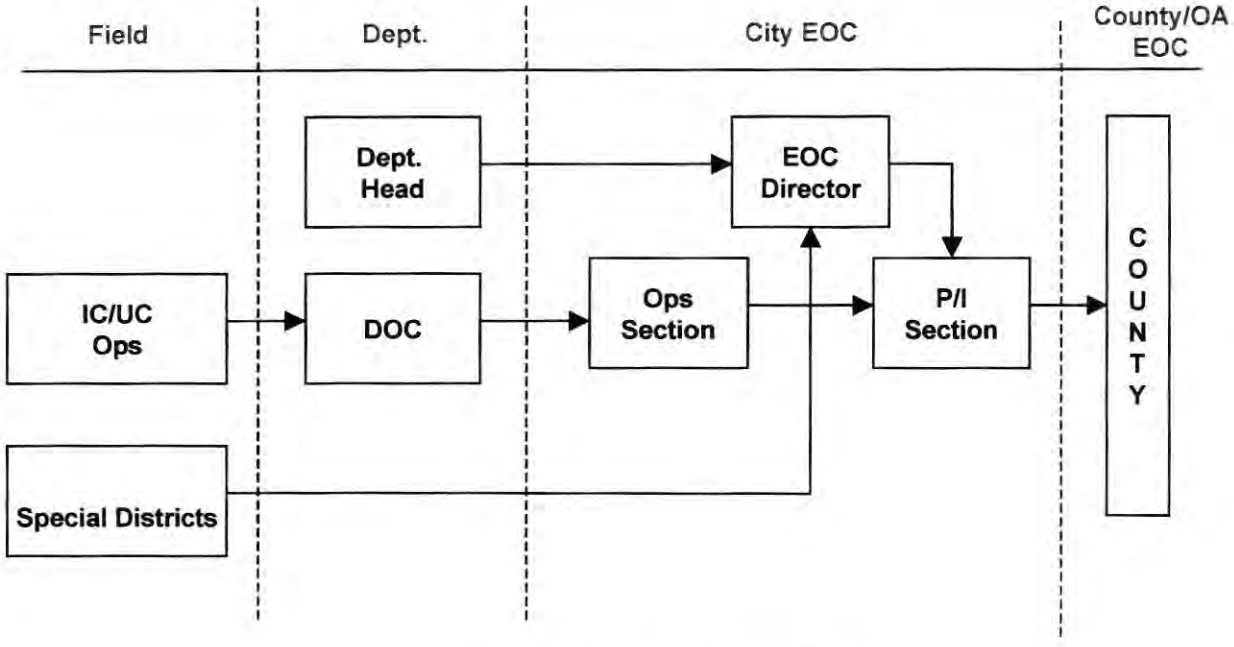


Figure 3. Status Report Flow

12.2 Safety & Damage Assessments

Similar to Status Reports, Safety & Damage Assessments originate from multiple sources. In some cases, these reports are submitted to a DOC before being forwarded to the City EOC. In other cases, reports are submitted directly to the EOC Operations Section. This data must also be shared among multiple EOC functions before being submitted to the County/OA EOC.

The City EOC Director uses this data to determine the level of Emergency Proclamation needed (e.g., Local, State, Presidential). The Operations Section uses it to determine response objectives, assignments and priorities. The Planning/Intelligence Section uses it to estimate damage costs, to prepare City-wide Situation Reports, and to identify recovery issues. The Logistics Section uses it to identify potential supply, equipment and service needs. And, the Finance/ Administration Section uses it to prepare cost estimates and claims.

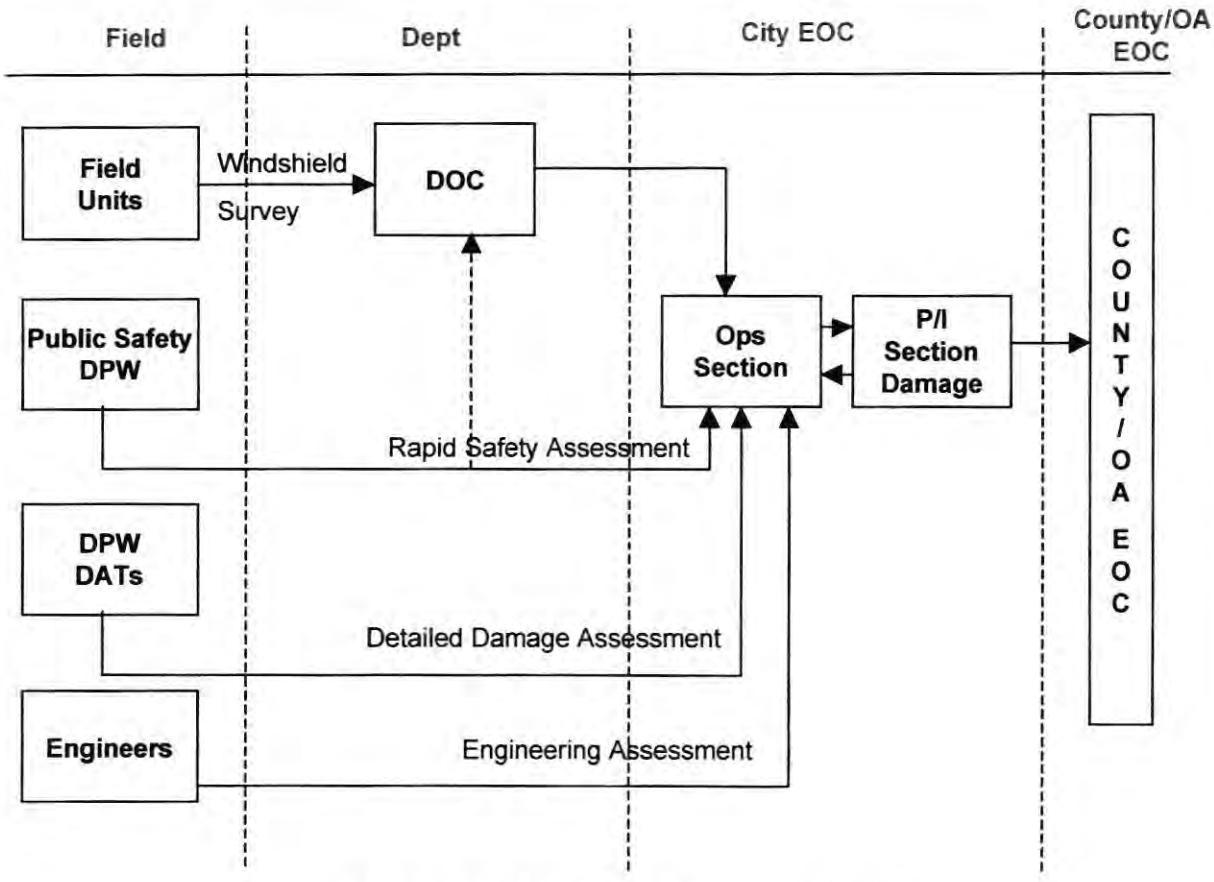


Figure 4. Safety/Damage Assessment Flow

12.3 Resource & Mutual Aid Requests

12.3.1 RESOURCES (Attachment H)

Requests for resources also originate from multiple sources, including Field Units, DOCs, other local jurisdictions and support agencies. Depending on the type of resource needed, (e.g., discipline-specific response personnel vs. support staff, supplies, equipment or service), and the availability of such resources locally, the request may need to be forwarded to more than one EOC function and more than one EOC (e.g., city, special district, county, region).

12.3.2 MUTUAL AID (Checklist 2)

The need for certain mutual aid resources, such as special response personnel (e.g., a Hazardous Materials Team), will be identified in the field and will be forwarded to the appropriate DOC and City EOC Operations Section by its counterpart field/DOC Section. However, because field/DOC personnel are not necessarily aware of the existence and status of all active incidents within the City, the need for mutual aid will often be identified by the EOC Operations Section.

Requests for mutual aid will be referred to the appropriate City EOC Operations Section Branch Coordinator and must be reviewed and approved by the Operations Section Chief. If the Section Chief concurs with the need, the request may be entered into the Response Information Management System (RIMS) for processing, alternately the request may be submitted to the EOC verbally or in writing.

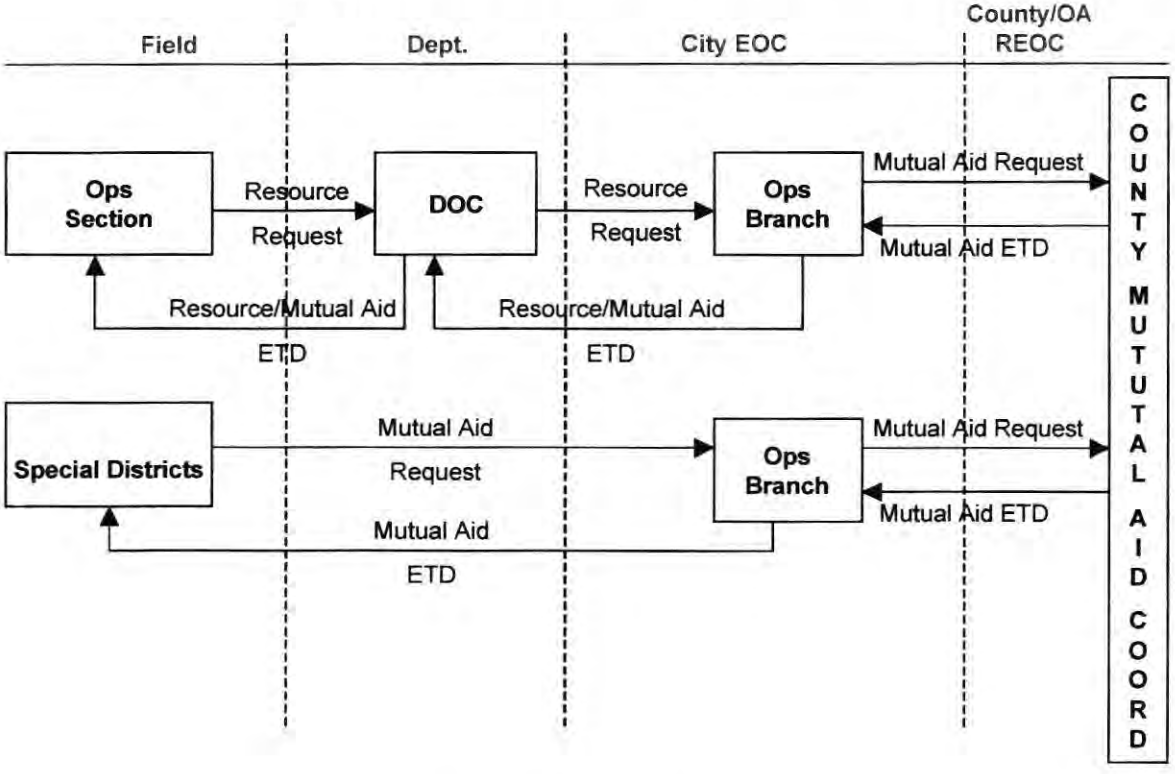


Figure 5. Resource Management Flow

13.0 RECORDKEEPING

13.1 Function Log

Each EOC function will maintain a written function log in which all significant activities and information will be recorded. Each log entry must be dated and timed, and the assigned function staff going off-shift must enter/sign his/her name after the last log entry. The function staff coming on-duty will sign-in and continue the same logbook.

Upon deactivation of the EOC, all logs will be submitted to the Documentation Unit of the Planning Section and will become part of the permanent incident record. The function logs will also be used in preparing the After Action Report.

13.2 Timekeeping

State and federal governments require very detailed information in a form designated by these agencies. 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 timecards and other original source records.

Although cumbersome, manual timekeeping procedures should be implemented for declared emergencies to ensure that all information required for a reimbursement application is captured. All employees must be oriented to the use of the Labor Record and work supervisors are responsible for reviewing all Labor Records on a daily basis to ensure that all required information is documented.

The following guidelines should be followed when documenting labor-related reimbursable expenses:

- A direct link must exist (and must be documented) between specific emergency operations provided and labor-related costs claimed.
- Timecards with employee name must be maintained for all labor-related costs claimed.
- Timecards must reflect exactly how and where time was spent (e.g., regular time versus overtime, hours and minutes on standby, regular work, emergency-related work, etc.).
- Time spent on emergency assignment should describe exactly where and what the emergency assignment was.

13.3 Expenditure Tracking

Expenditure tracking should commence upon notice or obvious occurrence of disasters that require expense of labor, equipment use, materials, and other expenses. The Incident Commander(s), EOC Director, and Emergency Operations Center (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. Labor Records are to be submitted daily to the EOC Finance/Administration Section Chief, as appropriate.

The Finance/Administration Section will compile these reports, including total expenditures by category. The Finance/Administration Section Chief will submit a summary report on total costs to the EOC Director on a daily basis or as requested. This information will be used for state and federal disaster assistance applications. The data contained in the Expenditure Tracking Forms will be vital to audits by state and federal agencies following the disaster.

The following guidelines should be followed when documenting disaster-related labor expenses:

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 by operator.
- Vehicle operating expenses should include fuel, tires, tubes 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 noncompetitive procurements must be justified.

14.0 STAND-DOWN & DEACTIVATION

14.1 Authority

During extended EOC operations, the EOC Director, with input from Incident Commander(s) in the field and Section Chiefs in the EOC, may determine that current circumstances are such that the EOC can stand down for a period of time or can be deactivated. The EOC Director, after advising the City Manager of the situation, may stand down the EOC whenever he deems it appropriate.

14.2 Triggers

When the EOC Director places the EOC in stand-down mode for a specified period of time, assigned EOC staff must remain available by pager or telephone to respond immediately if requested to do so.

Triggers for implementing stand-down may include:

- The immediate emergency situation has been stabilized or contained.
- The emergency response phase is anticipated to continue for several days.
- Ongoing communications with other cities, special districts, voluntary organizations, Kings County, State Inland Region Office of Emergency Services (OES), and/or the media is no longer required.

- Continuous coordination and communications with external support agencies is no longer required.

14.3 Process

The EOC Director will:

- Determine if stand down or deactivation is appropriate after consultation with the Incident Commander(s) in the Field and Section Chiefs in the EOC.
- Confer with the City Manager regarding deactivation.
- Establish the time period for stand down and the day and time for deactivation, and identify a 24-hour contact number for reporting any additional problems, questions, or requests for assistance.
- Advise EOC staff of the actions to be taken, including:
    - Date and time for stand down or deactivation;
    - Sign out function log and submit to Documentation Unit of the Planning Section;
    - Remain on-call and immediately available if stand down is implemented.
    - Participate in debriefing and critique and provide any necessary information for the After Action Report, if deactivation is implemented.
- Direct the Liaison or other EOC staff to make the necessary notifications.
- Prepare a draft City Council resolution terminating the Local Emergency proclamation.

ATTACHMENT A - ICS 209

INCIDENT STATUS SUMMARY						ICS 209
1. DATE	TIME	2. RPT STATUS INITIAL ☐ UPDATE ☐ FINAL ☐	3. INCIDENT NAME	4. INCIDENT NUMBER		
5. INCIDENT COMMANDER	6. JURISDICTIONS	7. COUNTY	8. INCIDENT TYPE	9. LOCATION	10. START DATE: TIME:	
11. CAUSE	12. AREAS INVOLVED	13. % CONTAINED	14. EST. CONTAIN DATE: TIME:	15. EST. CONTROL DATE: TIME:	16. CONTROLLED DATE: TIME:	
17. CURRENT THREAT		18. CONTROL PROBLEMS				
19. EST. LOSS	20. EST. SAVINGS	21. INJURIES	21a. DEATHS	22. LINE BUILT	23. LINE TO BUILD	
24. CURRENT WEATHER WS WD TEMP RH		25. PREDICTED WEATHER WS WD TEMP RH		26. COSTS TO DATE	27. EST. TOTAL COSTS	

28. RESOURCES																					TOTALS	
KIND OF RESOURCE	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST
ENGINES																						
DOZERS																						
CREWS																						
HELICOPTERS																						
AIRTANKERS																						
TRUCK COMPANIES																						
RESCUE/MEDICAL																						
WATER TENDERS																						
LAW ENFORCEMENT																						
PUBLIC WORKS																						
OVERHEAD PERSONNEL																						
TOTAL PERS.																						

29. COOPERATING AGENCIES

30. REMARKS

ATTACHMENT B - STATUS REPORT

(To be completed by DOC Planning Section and submitted to EOC Branch Coordinator)

DOC _____ Date _____ Time _____

Reported By _____ Telephone No. _____

DOC Coordinator _____ Activation Level _____ Full _____ Partial

Working Incidents

Type	Location	Status

Assistance Needed

Location	Needed

Personnel Available	**Major Equipment Available**

Received By _____ Date _____ Time _____

Action Taken

(Use back of form to record additional information)

ATTACHMENT C - SITUATION REPORT

RESPONSE INFORMATION MANAGEMENT SYSTEM
SITUATION REPORT (SITREP)

MANUAL ADAPTATION FROM RIMS VERSION (02/15/01)

TEXT IN *ITALIC* INDICATES A REQUIRED FIELD.	
a) Reported By:	***b) Agency:***
c) Position:	***d) Phone:***
e) Please select the level of this Report after completing the above information:	❑ City ❑ Special District ❑ Operational Area OES ❑ Region ❑ OES Headquarters

f) The report type is:

INITIAL INTERIM OFFICIAL UPDATE FINAL

1. Event Name:	
2. Date/Time of Event:	
3. Event Type:	
4. Event Location:	
5. Areas Affected:	
6. Report as of:	
7. Weather:	

8. Current Situation:

9. Current Situation Detail:	
Status Comments	
a. Significant Damage:	☐ Yes ☐ No ☐ Unknown
Describe:	
b. Deaths:	☐ High ☐ Moderate ☐ Low ☐ Yes ☐ No ☐ Unknown
Describe:	
c. Injuries:	☐ High ☐ Moderate ☐ Low ☐ Yes ☐ No ☐ Unknown
Describe:	
d. Damaged Buildings:	☐ High ☐ Moderate ☐ Low ☐ Yes ☐ No ☐ Unknown
Describe:	
e. Utility Problems:	☐ High ☐ Moderate ☐ Low ☐ Yes ☐ No ☐ Unknown
Describe:	
f. Communication Problems:	☐ High ☐ Moderate ☐ Low ☐ Yes ☐ No ☐ Unknown
Describe:	
g. Road Problems:	☐ High ☐ Moderate ☐ Low ☐ Yes ☐ No ☐ Unknown
Describe:	
h. Evacuations:	☐ High ☐ Moderate ☐ Low ☐ Yes ☐ No ☐ Unknown
Describe:	
i. Critical Issues:	☐ Yes ☐ No ☐ Unknown
Describe:	
j. Other Problems:	☐ High ☐ Moderate ☐ Low ☐ Yes ☐ No ☐ Unknown
Describe:	

10. FUNCTIONAL AREA RESPONSE Status, brief details, locations, comments	
NA = NOT APPLICABLE/NO COMMENT BLACK = Significant Aid Required (Comments Required) RED = Require Some Aid (Comments Required) YELLOW = No Aid Required GREEN = Normal	
a. EOC(s) Activated: Describe:	☐ Yes ☐ No ☐ Unknown
b. Care & Shelter:	☐ N/A ☐ BLACK ☐ RED ☐ YELLOW ☐ GREEN
c. Constr. & Engr:	☐ N/A ☐ BLACK ☐ RED ☐ YELLOW ☐ GREEN
d. HazMat/Radiological:	☐ N/A ☐ BLACK ☐ RED ☐ YELLOW ☐ GREEN
e. Fire & Rescue:	☐ N/A ☐ BLACK ☐ RED ☐ YELLOW ☐ GREEN
f. Law Enforcement:	☐ N/A ☐ BLACK ☐ RED ☐ YELLOW ☐ GREEN
g. Medical/Health:	☐ N/A ☐ BLACK ☐ RED ☐ YELLOW ☐ GREEN
h. Movement:	☐ N/A ☐ BLACK ☐ RED ☐ YELLOW ☐ GREEN
i. Utilities:	☐ N/A ☐ BLACK ☐ RED ☐ YELLOW ☐ GREEN
j. Disaster assistance programs/facilities:	☐ Yes ☐ No ☐ NR
k. Mutual aid received in last 24 hours?	☐ Yes ☐ No ☐ Unknown

l. Mutual aid needed in next 24 hours? ☐ Yes ☐ No ☐ Unknown	
m. Prognosis: ☐ Worsening ☐ No Change ☐ Improving	
11. Major Incidents:	
12. Response/Recovery Priorities:	
13. Proclamations/Declarations: Include dates and times submitted.	
a. Local:	
b. Gubernatorial Requested:	
c. Director's Concurrence:	
d. Gubernatorial Received:	
e. Presidential Requested:	
f. Presidential Received:	
14. Other Critical Information or General Comments:	
15. Date/Time of Next Report:	(mm/dd/yyy hhhh)
16. Attachments:	
1. Map(s) - Areas Affected/Threatened Attached? ☐ Yes ☐ No	To follow Date/Time:
2. Declaration/Proclamation(s) ☐ Yes ☐ No	

Created by: (JURISDICTION) on: _____

Last Modified by: (JURISDICTION) on: _____

ATTACHMENT D - WINDSHIELD SURVEY

WINDSHIELD SURVEY FORM

1. DISTRICT _____ **STATION** _____
SURVEY NUMBER _____

2. ADDRESS or LOCATION:

_____

_____

_____

3. STRUCTURE: OK DAMAGED COLLAPSED
ELECTRICITY: OK DAMAGED OUT OF SERVICE
NATURAL GAS: OK LEAKING OUT OF SERVICE
WATER: OK LEAKING OUT OF SERVICE

4. SPECIAL HAZARDS:

5. COMMENTS:

6.
Completed by: _____ **Date:** _____

7.
Entered by: _____ **Date:** _____

ATTACHMENT E - RAPID SAFETY ASSESSMENT

ATC-20 Rapid Evaluation Safety Assessment Form

Inspection

Inspector ID: _____ Inspection date and time: _____ ☐ AM ☐ PM

Affiliation: _____ Areas inspected: ☐ Exterior only ☐ Exterior and interior

Building Description

Building name: _____

Address: _____

_____

Building contact/phone: _____

Number of stories above ground: ____ below ground: ____

Approx. "Footprint area" (square feet): _____

Number of residential units: _____

Number of residential units not habitable: _____

Type of Construction

☐ Wood frame ☐ Concrete shear wall
☐ Steel frame ☐ Unreinforced masonry
☐ Tilt-up concrete ☐ Reinforced masonry
☐ Concrete frame ☐ Other: _____

Primary Occupancy

☐ Dwelling ☐ Commercial ☐ Government
☐ Other residential ☐ Offices ☐ Historic
☐ Public assembly ☐ Industrial ☐ School
☐ Emergency services ☐ Other: _____

Evaluation

Investigate the building for the conditions below and check the appropriate column.

Observed Conditions	Minor/None	Moderate	Severe
Collapse, partial collapse, or building off foundation	☐	☐	☐
Building or story leaning	☐	☐	☐
Racking damage to walls, other structural damage	☐	☐	☐
Chimney, parapet, or other falling hazard	☐	☐	☐
Ground slope movement or cracking	☐	☐	☐
Other (specify) _____	☐	☐	☐

Estimated Building Damage (excluding contents)

☐ None
☐ 0 –1%
☐ 1 –10%
☐ 10 – 30%
☐ 30 – 60%
☐ 60 – 100%
☐ 100%

Comments: _____

_____

Posting

Choose a posting based on the evaluation and team judgment. *Severe* conditions endangering the overall building are grounds for an Unsafe posting. Localized *Severe* and overall *Moderate* conditions may allow a Restricted Use posting. Post INSPECTED placard at main entrance. Post RESTRICTED USE and UNSAFE placards at all entrances.

☐ **INSPECTED** (Green placard) ☐ **RESTRICTED USE** (Yellow placard) ☐ **UNSAFE** (Red placard)

Record any use and entry restrictions exactly as written on placard: _____

_____

_____

Further Actions

Check the boxes below only if further actions are needed.

☐ Barricades needed in the following areas: _____

_____

☐ Detailed Evaluation recommended: ☐ Structural ☐ Geotechnical ☐ Other: _____

☐ Other recommendations: _____

Comments: _____

_____

ATTACHMENT F - DETAILED SAFETY ASSESSMENT

ATC-20 Detailed Evaluation Safety Assessment Form

Inspection

Inspector ID: _____

Affiliation: _____

Inspection date and time: _____ ☐ AM ☐ PM

Final Posting

from page 2

☐ Inspected
☐ Restricted Use
☐ Unsafe

Building Description

Building name: _____

Address: _____

_____

Building contact/phone: _____

Number of stories above ground: ____ below ground: ____

Approx. "Footprint area" (square feet): _____

Number of residential units: _____

Number of residential units not habitable: _____

Type of Construction

☐ Wood frame
☐ Steel frame
☐ Tilt-up concrete
☐ Concrete frame
☐ Concrete shear wall
☐ Unreinforced masonry
☐ Reinforced masonry
☐ Other: _____

Primary Occupancy

☐ Dwelling
☐ Other residential
☐ Public assembly
☐ Emergency services
☐ Commercial
☐ Offices
☐ Industrial
☐ Other: _____
☐ Government
☐ Historic
☐ School

Evaluation

Investigate the building for the conditions below and check the appropriate column. There is room on the second page for a sketch.

	Minor/None	Moderate	Severe	Comments
Overall hazards:				
Collapse or partial collapse	☐	☐	☐	_____
Building or story leaning	☐	☐	☐	_____
Other_____	☐	☐	☐	_____
Structural hazards:				
Foundations	☐	☐	☐	_____
Roofs, floors (vertical loads)	☐	☐	☐	_____
Columns, pilasters, corbels	☐	☐	☐	_____
Diaphragms, horizontal bracing	☐	☐	☐	_____
Walls, vertical bracing	☐	☐	☐	_____
Precast connections	☐	☐	☐	_____
Other_____	☐	☐	☐	_____
Nonstructural hazards:				
Parapets, ornamentation	☐	☐	☐	_____
Cladding, glazing	☐	☐	☐	_____
Ceilings, light fixtures	☐	☐	☐	_____
Interior walls, partitions	☐	☐	☐	_____
Elevators	☐	☐	☐	_____
Stairs, exits	☐	☐	☐	_____
Electric, gas	☐	☐	☐	_____
Other_____	☐	☐	☐	_____
Geotechnical hazards:				
Slope failure, debris	☐	☐	☐	_____
Ground movement, fissures	☐	☐	☐	_____
Other_____	☐	☐	☐	_____

General Comments: _____

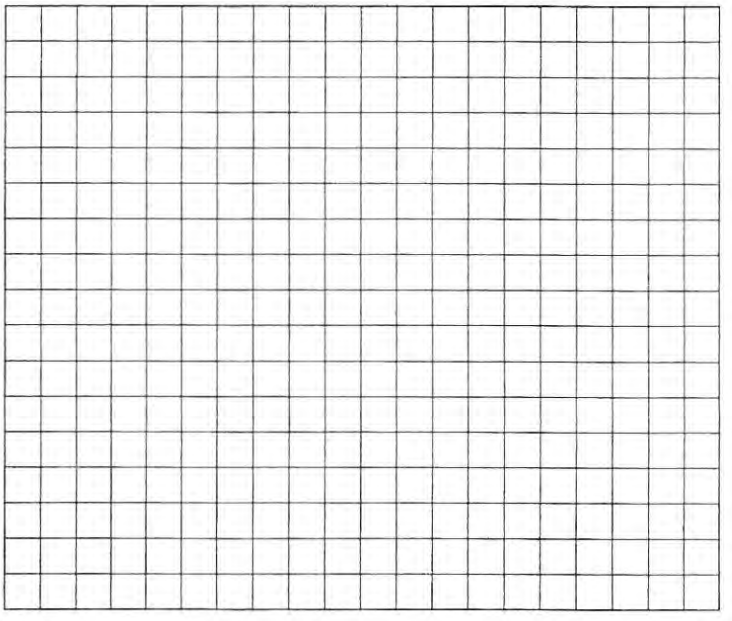
_____

Continue on page 2

ATC-20 Detailed Evaluation Safety Assessment Form — Page 2

Building name: _____ Inspector ID: _____

Sketch (optional)
Provide a sketch of the building or damaged portions. Indicate damage points.



Estimated Building Damage
If requested by the jurisdiction, estimate building damage (repair cost ÷ replacement cost, excluding contents).

- ☐ None
- ☐ 0–1%
- ☐ 1–10%
- ☐ 10–30%
- ☐ 30–60%
- ☐ 60–100%
- ☐ 100%

Posting
If there is an existing posting from a previous evaluation, check the appropriate box.

Previous posting: ☐ INSPECTED ☐ RESTRICTED USE ☐ UNSAFE Inspector ID: _____ Date: _____

If necessary, revise the posting based on the new evaluation and team judgment. *Severe* conditions endangering the overall building are grounds for an Unsafe posting. Local *Severe* and overall *Moderate* conditions may allow a Restricted Use posting. Indicate the current posting below and at the top of page one.

☐ **INSPECTED** (Green placard) ☐ **RESTRICTED USE** (Yellow placard) ☐ **UNSAFE** (Red placard)

Record any use and entry restrictions exactly as written on placard: _____

Further Actions Check the boxes below only if further actions are needed.

☐ Barricades needed in the following areas: _____

☐ Engineering Evaluation recommended: ☐ Structural ☐ Geotechnical ☐ Other: _____

☐ Other recommendations: _____

Comments: _____

ATTACHMENT G - EOC ACTION PLAN

RESPONSE INFORMATION MANAGEMENT SYSTEM
SEMS EOC ACTION PLAN

MANUAL ADAPTATION FROM RIMS VERSION (UNDATED)

Instructions: Complete the entire form.

Action Plan for:	**Event Name:**
Plan Reviewed by: Planning Intelligence Section Chief	**Plan Approved by:** EOC Director
Current Operational Period: From: (Date) Hrs: (Time)	 To: (Date) Hrs: (Time)

Situation Summary:

MAJOR INCIDENTS/EVENTS IN PROGRESS:		
SITUATION (Type of Incident or Event)	**LOCATION** (Op Area, City, Landmark)	**SUPPORT REQUESTED** (Yes/No)
1.		Yes No
2.		Yes No
3.		Yes No
4.		Yes No
5.		Yes No
6.		Yes No
7.		Yes No
8.		Yes No

OVERALL OBJECTIVES:			
OBJECTIVES	SECTION RESPONSIBLE	% COMPLETE	EST COMP DATE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

MANAGEMENT OBJECTIVES:

OPERATIONS OBJECTIVES:

LOGISTICS OBJECTIVES:

PLANNING/INTELLIGENCE OBJECTIVES:

FINANCE/ADMINISTRATION OBJECTIVES:

Insert current organization chart/roster, or graphs, etc. in the space below:

Attachments:
Attach all appropriate documents.

STATE AGENCY LIAISON	
Agency:	SEMS Functional Assignment:
FEDERAL ESF LIAISON	
Agency:	SEMS Functional Assignment:

Created by: (Jurisdiction) on: (Date/Time)

Last Modified by: (Jurisdiction) on: (Date/Time)

ATTACHMENT H - RESOURCE/MISSION REQUEST

RESPONSE INFORMATION MANAGEMENT SYSTEM
MISSION REQUEST/TASKING FORM (City/District)

ADAPTED FROM THE AUTOMATED SYSTEM ON 02/23/02

TEXT IN *ITALIC* INDICATES A REQUIRED FIELD.

PLEASE IDENTIFY YOURSELF	☐ City Mission/Request Tasking ☐ Special District Mission/Request Tasking
SELECT MISSION TYPE	☐ SEARCH & RESCUE ☐ STANDARD MISSION

Information required from requesting agency:

1. Request Date/Time	2. City/Special District	3. Related Event/Disaster
4a. Desired Arrival Date/Time: mmddyyyy/hhhh	5. *Mission Type (see listing below)	6. Related Incident Name
4b. Estimated Duration	Enter below, if type not listed	7. Specific Resource Needed

Block 5. MISSION TYPE SELECTIONS

Base Camp CAP VIP Care and Shelter Casualty Evac - Ambulatory Casualty Evac - Litter Demolition Emergency Homeless Shelter Evacuation Evacuation - Air Evacuation - Ground Fire Flood Fight GIS Mapping HazMat ICP/EOC Support	LAW Medical/Health Mobilization Center Nuclear Power Oil Spill Other Radiological Recon - Aerial Recon - Ground Staging Area State TF - Tech Assistance Tornado Transport - Air Transport - Ground Urban Search and Rescue	LEMA/ Bomb Incident or Search LEMA/Command Post or Facility Use LEMA/Delta Recon Flight LEMA/Demonstration LEMA/Earthquake Related LEMA/Evidence Search LEMA/ Ev. Search/Homicide Inv. LEMA/ Exercise of Training LEMA/Fire Support LEMA/Flood Related LEMA/Helicopter Assist LEMA/Homicide Investigation LEMA/Looting LEMA/Other LEMA/Overflight LEMA/Personnel Transport LEMA/Public Event LEMA/Riot LEMA/Technician Transport	SAR/ALNOT SAR/Avalanche Search SAR/Body Recovery SAR/CAP Misc SAR/CAP VIP SAR/CAPLOT SAR/DART SAR/Downed Aircraft SAR/ELT SAR/EPIRB SAR/Injured Person SARLOT SAR/Medivac Support SAR/Mine Fire & Rescue SAR/Mine Water Sampling SAR/Missing or Overdue Aircraft SAR/Missing Person SAR/Missing Vehicle SAR/Other SAR/Vehicle Recovery SAR/Water Rescue or Search

1. Date / Time Filled nddyyyy/hhhh	/ Time Released yyy/hhhh	

CHECKLIST 1 - EMERGENCY PROCLAMATION

Notes on Emergency Proclamations

- **Local Emergency Proclamations are necessary for requesting assistance from other jurisdictions (local, state, and federal), and applying for state and federal disaster assistance.**
- **Can by proclaimed by:**
  - **Governing body (GC § 8630).**
  - **Director of Emergency Services (GC § 8630 provides for local ordinance to designate other individuals).**
- **Can include:**
  - **Request for Gubernatorial Proclamation.**
  - **Request for Presidential Declaration.**
  - **Designation of Local Agent (for state and federal disaster reimbursements).**
- **Provides the jurisdiction:**
  - **Additional powers and authorities as detailed by local ordinance (GC § 8634).**
  - **The ability to render mutual aid to other political subdivisions (GC § 8631).**
  - **Extends liability coverage (GC § 8655, 8656, 8657, 8658, 8659, 8660).**
  - **Initiation to receive state (GC § 8685.4) and federal disaster assistance (PL 93-288, §§ 401 & 501).**
  - **The ability to receive mutual aid approved by the Governor from other jurisdictions at no cost (GC § 8633).**

1. _____ What was the initiating event or combination of events?

   _____ What is the primary event (i.e. wildland fire, earthquake)?

   _____ What are the secondary problems (hazmat, fire, collapsed buildings)?

   _____ Use the Situation Summary form in the Resource Information Management System (RIMS) to record the extent of damage and transmit to the state.

2. _____ Determine the resources necessary to mitigate all problems:

   _____ Are local resources capable of handling problem?

   _____ What problems require state assistance?

   _____ What problems require federal assistance?

3. _____ Proclaim existence of Local Emergency:

_____ Request Governor to Proclaim a State of Local Emergency if:

_____ Emergency response problems or repair of local government damage is beyond the capabilities of local government and/or specific state resources are needed (i.e. National Guard).

_____ State assistance under the Natural Disaster Assistance Act is required.

_____ Request Governor to request a Presidential Declaration of Emergency if:

_____ Emergency response problems require specific federal resources (i.e. FEMA Urban Search And Rescue Task Forces) or the repair of damage to public and private properties is beyond the capabilities of local government.

_____ Federal assistance under the Stafford Act is required.

Notes on Local Emergency Proclamations in Incorporated Cities

- **According to California Attorney General Opinion No. 79-710:**
  - **"Cities within a county are bound by county rules and regulations adopted by the county pursuant to section 8634 of the Government Code during a county proclaimed local emergency when the local emergency includes both incorporated and unincorporated territory of the county even if they do not independently declare the existence of a local emergency."**
  - **"When the county declares a local emergency based upon conditions which include both incorporated and unincorporated territory of the county, it is not necessary for the to declare the existence of a local emergency independently."**
- **It is recommended that all incorporated cities or proclaim a local emergency:**
  - **It allows then to adopt ruled and regulations as long as they do not conflict with county rules and regulations.**
  - **It is required for applying for state and federal disaster assistance.**
  - **Politically, it sends a strong signal to constituencies that everything is being done that can be done.**

4. _____ Attempt to quantify damages (required by state for Gubernatorial Proclamation and Governor's Request for Presidential Declaration):

_____ Damage to private dwellings and businesses.

_____ Local government damage (estimated costs, if available):

_____ Debris clearance issues.

_____ Emergency protective measures.

_____ Road systems.

_____ Water control facilities.

_____ Buildings and equipment.

_____ Public utility systems.

_____ Other damage or costs (not listed above).

_____ Record damage assessment information on the RIMS form entitled: "Initial Damage Assessment".

5. Prepare an Applicant's Agent Resolution if a federal declaration is requested or authorized (see OES Form 130 or the sample format included in this plan. The CEO, Assistance CEO, and Deputy CEO, are individuals that could be designated along with the Assistant Director, who will be responsible for coordinating the recovery effort.

6. Prepare proper resolution for the Board of Supervisors to terminate local Emergency Proclamation as soon as possible.

Local emergency proclamations should be terminated as soon as the emergency conditions prompting the proclamation have ceased, such as the immediate threats posed to public health and safety (GC § 8630).

CHECKLIST 2 - MUTUAL AID REQUEST/RECEIPT

- ❑ Kings County/OA will expend all available County/OA resources before requesting regional mutual aid.
- ❑ During a proclaimed emergency, interjurisdictional mutual aid will be coordinated at the appropriate Operational Area or Mutual Aid Region level whenever the available resources are:
  - o Subject to State or Federal control;
  - o Subject to military control;
  - o Located outside the requesting jurisdiction; and
  - o Allocated on a priority basis.
- ❑ Requests for mutual aid will include the following:
  - o Number and type of personnel needed;
  - o Type and amount of equipment needed;
  - o Reporting time and location;
  - o Authority to whom forces should report;
  - o Access routes into the affected area(s);
  - o Estimated duration of operations; and
  - o Any risks or hazards.
- ❑ Law Enforcement mutual aid is coordinated through the Kings County Sheriff.
- ❑ Fire & Rescue mutual aid is coordinated through the Kings County Fire Chief during wide-scale incidents. During day-to-day local emergencies, mutual aid may be requested by the Incident Commander (IC) or his Liaison.
- ❑ Emergency Medical Mutual Aid is coordinated by the Kings County Emergency Medical Services (EMS) Director.
- ❑ Health/Medical Mutual Aid is coordinated by the Kings County Health Officer.

Responsibilities When Receiving Aid

The recipient of mutual aid resources is responsible to:

- ❑ Designate a reporting location and an appropriate (e.g., discipline-specific) local point of contact for incoming personnel.
- ❑ Provide incoming field crews with two-way radios on appropriate local frequencies and provide call sign information.
- ❑ Prepare a packet of information on local resources (e.g., County map, list of hotels, restaurants, etc.).
- ❑ Facilitate housing and meals for incoming mutual aid personnel.
- ❑ Establish work schedules with shifts of no more than 12 hours.
- ❑ Identify how and where mutual aid personnel can get fuel, supplies, and parts.
- ❑ Determine if mutual aid crews will work independently or with a County supervisor. Assign supervisors as necessary.

- ❑ Hold daily briefings with mutual aid crews to review progress and work assignments.
- ❑ Review documentation procedures with mutual aid supervisor.
- ❑ Each day, have financial staff review documentation material with mutual aid supervisor.
- ❑ Before sending crews home, meet with each, obtain feedback, and thank them for work.
- ❑ Send letter of thanks (and/or items of appreciation).
- ❑ Send copy of After-Action Report to mutual aid agencies.

CHECKLIST 3 - GENERAL RESPONSE

Initial Response (To Most Emergencies)

- ❑ Report to DOC, EOC or other designated location.
- ❑ Obtain a briefing from assigned Supervisor, including:
  - Location, magnitude and scope of the event
  - Areas of the County involved
  - Actions taken
  - DOCs and EOCs activated
  - Support needed for field units
  - Support needed for local population
- ❑ Initiate and maintain a function log. Record the following:
  - By date and time, note arrival time, decisions made, positions activated, personnel assigned to report to the assigned function, directions given, and actions taken.
  - Information to be shared with other DOC or EOC functions during the next briefing.
  - Issues that require follow-up.
  - Information that will be needed during recovery operations or for the After Action Report.
  - Issues involving potential liability.
- ❑ Confer with the Liaison on any additional notifications to be made.
- ❑ Monitor response and advise Supervisor if any requests for mutual aid, problems or unmet needs.
- ❑ Coordinate all aspects of the response and ensure emergency needs are being addressed:
- ❑ Submit RIMS-based status reports as indicated.
- ❑ Consult with PIO on any public notifications required.
- ❑ Provide input to development of the DOC or EOC Action Plan.

Extended Operations

- ❑ Provide regular Status Reports to assigned Supervisor.
- ❑ Respond to requests from subordinates for any assistance.
- ❑ Monitor emergency operations to identify current or potential inter-agency problems and advise Supervisor.
- ❑ Provide updated RIMS-based status reports on scheduled basis.

Post Emergency

- ❑ Close out and submit log and other emergency-related documentation to Documentation Unit of Planning/Intelligence Section.
- ❑ Submit Expenditure Tracking and Timekeeping forms to Finance/Administration.
- ❑ Participate in post-emergency debriefing and critique sessions.
- ❑ Provide input to After Action Report (AAR) and Corrective Action Plan (CAP).
- ❑ Ensure emergency plans and procedures are revised to reflect lessons learned from the emergency.



City of Avenal

Emergency Operations Plan

July 15, 2008

Prepared by:

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RECORD OF CHANGES

Change Number	Date of Change	Section Number, Header, Page Number	Initiated by (Department)
1			
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LETTER OF PROMULGATION

To: OFFICIALS, EMPLOYEES AND CITIZENS OF THE CITY OF AVENAL

The preservation of life and property is an inherent responsibility of local, state, and federal government. The City of Avenal has prepared this Emergency Operations Plan (EOP) to ensure the most effective and economical allocation of resources for the maximum benefit and protection of its population in times of emergency.

While no plan can prevent death and destruction, good plans carried out by knowledgeable and well-trained personnel can and will minimize losses. This plan establishes the emergency organization, assigns tasks, specifies policies and general procedures and provides for coordination of planning efforts of the various emergency staff and service elements in compliance with the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS).

The objective of this plan is to incorporate and coordinate all of the facilities and personnel of the City and to coordinate with Kings County and all other Operational Area jurisdictions to provide an efficient organization capable of responding to any emergency.

This Emergency Operations Plan is an extension of the California Emergency Plan and is fully integrated with the Kings County/Operational Area (OA) Emergency Operations Plan (EOP). It will be reviewed and exercised periodically and revised every three years and as necessary to meet changing conditions.

The City Council gives its full support to this plan and urges all officials, employees and citizens, individually and collectively, to participate actively in the City's emergency management program.

Adoption of this EOP constitutes adoption of the Kings County Operational Area concept, Standardized Emergency Management System, and the National Incident Management System by the City of Avenal. This EOP is effective upon approval by the City Council on the date noted below.

_____, Mayor
City of Avenal

_____
Date of Approval & Adoption

CITY OF AVENAL EMERGENCY OPERATIONS POLICY STATEMENT

Government at all levels has the responsibility to plan for and respond to disasters resulting from hazards that are known to threaten the jurisdiction. In view of this fact, the City of Avenal has established an emergency management program to provide overall planning and coordination for emergencies.

Disasters might require the City to operate in a manner different from normal day-to-day routines and might seriously overextend City resources. This Emergency Operations Plan (EOP) provides specific guidance to departments and employees during disasters. If the City is unable to provide adequate coverage for a particular resource or potential hazard, mutual aid may be requested via Kings County/Operational Area (OA) Mutual Aid Coordinators, or from the State Inland Region Office of Emergency Services (OES). Contingency plans will be developed, as necessary and within political and budgetary constraints, to supplement this plan.

The accomplishment of program goals and objectives depends on the development and maintenance of competent program staff, adequate funding, and the familiarization of City personnel with their disaster responsibilities and this plan. It is hereby directed that review of this plan and overall disaster responsibilities by all department directors and City staff be accomplished as indicated through training, exercises and/or activation. Thorough familiarity with this plan will result in the efficient and effective execution of disaster responsibilities and, therefore, in better service to the citizens of the City of Avenal.

Government entities complying with this plan are not liable for injury, death, or loss of property except in cases of willful misconduct or gross negligence.

PLAN FORMAT

The City of Avenal's Emergency Operations Plan (EOP) is comprised of four major parts as follows:

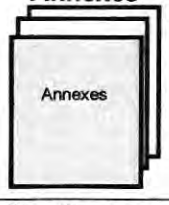
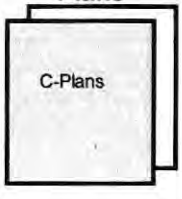
Part	Title	Contents	Audience
One	**Basic Plan** 	▪ Overview of City's emergency management program ▪ Emergency Management organization ▪ Concept of emergency operations	▪ Local Elected Officials ▪ City Employees and Residents ▪ Other Local Jurisdictions ▪ County/Operational Area
Two	**General Procedures** 	▪ Emergency procedures to be implemented by City employees at the time of a major emergency or disaster	▪ City Employees
Three	**EOC Procedures & Annexes** 	▪ EOC procedures ▪ Annex and checklists for each major EOC function ▪ Resource and contact lists	▪ EOC Staff
Four	**Contingency Plans** 	▪ Event-specific information and emergency instructions (e.g., Terrorism)	▪ City Emergency Responders (e.g., Law Enforcement, Fire, EMS, etc.) ▪ EOC Staff

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Annex D - Logistics Section
Annex E - Finance/Administration Section

PART FOUR - CONTINGENCY PLANS[1]

[1] The Contingency Plans (CPs) are separate documents that may be implemented independently. The CPs are incorporated into this EOP by reference.

BASIC PLAN

1.0 INTRODUCTION

The City of Avenal's Emergency Operations Plan (EOP) addresses planned response to extraordinary emergency situations associated with natural disasters, technological emergencies, and national security-related events in, or affecting the City. As noted throughout this plan, the EOP and the City's comprehensive emergency management program and organization meet all minimum requirements of the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), as defined by the State of California.

1.1 Purpose

This Emergency Operations Plan (EOP) establishes policies, procedures and an emergency management organization, and assigns roles and responsibilities to ensure the effective management of emergency operations within the City of Avenal. The EOP addresses the City's planned response to disasters and supports the California Emergency Plan and the Kings County/Operational Area EOP.

The plan also identifies sources of external support which might be provided (through mutual aid and specific statutory authorities) by other jurisdictions, State and Federal agencies, and the private sector.

This plan establishes:

- The conceptual framework for emergency management in the City of Avenal, including lines of authority and coordination.
- Assigned roles and responsibilities of City staff.
- The policies and procedures required to protect the health and safety of City residents and visitors, public and private property, and the environment from the effects of natural, technological and national security-related emergencies.
- The operational concepts and procedures associated with the City Emergency Operations Center (EOC) activities.

This plan is:

- Intended to facilitate multi-agency and multi-jurisdiction coordination, particularly between the City, Kings County/OA, other local cities and special districts, and State and Federal agencies.
- An operational plan as well as a reference document, it may be used for pre-emergency planning, as well as for emergency operations. Public agencies, private enterprises and volunteer organizations assigned roles and responsibilities in this plan are encouraged to develop standard operating procedures (SOPs) and emergency action checklists based on the provisions in this plan.

- Supplemented by the event-specific contingency plans listed and incorporated by reference as Part Four.

1.2 Scope

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

The plan applies to any extraordinary emergency situation associated with potential hazards, natural or human-caused, which may affect the City. Emergencies addressed by this plan range from winter storms, with limited short-term affects, to terrorism and catastrophic earthquakes, with long-term public safety, economic, social and political implications.

1.3 Goal and Objectives

The goal of this EOP is to provide a framework for implementing effective emergency response and cost recovery activities, maintaining essential City services, and restoring normal operations following a major emergency. Objectives include:

- Establish a framework for the overall management and coordination of emergency response and recovery operations and continuity of City government.
- Outline the methods and procedures employed by emergency management personnel to assess emergency situations and take appropriate actions to save lives and reduce injuries, prevent or minimize damage to public and private property, and protect the environment.
- Describe the overall emergency management organization (EMO) and concept of emergency operations to be employed in the City.
- Establish lines of authority, coordination and reporting for the management of emergencies and disasters.
- Coordinate with other local governments (cities, special districts, and Kings County), State and Federal agencies, and appropriate private and voluntary organizations before, during and after a major emergency event.
- Facilitate mutual aid to supplement City resources.
- Prepare and disseminate emergency public information.

1.4 Situation & Assumptions

A hazard analysis of the City of Avenal indicates that the City is vulnerable to a range of potential hazards.

1.4.1 SITUATION

Avenal is vulnerable to the following natural and human-caused hazards:

- Drought
- Earthquake
- Extreme Heat
- Flooding
- Fog
- Freeze
- Hazardous Materials Incidents
- Public Health Hazards/Pandemic

It should be noted that some events, such as earthquake, occur infrequently, but have a very high impact potential. Other events, such as drought, have less of an impact potential, but occur more frequently.

The City has several special needs populations, including primary schools, elderly and disabled within the general population who may require specific assistance at the time of a disaster. Consequently, planning issues associated with special needs populations must be addressed in all incident-specific contingency plans developed and incorporated by reference, to supplement this plan (Part 4).

1.4.2 ASSUMPTIONS

The assumptions upon which this plan is based include:

- The City of Avenal, as a local government agency, is primarily responsible for emergency actions within the geographic boundaries of the City and will commit all available resources to save lives, and to minimize injury to persons and damage to property.

- The Director of Emergency Services (herein referred to as the EOC Director) will coordinate the City's disaster response, in conformance with Chapter 6 - Emergency Services - of the Kings County Code.

- Emergencies or disasters may occur at any time, day or night, and may require a multi-agency, multi-jurisdiction response. For this reason, the Standardized Emergency Management System (SEMS), and, in some cases Unified Command, will be implemented in the field and EOC, as the situation dictates.

- Large-scale emergencies and disasters may overburden the City's resources, necessitating mutual aid from nearby cities, Kings County, state and/or federal resources. The City will commit its resources to a reasonable degree before requesting mutual aid.

- Pre-identified and convergent volunteers may be utilized to supplement the City's emergency response and management personnel.

- Major emergencies and disasters may generate widespread media and public interest. The media's attention will be leveraged to disseminate public warnings and emergency instructions, as indicated.

2.0 AUTHORITIES & REFERENCES

2.1 Federal Authorities

- Public Law 920, Federal Civil Defense Act of 1950, as amended
- Public Law 84-99, U.S. Army Corps of Engineers - Flood Fighting
- Public Law 93-288, Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended
- Public Law 107-188, Bio-terrorism Act, June 2002
- Public Law 107-296, Homeland Security Act, January 2002
- Homeland Security Presidential Directive 5 - National Incident Management System, February 2003

2.2 State Authorities

- CA Government Code (CGC), Title 1, Chapter 4, Division 8, Section 3100, (Disaster Service Workers)
- CGC, Title 1, Chapter 4, Division 8, Section 8635, (Continuity of Government)
- CGC, Title 2, Division 1, Chapter 7, (California Emergency Services Act)
- CGC, Title 2, Division 1, Chapter 7.5 (California Natural Disaster Assistance Act)
- California Code of Regulations (CCR), Title 19, Division 2 (Standardized Emergency Management System)

2.3 County/Operational Area Authorities

- Kings County Code, Chapter 6, Emergency Services (11/20/02; Rev. 3/16/04)

2.4 References

2.4.1 FEDERAL

- *National Response Framework* (1/08)
- *Debris Removal Guidelines for State and Local Officials* (FEMA DAP-15)
- *A Guide to Federal Aid in Disasters* (DAP-19)
- *Digest of Federal Disaster Assistance* (DAP-21)
- *Individual and Family Grant Program Handbook Pursuant to Public Law 93-288* (DR&R-18)

2.4.2 STATE

- California *State Emergency Plan*
- Governor's Office of Emergency Services *Disaster Assistance Procedures Manual*
- *California Emergency Resources Management Plan*
- *California Law Enforcement Mutual Aid Plan*
- *California Fire and Rescue Operations Plan*
- *California Assistance Procedures Manual* (State OES)
- *Natural Disaster Assistance Act Eligibility Guidelines and Claiming Instructions* (State OES)
- Weapons of Mass Destruction Guidelines for Local Government

- *Hazardous Materials Incident Contingency Plan (State OES)*
- *Public Assistance Guide for Applicants* (State OES DAP-1)

2.4.3 KINGS COUNTY

- Kings County Multi-Hazard Mitigation Plan (August 2007)

3.0 EMERGENCY MANAGEMENT PROGRAM

3.1 Goal

The overall goal of the emergency management program is to ensure life safety, property protection, response and recovery capabilities, and continuity of City government essential operations.

3.2 Emergency Management Phases

As per the National Fire Protection Association (NFPA) Standard 1600, emergency management is divided into five phases that comprise a cycle of activities "beginning" and "ending" with prevention.

- Prevention - preventing incidents that threaten people, property, and the environment
- Mitigation – reducing or eliminating the effects of potential hazards
- Preparedness – getting ready
- Response – responding to an emergency or potential emergency
- Recovery – restoring the impacted area to its pre-event or an improved condition

3.2.1 PREPAREDNESS

The preparedness phase involves activities undertaken prior to an emergency in order to mount an effective response. These activities fall into two main categories:

- **Readiness**
  - Involves activities that create a framework and knowledge base to complete a task or mission, including:
    - Developing and maintaining policies, plans, standard operating procedures, guidelines, and checklists;
    - Assessing and mitigating hazards;
    - Developing mutual aid agreements;
    - Identifying & recruiting trained volunteers;
    - Conducting training and exercises; and
    - Improving emergency public information and communications systems.

❑ **Capability**

- Capability involves the acquisition of the tools necessary to wage an effective response, including:

  - Personnel ;
  - Vehicles ;
  - Communications equipment;
  - ICS vests in the field and SEMS vests in the EOC;
  - Reference materials;
  - Specialized rescue tools;
  - Firefighting equipment;
  - Medical equipment; and
  - Personal protective equipment.

During the preparedness phase, City departments assigned to perform an emergency function are tasked with developing and maintaining Standard Operating Procedures (SOPs). The SOPs are written in consonance with this Plan and its Annexes and, after approval by the Department Head, become part of the Plan. They contain such information as:

- Organization charts
- Tasks
- Lines of succession
- Alerting and recall procedures
- Communication capabilities
- Personnel assignments
- Supplies & equipment inventories
- Checklists
- Coordination procedures with other jurisdictions, private sector representatives and volunteer groups, and special districts.

3.2.2 RESPONSE

During the response phase, emphasis is on the preservation of lives and property and minimizing the effects of the disaster.

❑ **Increased Readiness (Pre-Impact)**

- General
  - When a disaster or emergency is likely or inevitable, action is taken to protect lives and property.
  - As an emergency situation begins to develop or threatens, City departments initiate actions to increase readiness.

- Actions taken during the build-up to an emergency situation are designed to increase ability to respond effectively. All affected departments put emergency plans and procedures into limited operation. This includes alerting key personnel, assuring readiness of essential resources, preparing to move resources as required, and keeping the public informed of conditions and emergency instructions.

- Events that may trigger increased readiness include:
  - Receipt of a flood advisory or other special weather statement;
  - Severe winter weather;
  - Information or circumstances indicating the potential for acts of violence or civil disturbance; and/or
  - Acts of violence includes potential terrorist acts. These could be events involving chemical, biological, nuclear, or explosive agents.

- Examples, of the actions taken during the increased readiness phase may include one or more of the following:
  - Briefing government officials;
  - Reviewing and updating emergency plans, SOPs, and checklists;
  - Increasing public information efforts;
  - Accelerating training efforts, including refresher training;
  - Testing warning and communications systems;
  - Warning threatened populations;
  - Initiating evacuation and movement operations;
  - Mobilizing personnel and pre-positioning equipment (part of this activity may include vaccinating certain personnel against specific bio-hazards);
  - Activating and staffing the City EOC; and/or
  - Initiating communications and reporting with neighboring cities and the Kings County EOC.

❑ **Initial Response**

- Response operations may be implemented by a combination of resources from City, County/Operational Area, other cities, special districts, state, federal and volunteer organizations.

- Examples of actions taken during initial response operations include:
  - Disseminating warning and emergency instructions to the public;
  - Conducting evacuation and/or rescue operations;
  - Triaging and treating casualties;
  - Conducting initial damage surveys and safety assessments;
  - Providing mass care for displaced persons;
  - Restricting the movement of people and traffic, and denying access to affected areas; and/or
  - Developing and implementing initial Incident and EOC Action Plans.

❑ **Extended Operations**

- Extended operations involve the coordination and management of personnel and resources to mitigate the effects of the emergency and to facilitate the transition to recovery operations. Mutual aid may also be requested during this phase.

- Examples of actions taken during extended operations include:

- Preparing detailed damage assessments;
- Operating mass care facilities;
- Protecting, controlling, allocating and tracking vital resources; and
- Developing and implementing EOC Action Plans for extended operations.

3.2.3 RECOVERY OPERATIONS

Recovery operations involve the restoration of services to the public and the return of the affected area(s) to pre-emergency condition, or to an improved condition.

- Recovery operations may be both short- and long-term, ranging from the restoration of essential utilities, such as water and power, to mitigation measures designed to prevent future effects of an emergency or disaster.

- Examples of actions taken during recovery operations include:
  - Restoring utilities and essential public services;
  - Establishing and staffing city or county-wide Disaster Recovery Centers (DRC) and Local Assistance Centers (LAC);
  - Disseminating disaster assistance information to residents and businesses;
  - Applying for state and/or federal disaster assistance; and
  - Conducting hazard mitigation surveys and implementing appropriate mitigation measures.

3.2.4 MITIGATION

Mitigation involves measures taken to eliminate or reduce hazards, in order to prevent injuries and/or damages from future disasters. This phase represents a vital link in the emergency management cycle, as it occurs both before and after a disaster.

- Before preparedness measures are implemented, a risk assessment is conducted to identify potential hazards from the various emergency events that are likely to occur.

- As necessary, mitigation measures are implemented to reduce the risks associated with the identified hazards.

- During the recovery process, additional mitigation measures are incorporated into reconstruction and recovery plans.

- Upon completion of recovery and reconstruction, the mitigation phase begins again.

3.2.5 PREVENTION

Prevention includes strategies to prevent an incident that threatens people, property or the environment and includes:

- Based on information obtained from Hazard Assessment and shall be kept current using information collection and intelligence functions.
- A system to monitor identified hazards and to adjust the level of preventative measures to be commensurate with risk.

3.3 Local/Area Disaster Council

In accordance with the California Emergency Services Act (CGC §8610), a Kings (Operational) Area Disaster Council was adopted by the Kings County Board of Supervisors (BOS) and accredited as the Area Disaster Council by the State of California Emergency Council. The City of Avenal has adopted this Council as its Local Disaster Council. The primary role of the Council is to develop and recommend for adoption by the Board of Supervisors and the City Councils of the Cities of Avenal, Corcoran, Hanford and Lemoore, emergency and mutual aid plans and agreements, and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements.

A Kings County Board of Supervisors Disaster Council member serves as the Chair and the members elect a Vice Chair and such other officers as they deem necessary. A representative from the City of Avenal is a Council member. The Disaster Council meets upon call of the Chair, or in his/her absence, the Vice Chair or a majority of the membership. Given the role assigned to the Council by state law, it is typically convened when a significant change is made to the Local/Area emergency services organization or to the County/Cities' EOPs. It may also be convened to approve disaster-related mutual aid agreements, rules or regulations.

3.4 Operational Area Advisory Committee

A Kings County Operational Area Advisory Committee (OAAC), comprised of representatives from key County departments with assigned emergency management functions, a representative from the City of Avenal and other incorporated cities, and appropriate external support agencies (e.g., Red Cross, Salvation Army, etc.), has been established by the Kings County Director of Emergency Services to advise the County/OA and cities on emergency management issues; facilitate coordination of OA-wide emergency planning efforts; foster communication and coordination between the County and Cities; assist in development of emergency management program elements and policies; review and comment on proposed changes to County/Cities' EOPs; and coordinate training, drills and exercises.

3.5 Hazard Mitigation Plan

The *Kings County, California Multi-Hazard Mitigation Plan* was completed in August 2007, and was adopted by the Board of Supervisors in April 2008. The governing councils and boards of other participating local jurisdictions and agencies have also adopted the Mitigation Plan. The plan contains a detailed natural hazards risk assessment and a mitigation strategy and action plan that defines numerous projects intended to reduce

future losses from disasters. The plan, required by the federal Disaster Mitigation Act of 2000, will be reviewed and revised every five years.

3.6 Department Planning Requirements

All City Departments are responsible for developing and maintaining a department emergency plan and the standard operating procedures (SOPs) necessary to perform any assigned responsibilities outlined in this plan. Plans and SOPs should address the following:

- Description of emergency function and reporting locations (primary and alternate);
- Notification, activation and deactivation procedures with triggers, authorities, and processes;
- Employee emergency assignments;
- Employee notification and recall procedure;
- Emergency work shift pre-assignments;
- Automatic reporting procedure and locations (on- and off-duty);
- Status and damage reporting procedures; and
- Emergency supplies and equipment required to fulfill assigned function(s).

Each Department Head shall establish a mechanism for reviewing this EOP and corresponding department plan/SOPs with employees on an annual basis. In addition, all departments shall participate in regular City-wide emergency training and exercises.

Those City departments assigned an emergency function are also responsible to regularly review, update and maintain the information in the assigned Annex to this EOP. In addition, those departments that choose to use a Department Operations Center (DOC) from which to coordinate departmental emergency response activities (e.g., law, fire, public works), must also develop and maintain a DOC plan and/or SOPs.

3.7 Employee Responsibilities

The California Government Code (CGC), Section 8587 identifies public agency employees as Disaster Service Workers (DSWs). Consequently, all City employees are expected to remain at work, or to report for work as soon as practicable following a significant emergency or disaster. If at home when a disaster occurs, employees are expected to ensure the welfare of their families and homes before reporting to a pre-designated emergency assignment or assigned duty station. (See Part Two, Section 2.0 for information on Employee Notification and Recall.)

At the time of a significant emergency, all City employees are eligible to be called upon to assume an emergency assignment. Should this become necessary, the City Manager may suspend normal City business activities. The assigned Personnel/Volunteer Leader in the City EOC Logistics Section will coordinate recruiting, orienting and assigning City employees and volunteers to emergency tasks, as directed by the EOC Director.

In addition to being available for an emergency assignment, all City staff are responsible to:

- Be familiar with the City emergency organization, concept of emergency operations, and the procedures outlined in Part 2 this plan;
- Be familiar with the department's emergency function, plan and/or procedures;
- Attend required emergency training and exercises; and

- Maintain proficiency in any special emergency assignment.

3.8 Volunteers

At the time of a disaster, many residents converge on local jurisdictions to voluneteer their services. In addition, City employees without emergency assignments may also offer to assist.

A designated Personnel/Volunteer Coordinator in the City EOC Logistics Section will recruit, assign and orient volunteers to perform specific activities as necessary and as approved by the Logistics Section Chief. All volunteers will be registered as Disaster Service Workers prior to assignment (see Annex D – Logistics Section).

3.9 Continuity of Government

A major disaster could result in great loss of life and property, including the injury or death of key government officials, the partial or complete destruction of the established seat of City government (City Hall), and the destruction of public and private records essential to continued operations of government and industry. To help preserve law and order and to continue/restore local services, it is essential that units of local government continue to function during or following such situations.

Authority for policies and procedures associated with Continuity of Government (COG) is derived from the California Government Code, Article 15, Chapter 7, Division 1, Title 2 (Sections 8635-8643) and the Kings County Code (Chapter 6).

3.9.1 SUCCESSION OF CITY OFFICIALS

In order to provide for the continuance of the legislative and executive branches of the Avenal City government during a State of War Emergency, State of Emergency or Local Emergency, Sections 8635-3643 of the California Government Code:

- Authorize political subdivisions to provide for the succession of officers (Department Heads) having duties related to law and order and public services related to health and safety. Successors shall have the same authority and powers as the regular Department Heads.

- Authorize governing bodies (City Council) to designate and appoint three standby officers for each member of the governing body and for the Chief Executive (City Manager), if not a member of the governing body. Standby officers may be residents or officers of a political subdivision other than that to which they are appointed and shall have the same authority and powers as the regular officers.

- Authorize standby officers to report for duty in the event of a State of War Emergency, State of Emergency or Local Emergency, at a place previously designated.

- Authorize local governing bodies to convene as soon as possible whenever a Sate of War Emergency or Local Emergency exists and at a place not within

the political subdivision. Authorize that, should all members, including all standbys, be unavailable, temporary officers shall be appointed as follows:

- By the Board of Supervisors of the County of Kings
- By the Board of Supervisors of any other county within 150 miles (nearest and most populated down to farthest and least populated)
- By the Mayor of any city within 150 miles (nearest and most populated down to farthest and least populated)

3.9.2 TEMPORARY CITY SEAT

Section 23600 of the Government Code provides that:

- Boards of Supervisors (BOS) shall designate alternate temporary county seats, which may be outside the county boundaries.
- BOS cannot purchase real property for this purpose
- BOS resolution is to be filed with the Secretary of State
- Different sites can be designated subsequently if circumstances require

In the event of damage or loss of the City Seat, Avenal has identified an alternate seat of City government to provide a location for public meetings and City management operations. Alternate sites for critical facilities, such as the Emergency Operations Center (EOC), have also been identified (Attachment 10).

3.10 Plan Development and Maintenance

3.10.1 DEVELOPMENT

The City Emergency Manager (City Manager) is responsible to ensure that this EOP meets current planning standards and requirements. She/he will coordinate the review and updating of individual parts and sections of the plan by appropriate City staff, and will solicit input from those individuals, agencies and groups having assigned responsibilities under the plan.

Those City departments and agencies having assigned responsibilities under this plan are obligated to inform the City's Emergency Manager when changes occur or are imminent. Proposed changes will be submitted, in writing. After review and acceptance by the Emergency Manager, changes will be published and distributed to all departments/agencies included on the distribution list (Attachment 3).

3.10.2 REVIEW AND MAINTENANCE

Every five years, the entire Emergency Operations Plan will be reviewed, updated, republished, and redistributed. The City's Emergency Manager will maintain records of revisions to this plan.

- City departments, special districts, and other agencies and groups providing emergency response under this EOP will review this plan at least annually. Any changes resulting from the annual review will be published and distributed to the City staff and jurisdictions and agencies holding this plan (Attachment 3).

- This plan may be modified as a result of post-incident analyses and/or post-exercise critiques:
    - Proposed changes shall be submitted in writing to the Emergency Manager; and
    - These changes shall be published and distributed to departments, agencies and jurisdictions holding the plan.
- This plan may also be modified any time responsibilities, procedures, laws, rules, or regulations pertaining to emergency management and operations change:
    - Those City staff and agencies having assigned responsibilities under this plan are obligated to inform the Emergency Manager when such changes occur or are imminent.

3.11 Training

The Operational Area Advisory Committee (OAAC), with guidance and support from the City Emergency Manager, develops an annual schedule of training that addresses personal safety, emergency preparedness at home and work, emergency roles and responsibilities, any corrective measures identified in a previous exercise or actual event, and similar emergency-related topics. All City employees are required to complete certain training (e.g., Basic SEMS/NIMS orientation), most of which is provided online. In addition, City Department Heads having specific responsibilities under this plan, ensure that assigned employees are properly trained to carry out those responsibilities.

Specialized training is provided for staff assigned to special response teams (e.g., Hazmat Teams) and the emergency operations center (EOC), including SEMS and NIMS orientation, roles and responsibilities, coordination, communication and documentation requirements, and appropriate operational procedures (e.g., Incident Command System [ICS], Unified Command, Joint Information Center [JIC], etc.).

The City's Emergency Manager will provide or arrange for any required EOC staff training, such as SEMS and NIMS, and will ensure that appropriate employees complete the required training. The Emergency Manager will also notify City staff and groups having responsibilities under this plan of training opportunities associated with emergency management and operations. It is the responsibility of individual employees to obtain and maintain documentation of all training completed.

3.12 Progressive Exercise Program

As part of its ongoing emergency preparedness efforts, the City's Emergency Manager is responsible for planning and coordinating a progressive, long-range exercise program, including orientation seminars and tabletop, functional and full-scale exercises. The program is designed to assist all levels of the emergency management organization (EMO), including City and special district employees, to improve individual and collective capabilities to respond effectively to all potential emergencies. A three-year cycle of drills and exercises is used to broaden the number of EMO levels involved and the complexity of problems presented.

The City's Emergency Manager arranges for regular EOC tabletop exercises to evaluate the EOP and the collective capabilities of the EOC staff. When possible, joint exercises will be conducted with Kings County and other local jurisdictions (cities, special districts) and groups.

All exercises comply with the standards and requirements of the Homeland Security Exercise Evaluation Program (HSEEP). An After Action Report (AAR), including a Corrective Action Plan (CAP), is prepared by City staff following each exercise and emergency event. In addition, the City's Emergency Manager will utilize the recently developed web-based CAP System maintained by the Department of Homeland Security (DHS) to monitor, track, prioritize and analyze corrective actions following each exercise and emergency event.

4.0 STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS) RESPONSE

The Standardized Emergency Management System (SEMS) is the system required by Government Code Section 8607 (a) for managing response to multi-agency and multi-jurisdiction emergencies in California. The Avenal City Council adopted the use of SEMS at all local response levels with adoption of this City's Emergency Operations Plan (EOP).

SEMS consists of five organizational levels that are activated as necessary: field response, local government, operational area, region and state (Figure 1). SEMS incorporates the use of the Incident Command System (ICS), the California Master Mutual Aid Agreement and existing mutual aid systems, the Operational Area Concept, the Operational Area Satellite Information System (OASIS), and the Multi-Agency Coordination System (MACS). Local governments must use SEMS to be eligible for reimbursement of personnel-related costs under state disaster assistance programs.

4.1 SEMS Components

4.1.1 INCIDENT COMMAND SYSTEM (ICS)

Most emergencies involve response from multiple disciplines and may involve more than one jurisdiction. ICS, because of its standardized organizational structure and common terminology, provides a useful and flexible management system that is particularly adaptable to incidents involving multi-jurisdictional and multi-agency response, particularly in the field. ICS provides the flexibility to rapidly activate and establish an organizational form around the functions that need to be performed, in order to efficiently and effectively mitigate an emergency. For this reason, ICS will be used in the field during all emergency operations in the City of Avenal and all other Kings County jurisdictions.

ICS can be utilized for any type or size of emergency, ranging from a minor incident involving only a few members of the emergency organization, to a major incident involving several agencies and/or jurisdictions. ICS allows agencies throughout California and at all levels of government to communicate, using common terminology and operating procedures. It also allows for the timely acquisition of a combination of resources at the time of emergency.

The ICS organizational structure develops in a modular fashion based upon the type and size of the incident:

- The organization's staff builds from the top down.
- As the need arises, five separate sections can be activated, each with several sub-units that may be established as needed.
- The specific organizational structure established for any given emergency will be based on:
  - The needs of the incident;
  - The availability of resources; and
  - Span of control.

4.1.2 MULTI-AGENCY COORDINATION SYSTEM (MACS)

The Multi-Agency Coordination System (MACS) is a decision-making system used by representatives of responding jurisdictions. The MACS is used to prioritize and coordinate resource allocation and response to multiple incidents affecting the City, usually during a large-scale event involving multiple agencies and local jurisdictions.

While MACS is not used as part of field ICS to develop strategy or tactics associated with emergency operations, it can be functional if used in the City Emergency Operations Center. The MACS concept is an aid for allowing input from responding agencies and identifying mutually acceptable overall response objectives.

4.1.3 OPERATIONAL AREA

According to § 8559(b) of the California Government Code (CGC), an Operational Area is "an intermediate level of the state emergency services organization, consisting of a county and all political subdivisions within the county area." Each county geographic area is designated as an Operational Area.

An Operational Area is used by the county and the political subdivisions compromising the Operational Area (e.g., cities and special districts) to coordinate emergency activities and to serve as a link in the system of communications and coordination between the state's emergency operations centers and the operations centers of the political subdivisions comprising the Operational Area (OA). County government serves as the Lead Agency of the OA.

The Operational Area Lead Agency:

- Coordinates information, resources, mutual aid, and priorities among the local governments within the OA and between the regional level and local government level. (Coordination of the fire and law enforcement resources shall be accomplished through their respective mutual aid systems.)
- Uses multi-agency or inter-agency coordination to facilitate decisions for overall operational area level emergency response activities.

The City of Avenal has formally adopted the Operational Area concept with adoption of SEMS.

4.1.4 MUTUAL AID

The foundation of California's emergency planning and response is a statewide mutual aid system which is designed to ensure adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given emergency situation(s).

Mutual aid means voluntary aid and assistance by the provision of services and facilities, including but not limited to: fire, police, medical and health, communication, transportation and utilities. The mutual aid system allows for the progressive mobilization of resources to/from emergency response agencies, local governments, operational areas, regions and the state, with the intent of providing adequate resources to requesting agencies.

❑ **California Master Mutual Aid Agreement**

- The basis for the statewide mutual aid system is the California Disaster and Civil Defense Master Mutual Aid Agreement.
- Most cities and all 58 counties in California have adopted the California Master Mutual Aid Agreement.
- This agreement creates a formal structure within which each jurisdiction retains control of its own personnel, resources and facilities, while providing and receiving assistance when needed.
- State government is obligated to provide available resources to assist local jurisdictions in emergencies.

❑ **Mutual Aid Regions**

To facilitate the coordination and flow of mutual aid, the state is divided into six mutual aid regions. Kings County/Operational Area (OA), including the City of Avenal, lie within State OES Mutual Aid Region V.

❑ **Discipline-Specific Mutual Aid**

The California mutual aid system includes several discipline-specific mutual aid systems (e.g., fire and rescue, law enforcement, medical and public works), which are consistent with the Master Mutual Aid Agreement. To further facilitate the mutual aid process, particularly during day-to-day emergencies, Mutual Aid Coordinators have been selected and function at the Operational Area, Mutual Aid Region (two or more counties), and at the state (OES) level.

4.2 SEMS Response Levels

SEMS consists of five levels of response – field, local government (city), operational area, region and state (Figure 1).

4.2.1 FIELD RESPONSE

The Field Response Level is where emergency response personnel and resources, under the command of an appropriate authority, carry out tactical decisions and activities in direct response to an incident or threat. SEMS regulations require the use of ICS at the Field Response Level of all multi-agency incidents.

4.2.2 LOCAL GOVERNMENT

Local government includes cities, counties, and special districts, which manage and coordinate overall emergency response and recovery activities within their respective jurisdictions. In order to be eligible for State funding of response-related personnel costs, local governments are required to use SEMS when their Emergency Operations Center (EOC) is activated or a Local Emergency is proclaimed. In SEMS, the local government emergency management organization (EMO) and its relationship to the field response level may vary, depending upon factors related to geographical size, population, function, and complexity.

4.2.3 OPERATIONAL AREA

The operational area is an intermediate level of SEMS, which encompasses the county and all political subdivisions located within the county, including special districts. The operational area (OA) manages and/or coordinates information, resources, and priorities among local governments within the OA, and serves as the coordination and communication link between the local government level and region level.

It is important to note, that while an Operational Area always encompasses the entire county area, it does not necessarily mean that the county government manages and coordinates the response and recovery activities within the county. Through adoption of this EOP, the governing bodies of the County and the City agree on the organization and structure of the Operational Area (OA).

4.2.4 REGIONAL EMERGENCY OPERATIONS CENTER

California is divided into three administrative regions (Inland, Coastal and Southern); Kings County and the City of Avenal are in the Inland Region. The Inland Region EOC (REOC) provides the following support to city and county governments:

- Manages and coordinates information and resources:
  - Among Operational Areas within the region; and
  - Between the REOC and the State Operations Center (SOC).

- Coordinates overall state agency support for emergency response activities within the region.

The OA EOC communicates with the REOC on behalf of all local government EOCs within the Operational Area via land phone line, cell phone, amateur radio, e-mail, Internet and Response Information Management System (RIMS).

4.2.5 STATE

The state level of SEMS, via the State Operations Center (SOC) in Sacramento:

- Manages state resources in response to the emergency needs of other SEMS levels.
- Coordinates mutual aid:
  - Among the mutual aid regions; and
  - Between the region and state levels.
- The state level also serves as the coordination and communication link between the state and the federal disaster response systems.



Figure 1. Five SEMS Levels

4.3 Common SEMS Features

SEMS is utilized at the field and the EOC levels. The field response level uses functions, principles, and components of ICS, as required in SEMS regulations. Many of the field response level features of SEMS are also applicable at the local government, operational area, region, and state levels.

4.3.1 FIVE ESSENTIAL SEMS FUNCTIONS

The use of the five essential functions of SEMS in both the field and the EOC is identical, with one exception. At the EOC level, the field Command function is replaced by a Management function. The five essential functions of SEMS (Figure 2) include:

- Command (field) or Management (EOC)
- Operations
- Planning/Intelligence
- Logistics
- Finance/Administration

❑ **Command or Management**

- Command is responsible for overall direction and control of the incident at the scene, while Management is responsible for overall management and coordination of multiple incidents or a wide-scale disaster at the EOC.

- The Command or Management function may be conducted in one of two general ways:

  - Single command – In a single command structure, the Incident Commander (IC) is solely responsible for the overall management of the incident. Likewise, in a single management structure in the EOC, the designated Manager or Director of Emergency Services is solely responsible for the activities in the EOC.

  - Unified Command - Because large or complex incidents usually require response by multiple agencies and jurisdictions, a unified command structure — a hallmark of ICS — is invaluable in effectively managing and mitigating an emergency.

  - In Unified Command, all agencies having a jurisdictional responsibility at a multi-jurisdictional incident contribute to the process of:
    a) Determining overall incident objectives;
    b) Selecting strategies;
    c) Joint planning for tactical operations;
    d) Maximizing the use of all assigned resources; and
    e) Developing the Incident Action Plan at the scene or the EOC Action Plan in the EOC.

- The proper selection of participants within a Unified Command structure depends upon:
  a) The location of the incident (e.g., which jurisdictions are involved); and
  b) The kind of incident (e.g., which disciplines are required).

- A Unified Command structure could consist of a responsible official from each jurisdiction involved in a multi-jurisdictional incident, or it could consist of several disciplines or functional departments within a single political jurisdiction (e.g., city).

- In addition to the Incident Manager or Director of Emergency Services, the Command or Management Section staff includes:

  - **Public Information Officer**

    a) The Public Information Officer (PIO) is responsible for developing accurate and complete information regarding incident cause, size, current situation, resources committed, and other matters of general interest. The Incident Commander must approve the release of incident information in the field. The Director of Emergency Services approves information releases from the EOC.

    b) The PIO typically serves as the point of contact for the media and other government agencies desiring information about the incident. In both single and unified command structures, only one PIO is designated, although assistants from other agencies or departments may be appointed.

  - **Safety & Security Officer**

    a) The Safety & Security Officer is responsible for assessing hazardous or unsafe situations and developing measures to ensure the safety and security of incident personnel and other assets.

    b) The Safety & Security Officer must have the authority to stop and/or prevent unsafe acts and practices at hazardous materials incidents (required by SARA, Title III).

    c) In both single Incident and Unified Command structures, only one Safety & Security Officer is designated, although assistants from other agencies or departments may be appointed.

  - **Liaison Officer**

    a) The Liaison Officer serves as the point of contact for representatives from other agencies.

    b) In a single command structure, agency representatives coordinate via the Liaison Officer. Under a Unified Command, agencies not

represented in the unified command are coordinated through the Liaison Officer.

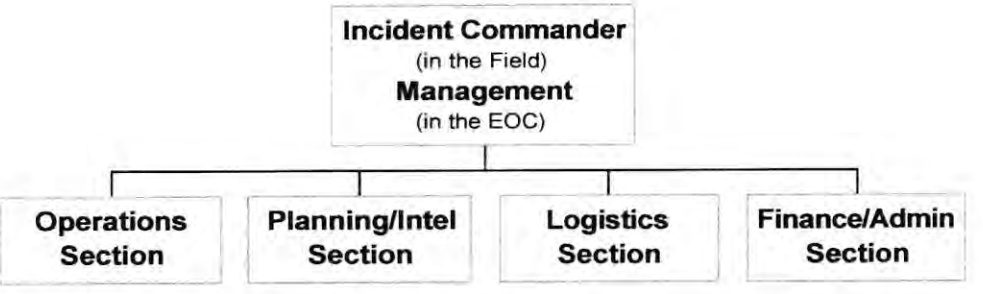


Figure 2. Five SEMS Functions

- **Operations Section**
  - Operations is responsible for the management of all incident tactical operations (e.g., those operations directed at the reduction of immediate hazards, the establishment of control over the situation, and the restoration of normal activities and conditions).
  - An Operations Section Chief activates and supervises organization elements, in accordance with the Incident or EOC Action Plan, and directs its execution.
  - The Operations Section Chief also directs the preparation of unit operational plans, requests or releases resources, makes expedient changes to the Incident or EOC Action Plan as necessary, and reports such to the Incident Commander in the field and the Director of Emergency Services in the EOC.
- **Planning/Intelligence Section**
  - The Planning/Intelligence Section is responsible for the collection, evaluation, analysis and dissemination of disaster intelligence.
  - This section maintains information on the current and forecasted situation and on the status of assigned resources.
  - The Planning/Intelligence Section is also responsible for the preparation of the Incident Action Plan (in the field) or EOC Action Plan (in the EOC).
    - Action Plans outline the objectives, tactics (in the field) or strategy (in the EOC), organization, and resources necessary to effectively mitigate an incident.
    - Action Plans cover all tactical or strategic and support activities for a given Operational Period (usually 12-24 hours).

- **Logistics Section**

  - The Logistics Section is responsible for providing all support needs to an incident, including ordering resources from off-site locations.

  - The Logistics Section also provides facilities, transportation, supplies, equipment, maintenance and fueling, feeding, communications, and volunteers.

- **Finance/Administration Section**

  - In the field, the Finance/Administration Section is usually only established for large and complex incidents. This section is responsible for all financial and cost analysis aspects of an incident, including Workers' Compensation and general liability issues.

  - In the EOC, the Finance/Administration Section compiles response-related personnel and equipment costs and damage cost estimates, and interfaces with the Recovery Task Force, when established, to facilitate disaster assistance from state and federal governments.

4.3.2 MANAGEMENT BY OBJECTIVES

The Management By Objectives (MBO) feature of ICS, as applied to SEMS, means that each SEMS level establishes, for a given operational period, measurable and attainable objectives to be achieved. Each objective may have one or more strategies and performance actions associated with its achievement.

4.3.3 OPERATIONAL PERIOD

The operational period is the length of time set by Command at the field response level, and by Management at the EOC level to achieve a given set of objectives. The period may vary in length, but is typically from 12 to 24 hours, and is determined by the situation.

4.3.4 ACTION PLANS

There are two types of Action Plans in SEMS: Incident Action Plans at the field level and EOC Action Plans at all EOC levels. The Incident Action Plan (IAP) can be written or verbal. The IAP contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. Incident Action Plans are an essential and required element in achieving objectives under ICS.

EOC Action Plans are crafted at local government, Operational Area, region, and state EOC levels. The use of EOC Action Plans provides designated personnel with knowledge of the objectives to be achieved and the steps required for achievement. EOC Action Plans not only provide direction, but also serve as a basis for measuring attainment of objectives and overall performance. The initial

EOC Action Plan may be verbal; all subsequent plans are written and are distributed to all EOC staff and involved external agencies.

4.3.5 ORGANIZATIONAL FLEXIBILITY – A MODULAR ORGANIZATION

The intent of this feature is that at each SEMS level, only those functions required to meet current objectives need to be activated. The duties of any non-activated function are the responsibility of the next highest function in the organization. Each activated function must have a person in charge of it; however, one supervisor may oversee more than one function.

4.3.6 ORGANIZATIONAL UNITY AND HIERARCHY OF COMMAND/MANAGEMENT

Organizational unity means that every individual within the organization has a designated supervisor. Hierarchy of Command/Management means that all functional elements within each activated SEMS level are linked together to form a single overall organization with appropriate span of control limits.

4.3.7 SPAN OF CONTROL

Maintaining a reasonable span of control is the responsibility of every supervisor at all SEMS levels. The optimum span of control is one to five, meaning that one supervisor has direct supervisory authority over five positions or resources. The recommended span of control for supervisory personnel at the field response level and all EOC levels should be in the one to three to one to seven ranges. A larger span of control may be acceptable when the supervised positions or resources are all performing a similar activity.

4.3.8 PERSONNEL ACCOUNTABILITY

An important feature at all SEMS levels is personnel accountability. This is accomplished through the Organizational Unity and Hierarchy of Command or Management features, along with the use of check-in forms, position logs and various status-keeping systems. The intent is to ensure that there are proper safeguards in place so all personnel at any SEMS level can be accounted for at any time.

4.3.9 COMMON TERMINOLOGY

In SEMS, common terminology is applied to functional elements, position titles, facility designations, and resources. The purpose of using common terminology is to rapidly enable multi-agency and multi-jurisdiction organizations and resources to work together effectively. This will vary from level to level, in terms of directing, controlling, coordinating, and inventorying resources. Procedures for effective resource management must be geared to the function and the level at which the function is performed.

4.3.10 INTEGRATED COMMUNICATIONS

This feature of SEMS relates to hardware systems, planning for system selection and linking, and the procedures and processes for transferring information. At the

field response level, integrated communications is employed for any emergency. At and between all SEMS levels, there must be a dedicated effort to ensure that communications systems, planning and information flow and management are accomplished in an effective manner.

5.0 NATIONAL INCIDENT MANAGEMENT SYSTEM

On February 28, 2003, President Bush issued Homeland Security Presidential Directive-5 (HSPD-5), which directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). Like SEMS, NIMS is based on ICS and is intended to ensure a fully coordinated response by all levels of government and the private sector to major incidents.

State and local jurisdictions must comply with NIMS requirements in order to be eligible to receive federal disaster grant funds. This EOP incorporates the use of NIMS for response to appropriate emergencies. The Kings County Operational Area completed a NIMS baseline assessment in January 2006 and, to date, most County and City employees have been oriented to NIMS.

5.1 Definition

Similar to SEMS on the state level, NIMS is a comprehensive national approach to incident management that is based on ICS and is applicable at all jurisdictional levels and across all functional disciplines. The NIMS enables all government, private-sector, and nongovernmental organizations to work together during domestic incidents.

The intent of NIMS is to:

- Be applicable across a full spectrum of potential incidents and hazard scenarios, regardless of size or complexity; and
- Improve coordination and cooperation between public and private entities in a variety of domestic incident management activities.

5.2 Components

Again, like SEMS, NIMS is comprised of several components that work as an integrated system to provide a national framework for preparing for, preventing, responding to, and recovering from domestic incidents. These components include:

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

Each of these NIMS components is addressed to some degree in the City's emergency management program and this EOP. As additional SEMS and NIMS standards and guidance is issued, the City's Emergency Manager will ensure that the City's emergency management program is upgraded.

5.3 Management Structures

The NIMS employs two levels of incident management structures, depending on the nature of the incident:

1. The **Incident Command System**: A standardized, on-scene, all-hazard incident management system that allows users to adopt an integrated organizational structure to match the needs of the incident.
2. **Multi-agency Coordination System**: A combination of facilities, equipment, personnel, procedures, and communications integrated into a common network for coordinating and supporting incident management.

Multi-agency coordination systems, including Emergency Operations Centers, are tasked with:

- Facilitating logistical support and resource tracking;
- Making resource allocation decisions based on incident management priorities;
- Coordinating incident-related information; and
- Coordinating interagency and intergovernmental issues regarding incident management policies, priorities, and strategies.
- Direct tactical and operational responsibility for the conduct of incident management activities rests with the on-scene Incident Commander.

6.0 KINGS AREA/CITY EMERGENCY MANAGEMENT ORGANIZATION

6.1 Kings (Operational) Area/City of Avenal

The Kings County Code, Chapter 6, Emergency Services, defines the Kings Area as including the City of Avenal, City of Corcoran, City of Hanford, City of Lemoore, and the unincorporated areas of the County. Therefore, the Emergency Management Organization (EMO) established in the Kings County/OA EOP is adopted by the City of Avenal in this EOP.

6.2 Emergency Management Organization

At the time of a significant emergency, the Kings County/Area's day-to-day organizational structures shift to an emergency management organization (EMO) based on the nationally-recognized Incident Command System (ICS), the state-mandated Standardized Emergency Management System (SEMS), and the National Incident Management System (NIMS). Under the EMO, clearly defined roles and responsibilities and lines of authority, reporting and coordination are established, and areas of responsibility are grouped by function. The size and scope of the organization may be expanded or contracted, based on the demands of the incident and the availability of personnel.

Utilization of this standardized system of response allows for the flexibility necessary to accommodate various staffing levels on a 24-hour basis, provides for effective coordination and communication between City departments, and other local government jurisdictions (e.g., cities and special districts), and with County/OA, state and federal agencies, and facilitates the establishment of a Unified Command structure, when indicated.

The Kings Area/City emergency management organization (EMO) is comprised of the following:

- FIELD RESPONSE UNITS, including law enforcement, fire and rescue, hazardous materials, emergency medical services (EMS), public health, environmental health, public works and utilities personnel from the county, cities, special districts and utility companies, assess, secure and mitigate the effects of the incident.

- CITY AND COUNTY/OA DEPARTMENT OPERATIONS CENTERS (DOCS) AND EMERGENCY OPERATIONS CENTERS (EOCS) provide direction and support and coordinate the response efforts of their respective disciplines/ jurisdictions.

- MANAGEMENT ADVISORY GROUP, at the Kings County/OA level, is comprised of the Kings County Sheriff, Fire Chief, Public Works Director, Public Health Director, County Counsel, Environmental Health Director and Agriculture Commissioner, assesses the emergency and provides assistance to the County/OA EOC Director in developing policy direction for the County EOC staff.

- SUPPORT AGENCIES, including schools, non-government organizations (NGOs), such as the American Red Cross (ARC), Salvation Army (SA), the Civil Air Patrol (CAP), and similar agencies, provide critical support services to the County, cities and special districts, as able and requested by the County/OA EOC.

- VOLUNTEER AGENCIES/GROUPS, including agencies and organized groups (e.g., Citizens on Patrol, Radio Amateur Civil Emergency Services [RACES] and Amateur Radio Emergency Services [ARES] radio operators) - as well as individual, non-affiliated groups and individuals, (e.g., Community Emergency Response Teams [CERTs]), may provide support to various EMO levels.

6.3 EMO Levels of Response

As depicted in Figure 3, the Kings Area/City EMO, including all other cities and special districts, constitutes three of the five SEMS levels of response – Field, Local Government and Operational Area (OA). The City of Avenal EOC reports to and coordinates with the Kings County/OA EOC. The County/OA EOC reports to and coordinates directly with the fourth SEMS level - the State Region EOC (REOC), and, through the REOC, with the State and Federal response levels. Consistent with the SEMS concept of operations, each of the three levels of the Kings Area/City EMO is activated only to the extent necessary to address the incident, and the organizational structure at each level of response is comprised of the same five ICS/SEMS functions – Command (in the field) and Management (in the DOC and EOC), Operations, Planning/Intelligence, Logistics and Finance/Administration.

6.4 Field Level

6.4.1 CITY'S RESPONSE

City agencies, particularly the City Manager's office, law enforcement (KCSO), Public Works Department, and Fire Department (KCFD), and American Ambulance, will be the first responders to any emergency affecting Avenal. These City departments report the status of their actions to the assigned Department Operations Center (DOC) or City EOC via the on-scene Incident Commander (IC)

or the Operations Section Chief. Local services provided by special districts and County agencies, such as Law, Fire and Emergency Medical Services, are represented in the City EOC and would coordinate through the City with their parent agencies as needed.

6.4.2 COUNTY DEPARTMENTS' RESPONSE

A number of Kings County departments, including Emergency Medical Services (EMS), Fire, Sheriff, Department of Public Health (DPH), Environmental Health Services (EHS), and Animal Control, provide services on a County-wide basis, including within the Avenal city limits. These County departments report status to the Avenal EOC, as well as to their assigned County DOC, via the on-scene Incident Commander (IC) or Operations Section Chief.

6.4.3 SPECIAL DISTRICTS RESPONSE

When the service territory of a special district is contained within the boundaries of one incorporated city, the district typically assigns an Agency Representative to the City EOC, which reports to the County/OA EOC on behalf of both local governments. More often, special district service territories overlap more than one jurisdiction (two or more cities or cities and unincorporated areas) and a special district EOC is established, which reports directly to the County/OA EOC.

6.4.4 MULTI-DISCIPLINE/JURISDICTION RESPONSE

Depending on the nature, scope and location of the incident, multiple disciplines and jurisdictions may respond to an incident at the field level. The response agencies at this level serve as an Emergency Response Team (ERT) organized under an integrated Incident Command System (ICS) structure comprised of the five ICS/SEMS functions – Command, Operations, Planning/Intelligence, Logistics and Finance/Administration. The appropriate jurisdiction and discipline assumes the Incident Commander (IC) role, or a Unified Command (UC) structure may be established, including representatives from those jurisdictions and disciplines having some primary responsibility for the incident.

6.4.5 USE OF INCIDENT COMMAND SYSTEM

Within Kings County and the City of Avenal, the Incident Command System (ICS) will be used in the field on all incidents - both large and small, as well as those that begin as a single discipline response. On small incidents, one person may manage all ICS functions, while larger incidents usually require the ICS functions to be organized under separate sections with a Section Chief over each, in order to maintain a reasonable span of control. The organization can expand or contract to meet the changing needs of the incident.

During multi-agency incidents, field responders will use the principles of Unified Command to the extent possible.

6.5 Local Government Level

The local government EMO level includes County and City Department Operations Centers (DOCs) and county, city and special district EOCs, which deploy and direct their respective

resources, in accordance with their individual needs and priorities. For services typically provided by the county (e.g., public health, environmental health, animal services, etc.), units are deployed based on City-/County-wide needs and priorities.

6.5.1 CITY/COUNTY DEPARTMENT OPERATIONS CENTERS

At the time of a major emergency or disaster, City/County departments that respond at the field level may establish a Department Operations Center (DOC) remote from the incident site (Figure 3). The DOC serves as a central department location from which pre-assigned staff, organized consistent with the five ICS/SEMS management functions, coordinates and supports response by the department's field units. City/County field units report status to the assigned DOC, which reports to the appropriate City/County EOC Branch, when activated, via its assigned Dispatch Center.

It should be noted that a DOC may be activated for an event in which the County/OA EOC is not activated. For example, the KCFD may activate its DOC in a major fire to coordinate and support its field response units. In this case, the line of reporting would be consistent with the normal day-to-day organization,

6.5.2 CITY EOC

Each city and special district within the Kings County/OA may activate an EOC to coordinate and support response to a significant emergency within its jurisdiction, and, if warranted, may proclaim a Local Emergency. In this situation, the Kings County/OA EOC would not be activated, unless specifically requested by the impacted city/district; two or more local governments (e.g., city, special district or county) activate their EOCs or proclaim a Local Emergency; a request is made for the Governor to proclaim a State of Emergency; or the Governor proclaims a State of Emergency.

Depending upon the location, nature and scope of the incident, the number of cities and special districts impacted, and the availability of personnel, each city and special district may assign an Agency Representative to physically report to the County/OA EOC to serve as the focal point for communications and coordination. More often, the County/OA EOC Liaison establishes and maintains a communications and coordination link via hard wire or cellular telephone with each activated city and special district EOC Liaison.

6.6 County/Operational Area Level

The County/OA EOC is the level of the EMO where the Inter – and Multi-Agency Coordination System (MACS) concept of SEMS is performed and Kings County serves as the OA Lead Agency. As such, in addition to the County DOCs, local government EOCs (cities and special districts) are represented in the County/OA EOC, either through the physical presence of Agency Representatives, or via coordination and communication links between the County/OA and city and special district EOC Liaisons.

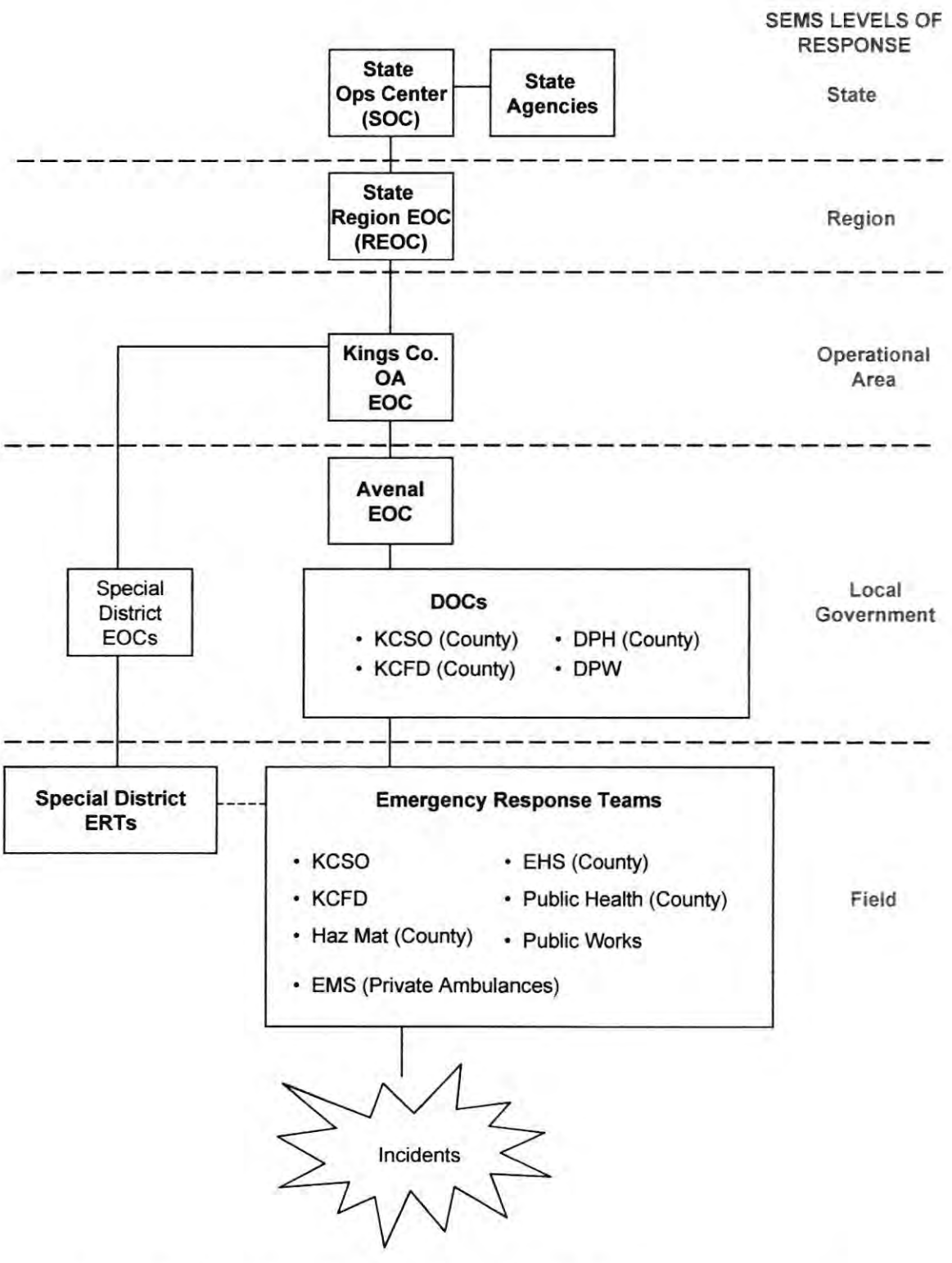


Figure 3. Kings Area/City of Avenal Emergency Management Organization

In addition to local governments, a number of external non-governmental agencies are also involved in the response effort on a county-wide basis, including the American Red Cross (ARC), Salvation Army (SA), County Superintendent of Schools (CSOS), among others. Given the role that these key agencies play in providing direct, hands-on support, each has one or more representatives pre-assigned to physically report to the County/OA EOC to coordinate response and recovery efforts with appropriate County/OA EOC Section staff.

While each local government continues to maintain its autonomy and control over its personnel and equipment resources under a Local Emergency proclamation, the County/OA EOC level of the EMO plays a pivotal role in:

- Coordinating information, resources and priorities among the local governments within the OA, and between the OA and the state Regional EOC (REOC).
- Receiving and processing requests for mutual aid from local jurisdictions (fire and law enforcement agencies have discipline-based mutual aid systems with a designated County Mutual Aid Coordinator), and, when unable to fill a request using local resources, forwarding the request to the appropriate discipline-specific Regional Mutual Aid Coordinator or the REOC; and
- Using multi-agency or inter-agency coordination to facilitate countywide response and recovery efforts with state and federal government agencies.

6.7 Region Level

The State of California is divided into three administrative regions (Coastal, Inland and Southern) and six mutual aid regions. Kings County is in the Inland (administrative) Region and Mutual Aid Region V. State Regional EOCs (REOCs) are established within the administrative regions.

The Inland REOC will be activated when the Kings County/OA EOC (or another OA EOC within the region) is activated, the Governor proclaims a State of Emergency within the region, or the Governor proclaims an earthquake or volcanic prediction within the region. The REOC, organized around the five SEMS major management functions and using multi-agency or inter-agency coordination, provides support to all local governments within Kings County through communications and coordination with the County/OA EOC. In addition to statewide resources, the Inland REOC serves as Kings County/OA's link to federal and military resources when a Presidential Disaster has been declared.

Mutual Aid Region V, similar to the other mutual aid regions, has pre-assigned Regional Mutual Aid Coordinators for Fire, Law, Coroner and Health and Medical. Other Mutual Aid Coordinators (e.g., Public Works) are designated on a statewide basis. When a Kings County/OA Mutual Aid Coordinator is unable to fill a request for resources from a local government within the County, the request is forwarded to the appropriate (e.g., discipline) Regional or Statewide Mutual Aid Coordinator for action.

The Kings County/OA EOC establishes and maintains a coordination and communications link with the Inland REOC via telephone, facsimile, web-based Response Information Management System (RIMS), and/or Operational Area Satellite Information System

(OASIS). In addition, or alternatively, the REOC may deploy a field representative to the County/OA EOC to establish a direct coordination link.

6.8 State Level

The State level coordinates statewide operations, including providing mutual aid and support to local governments and using multi-agency or inter-agency coordination to facilitate decisions regarding overall statewide emergency response activities. When necessary, the state redirects essential supplies and other resources to priority areas.

The State Operations Center (SOC) is activated when an REOC is activated, upon the Governor's proclamation of a State of Emergency, or upon the Governor's proclamation of an earthquake or volcanic prediction. The State OES Director, other OES staff, and representatives from state agencies, staff the SOC, which is organized consistent with the five SEMS major management functions, similar to all other levels of the EMO.

The SOC establishes communications and coordination links with the activated REOCs, state level DOCs, and, when required by the nature and scope of the emergency, with other states and federal agencies. Access to state assistance by the Kings County/OA EOC is via the Inland REOC.

6.9 Federal Level

The Governor may request a Presidential Disaster Declaration when the scope of the incident is of such a magnitude that federal resources are needed to supplement local and state resources. The State Operations Center (SOC) coordinates and communicates with the Federal Emergency Management Agency (FEMA) to request emergency response assistance from federal agencies and/or military assets.

Depending on the nature of the incident, the type of assistance provided by federal agencies, and the level of response at which such assistance is provided, federal resources will be integrated into the ICS-based organization, consistent with SEMS and the National Incident Management System (NIMS). Military assets will remain under the direction and control of the military.

When state and/or federal agencies are involved in field operations, coordination will be established with the appropriate City EOC and the County/OA EOC where the incident occurs. In the field, federal agencies may be found in any ICS section, branch or unit; or may be part of Unified Command. Their location in the local EMO will be determined by the nature and location of the specific incident and the type of assistance being provided.

State and federal agencies may respond at the field level for flood disasters, oil spills, hazardous materials incidents or other hazard scenarios. Federal agency field response could occur for similar scenarios or for a civilian or military aircraft accident. For a civilian aircraft accident, local agencies will typically serve as the IC during the immediate emergency response phase and federal agencies, such as the National Transportation Safety Board (NTSB), will assume the IC role during the investigation and recovery phases. For military aircraft incidents, military authorities will assume the IC role for all response phases.

6.10 Non-Government Organizations

A number of non-government organizations (NGOs) and volunteer agencies support the Avenal EMO at all local government levels. Those that play a key role in supporting emergency response have an Agency Representative assigned to the City EOC, as indicated. If the agency/group supports a particular function, its representative will be assigned to that function, together with assigned City staff. If the agency/group supports several functions, its representative is located with the Liaison in the Management Section.

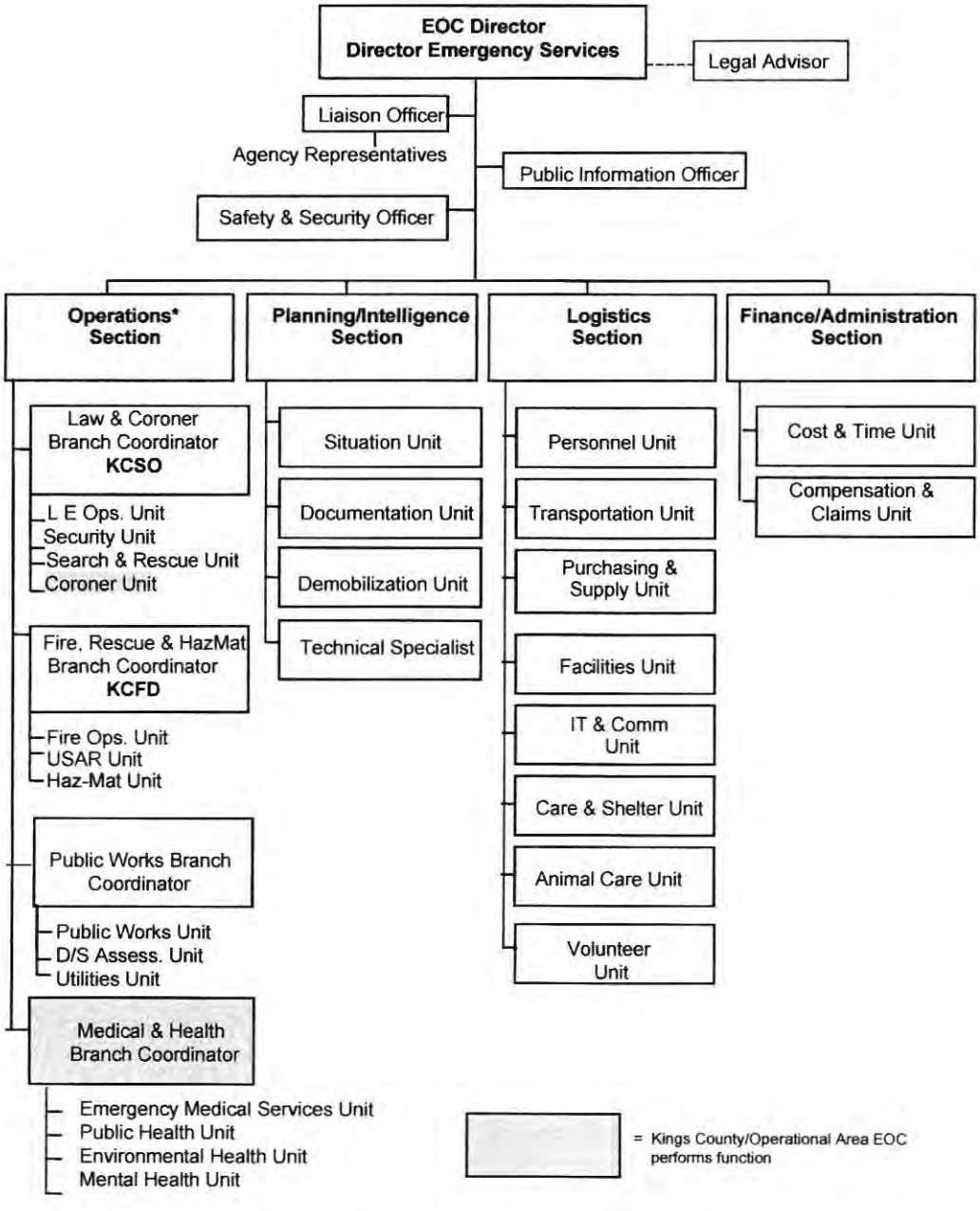
Two such NGOs/groups are key Kings Operational Area response partners - the American Red Cross (ARC) and the Salvation Army, which support care and shelter operations at the City or County EMO level.

6.11 Volunteers

There are two categories of individual volunteers who may respond to support the City of Avenal following a disaster: 1) those who are part of an established volunteer program, and 2) those who emerge at the time of a disaster. Although those in the first category may be pre-assigned to an emergency function, and, therefore, easily incorporated into the EMO, the emergent volunteers may also provide valuable support to the EMO following a quick orientation.

A Volunteer Coordinator in the City EOC's Logistics Section is responsible for checking-in, assigning and orienting emergent volunteers. The Volunteer Coordinator is also responsible for ensuring that each volunteer is registered as a Disaster Service Worker (DSW) before being assigned to support an emergency function or location.

7.0 EMERGENCY OPERATIONS CENTER



* The Operations Section Chief position will be staffed by Fire or Law Enforcement staff, depending on the nature of the event.

[Note: City of Avenal is responsible for Care & Shelter and Animal Care.]

Figure 4 – Kings County/Operational Area EOC Organization

In accordance with the Standardized Emergency Management System (SEMS), Kings Area local jurisdictions (e.g., cities, county and special districts) within the Kings County boundaries constitute the Kings Operational Area (OA). The County, acting through its emergency management organization (EMO), is the OA Lead Agency responsible for coordinating emergency activities between the County, incorporated cities and special districts, and serving as the coordination and communications link between the state's emergency operations centers and any emergency operations centers established by Kings County, its cities and special districts.

At the time of a major emergency or disaster, pre-assigned special district, county and external agency staff operate from an Emergency Operations Center (EOC). The EOC is a location from which assigned staff provides centralized emergency management (Attachment 10) lists primary and alternate EOC locations). The level of EOC activation (partial or full) and staffing may vary, based on the nature and scope of the emergency.

In almost every case, the Coroner function in the Law Branch, all Medical & Health Branch functions, and the Care & Shelter and Animal Care functions in the Logistics Section (Figure 4), are performed by the Kings County/Operational Area (OA) EOC. City and special district EOCs coordinate these functions with the County/OA EOC through the appropriate Section Chief.

Procedures for activating and operating the EOC are contained in Part 3 – EOC Manual.

7.1 Purpose

The EOC allows for face-to-face coordination among the staff who must make emergency decisions, and provides a central location from which:

- Centralized strategic management is performed.
- Multiple incidents with individual Incident Command Posts (ICPs) are managed;
- To provide support and resources to field response units.

The City has pre-designated primary and alternate EOC locations (Attachment 10). The primary location will be utilized unless damage or inaccessibility precludes its use. In such a case, a note will be posted at the entrance to the primary location indicating that the EOC has been established at the alternate location and listing the address.

7.2 Organization

The EOC is organized around the five major functions of SEMS, including: Management, Operations, Planning/Intelligence, Logistics and Finance/ Administration. The functional flexibility associated with SEMS is particularly useful in EOC operations, as is the Multi-Agency Coordination System's (MACS) emphasis on coordination, incident prioritization and resource allocation.

Because of its standardized organizational structure and common terminology, SEMS provides a useful and flexible management system that is particularly adaptable to incidents involving multi-jurisdiction and/or multi-agency response. SEMS provides the flexibility to rapidly activate and establish an organizational structure around the functions that need to be performed, in order to efficiently and effectively mitigate the emergency.

Consistent with SEMS, the EOC organizational structure develops in a modular fashion, based upon the nature and size of the incident, the availability of EOC staff, and maintenance of an appropriate span of control.

- The EOC staff builds from the top down;
- As the need arises, five separate sections can be activated, each with several sub-units that may be established as needed; and
- The specific organizational structure established for any given incident will be based on the management and resource needs of the incident.

7.3 Staffing

The EOC Director will determine the extent to which the EOC will be activated (partial or full), based upon the nature and scope of the emergency. At a minimum, whenever the EOC is activated, staffing will include the EOC Director, Public Information Officer (PIO), Operations Section Chief and Planning Section Chief. The activated Section Chiefs will determine if additional Section personnel are required and will make the necessary notifications.

Upon the proclamation of a Local Emergency all remaining EOC staff will be activated. The EOC staff will support the EOC Director in managing and coordinating the emergency response.

7.4 Roles and Responsibilities

The roles, responsibilities and function-specific procedures associated with each EOC function are detailed in Part 3 to this EOP (see EOC Manual and Annexes). In general, the roles and responsibilities of the county, city and special district EOC staff include the following:

7.4.1 MANAGEMENT SECTION

The Director of Emergency Services/EOC Director leads this Section and is responsible for overall management of EOC operations and for briefing the City Council, on the situation. The Council/BOS members may be asked to disseminate public information within their respective districts and/or to attend media briefings by the Public Information Officer (PIO). The Management Section establishes strategic incident objectives and response priorities; provides policy direction when necessary; resolves any conflicting demands for support; coordinates with other local, state and federal government agencies and local support agencies; prepares and disseminates public warnings and information; and submits status and damage information to the Kings county/OA EOC.

When fully activated, the Management Section (see Annex A) includes the following functions:

- EOC Director
- Legal Advisor
- Public Information Officer

- Liaison Officer
- Safety & Security Officer
- Agency Representative(s)

In the Kings County/OA EOC, a the Management Advisory Group, comprised of the Sheriff, Fire Chief, Public Works Director, Public Health Director, County Counsel, Environmental Health Director and Agriculture Commissioner, assesses the emergency and provides assistance to the EOC Director in developing policy direction for the EOC staff.

7.4.2 OPERATIONS SECTION

The Operations Section supports field response by coordinating the tactical operations of the incident response assets (in accordance with the approved EOC Action Plan), regardless of agency affiliation or type of asset (e.g., law enforcement, fire suppression, medical, etc.).

The Operations Section is composed of several disciplines or functional groups (Branches), each with its own coordinator. Each Branch is further divided into function - or discipline – specific units. Some or all of the functions may be involved in incident response. When fully activated, this section includes:

- Operations Section Chief (Annex B-1)
- Law & Coroner Branch (Annex B-2 – performed by the KCSO)
- Fire, Rescue & HazMat Branch (Annex B-3 - performed by the KCFD)
- Health & Medical Branch (Annex B-4 – performed by Kings County EMS)
- Public Works Branch (Annex B-5)

If available personnel resources do not allow for the staffing of all functions, the tasks assigned to that function must be assigned to the person next highest in the organization, in this case the Operations Section Chief.

7.4.3 PLANNING/INTELLIGENCE SECTION

The Planning/Intelligence Section collects, analyzes, displays and disseminates incident data relating to hazards, damage and situation status, and prepares the EOC Action Plan. This Section becomes the organizational focus for all information or intelligence related to the incident and is responsible for:

- Collecting and displaying situation and operational information;
- Identifying potential short- and long-term impacts of the incident on City/County resources and operations;
- Preparing the EOC Action Plan, in consult with the Operation Section and with input from all EOC Sections;
- Disseminating Situation Status Reports to the EOC and other City/County staff, activated City & Special District EOCs, and the REOC; and
- Establishing and maintaining central repository for incident documentation.

The following functions comprise the Planning/Intelligence Section.

- Planning/Intelligence Section Chief

- Situation Status Unit
- Documentation Unit
- Demobilization Unit
- Technical Specialists

If available personnel resources do not allow for the activation of all functions, the tasks assigned to that function are the responsibility of the person next highest in the organization, in this case the Planning/Intelligence Section Chief.

7.4.4 LOGISTICS SECTION

The Logistics Section is responsible for procuring personnel, equipment, supplies, facilities, and transportation; providing EOC information systems and emergency communications; recruiting and coordinating volunteers; and donation management, in support of incident operations. This would include specialized equipment and food and shelter for emergency workers.

The following functions comprise the Logistics Section.

- Logistics Section Chief
- Personnel Unit
- Transportation Unit
- Purchasing & Supply Unit
- Facilities Unit
- Information Technology (IT) & Communications Unit
- Care & Shelter Unit
- Animal Care Unit
- Volunteer Unit

If available personnel resources do not allow for the activation of all functions, the tasks assigned to that function are the responsibility of the person next highest in the organization, in this case the Logistics Section Chief.

7.4.5 FINANCE/ADMINISTRATION SECTION

This section is responsible for the financial management of the incident, including issuing payments or purchase orders for equipment, supplies, and services; compiling expenditure tracking and personnel timekeeping records; preparing insurance and disaster assistance claims; and providing administrative support to the EOC.

The following functions comprise the Finance/Administration Section.

- Finance/Administration Section Chief
- Cost & Time Unit
- Compensation & Claims Unit

If available personnel resources do not allow for the activation of all functions, the tasks assigned to that function are the responsibility of the person next highest in the organization, in this case the Finance/Administration Section Chief.

8.0 CONCEPT OF EMERGENCY OPERATIONS

The information contained in this section provides a summary overview of the Kings County/Operational Area and the City of Avenal's approach to managing major emergencies. More detailed information can be found in Part 3 – EOC Manual, containing EOC Procedures and Functional Annexes.

8.1 Levels of Emergency

State OES divides significant emergencies into three levels classified as Moderate (Level 1), Major (Level II) and Catastrophic (Level III). The purpose for this classification is to provide a standard for identifying the magnitude and scope of the event and the extent to which the statewide emergency management system should be activated.

- **Level 1** (Moderate) – A minor to moderate incident wherein local resources are adequate and available. A Local Emergency may or may not be proclaimed.
- **Level II** (Major) – A moderate to severe emergency wherein local resources are not adequate and mutual aid may be required on a regional or statewide basis. A local Emergency will be proclaimed and a State of Emergency may also be proclaimed.
- **Level III** (Catastrophic) – A major disaster wherein resources in or near the impacted area are overwhelmed and extensive State and/or Federal resources are required. A Local Emergency and a State of Emergency will be proclaimed and a Presidential declaration of Emergency or Major Disaster will be requested.

8.2 Response Priorities

The priorities to be implemented for a given emergency will be established at the time of the event. Some of these priorities will be addressed simultaneously, depending on the type of incident, the nature and location of the problems, the type and extent of damages, accessibility to the site(s), and the number and classification of personnel available for emergency response. Nonetheless, there will undoubtedly be situations in which competition for limited resources will exist. Under such circumstances, the following priorities should serve as a guide for the distribution of available resources:

- Meeting the immediate needs of people (rescue, medical care, food, shelter, clothing);
- Temporary restoration of facilities essential to protecting health and safety, whether publicly or privately owned (sanitation, water, electricity, road, street and highway repairs); and
- Meeting the needs of people (temporary housing, food stamps, employment, etc.).

8.3 County/OA/City Roles

Kings County/Operational Area and the City of Avenal have two major roles to play in responding to disasters, both of which are performed from the Emergency Operations Center (EOC):

1. Assessing the situation and mitigating the effects of the incident on the unincorporated areas of the County and the City; and

2. Compiling, processing and exchanging information; requesting and allocating mutual aid resources; and in the case of the County/OA EOC serving as the communications and coordination link between the OA member jurisdictions and the State Regional EOC (REOC).

8.4 City/Operational Area Jurisdiction Role

Each OA member jurisdiction/agency manages emergency response within its jurisdiction and may activate an EOC from which it: establishes and maintains a coordination and communications link with the Kings County/OA EOC for the purpose of providing regular situation reports, requesting mutual aid resources if necessary, and coordinating response activities with other OA member jurisdictions.

8.4.1 COMPOSITION

The Kings County/Operational Area (OA) Emergency Management Organization (EMO) is comprised of several member jurisdictions, including the County of Kings, City of Avenal, all other incorporated cities, all school districts, and selected special districts within the County.

8.4.2 AGREEMENT

All members of the OA EMO have entered into an *Agreement for Participation in the Kings County Operational Area Emergency Management Organization*, which stipulates:

- The Kings County Operational Area is that intermediate level emergency management organization as defined in the California Emergency Services Act and SEMS Regulations.
- The County of Kings is the Lead Agency for the OA.
- All OA members will cooperate and participate in an orderly approach for collecting and exchanging disaster intelligence information and resource requests.
- All members will coordinate response activities with the Kings County OA EOC during emergencies and disasters.
- All members will comply and operate in accordance with SEMS regulations when responding to and managing emergency and disaster activities located within the Kings County/Operational Area.

8.4.3 KINGS COUNTY/OA EOC REPRESENTATION

All OA member jurisdictions shall provide representation to the Kings County/OA EOC as follows:

- Through their respective EOCs, cities will coordinate response activities with the County/OA EOC, and, if requested to do so, each City will send a representative to the OA EOC to provide a direct communications and coordination link.

- The Kings County Superintendent of Schools functions as the central point of contact (POC) for all school districts and coordinates the response activities of these districts with the OA EOC. If requested, the Superintendent will report to the County/OA EOC to provide a direct communications and coordination link.

- Special Districts will coordinate their respective response activities with the OA EOC, and, if requested to do so, will send a representative to the OA EOC to provide a direct communications and coordination link.

8.5 Standard Operating Procedures

During the preparedness phase, City departments and OA jurisdictions are responsible for developing and maintaining the Standard Operating Procedures (SOPs) necessary to perform the function assigned in this plan. The SOPs must comply with this EOP and its Annexes and should be reviewed and approved by the assigned Department Head.

8.6 Activation

There are three activation levels for the Kings County/OA/City EOC and emergency management organization (EMO). Depending on the nature and scope of the event, activation may range from placing some or all of the County/OA/City EOC staff on standby (Level 1), to partial (Level II) or full (Level III) EOC activation. For each level, a minimum staffing guide has been developed and is outlined in Part 3, EOC Procedures.

The City of Avenal's Director of Emergency Services or the Incident Commander may activate the EOC and Emergency Callback List when a disaster occurs or threatens to occur in the City.

When the City EOC is activated, the Kings County/OA EOC or Office of Emergency Services, and all cities will be notified of the activation.

8.7 Emergency Callback List

An Emergency Callback List is centered on the five SEMS functions, including County/City personnel assigned to each SEMS function in the City Emergency Operations Center (EOC), as well as other technical City employees. The Emergency Manager updates and maintains the list, which is on file in the EOC.

The Emergency Callback List will be activated and implemented when an emergency or disaster affects the City of Avenal and poses a major threat to life, property, and/or the environment. The list will only be implemented when directed by a City employee who has been given authority to activate it.

8.8 Notification and Recall

When Emergency Operations Center activation is indicated key city staff, volunteer agency representatives, special district liaison staff members, locally based County staff, and others (possibly including a representative of the Avenal State Prison) would be called to open and operate the EOC in the Kings County Fire Station No. 12.

In the event of wide-scale damage to the City's communications infrastructure, local radio and television stations may be used to notify and recall City staff. For obvious emergencies, such as earthquakes, flooding, etc., staff pre-assigned to perform an emergency function are expected to report automatically as assigned (to the EOC or elsewhere), after ensuring the safety of their families.

8.9 Reporting Locations and Work Shifts

During response to major emergencies with an extended emergency response phase, the City EOC staff will be assigned to work 12-hour shifts, with a one-half hour overlap between shifts. Field staff, to the maximum extent practicable, will remain on eight-hour shifts, with a minimum of eight hours off between shifts. When assigning employees to other emergency functions, City Department Heads designate work shifts and reporting locations/duty stations for each.

When an obvious emergency (e.g., major earthquake) occurs during off-duty hours, City EOC staff and employees with emergency assignments will report automatically on the assigned shift to the pre-designated duty station. If unable to reach the assigned location, employees will report to the closest City facility or other local jurisdiction and will attempt to contact the assigned work supervisor to advise of status.

8.10 Status Reporting

Following a major emergency, all on-duty City personnel are required to provide initial and periodic verbal status reports concerning personal status and any injuries or damages observed to the assigned supervisor. Employees who may be traveling on City-related business (conference, training, meeting, etc.) at the time of a significant emergency at the travel location must contact the assigned City supervisor as soon as possible and provide a personal welfare/status report.

Supervisors will compile reports from assigned employees and will provide the Department Head with a summary status report. As soon as possible following an event that occurs during normal business hours, all Department Heads will submit a standard Status Report to the EOC Director (see Part 2 – Section 4.0). Updated reports will be submitted every four hours, or as directed by the EOC Director. (EOC status reporting procedures are contained in Part 3.)

8.11 Resource Management

During response to significant emergencies, multiple requests for similar and/or scarce resources requires close coordination between all activated local government EOCs and the County/OA EOC, and between the Operations and Logistics Sections at both EOC levels. Consequently, whenever the County/OA EOC is activated, requests for personnel and equipment resources not available within the City, from cities and special districts will be made to the County/OA EOC by the City EOC.

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

- Requests for resources that are normally within the inventories of a discipline-specific mutual aid system will be made from a local entity to the discipline Operational Area Mutual Aid Coordinator to the discipline Regional Mutual Aid Coordinator.
- All other requests will be made through the Logistics Section at each response level.

Any action which involves financial outlay by the City or a request for military assistance must be authorized by the EOC Director. If the situation dictates, State OES will coordinate the establishment of one or more Disaster Support Areas (DSAs) where resources and supplies can be received, stockpiled, allocated and dispatched to support operations in the affected area(s).

8.12 Staging Areas

Staging Areas are locations established at the time of an incident where non-assigned staff, volunteers, vehicles and emergency equipment can be assembled for deployment to an incident location. A Staging Area Manager, assigned by the City Operations Section Chief: 1) establishes and maintains a communications and coordination link with the City EOC and the Incident Command Posts (ICPs); 2) implements a check-in/check–out process for tracking personnel and equipment; and 3) deploys personnel and equipment resources, as directed by the City's EOC Operations Section staff.

8.13 Assembly Areas

The City Department Head whose department occupies the most space in a City-occupied facility is responsible for designating an outdoor Assembly Area. The Assembly Area serves as a central location to which facility occupants report whenever the building is evacuated. Employees gather by department or workgroup and Department Heads or Supervisors account for all employees who were on-site when the evacuation took place.

8.14 Care & Shelter

The Kings County Department of Human Services (KCDHS) is responsible for working closely with its partners, the Kings County Chapter of the American Red Cross (ARC) and the Salvation Army (SA), to plan for, establish, staff and manage shelters for the displaced following a disaster, including within the City of Avenal. The Kings County ARC Chapter maintains written shelter agreements with local schools and school districts and mutual aid agreements with other ARC Chapters to provide assistance at the time of disaster. The KCDHS also coordinates with the County Public Health Department (PHD) and Mental Health Department (MHD) to provide nursing and mental health support for the shelters as necessary.

9.0 PUBLIC AWARENESS AND EDUCATION

The public's response to any emergency is based on an understanding of the nature of the emergency, the potential hazards, the likely response of emergency services, and knowledge of what individuals and groups should do to increase their chances of survival and recovery. Public

awareness and education prior to an emergency or disaster will directly affect the City of Avenal's emergency operations and recovery efforts.

The Kings County's Office of Emergency Services (OES) will make emergency preparedness information from local, state and federal sources available to the OA member jurisdictions and the citizens of Kings County, placing special emphasis on specific hazards on certain months throughout the year.

The specific hazards for which preparedness measures will be emphasized during the year include:

April	Earthquake
June	Blackout/brownout and extreme heat
October	Fire prevention
November	Winter storms

9.1 Emergency Public Information

Emergency Public Information (EPI) is a priority of utmost importance during emergencies and disasters. The Public Information Officer (PIO) information in Part 3 of this EOP describes the City's EPI organization and prescribes procedures for:

- The dissemination of accurate and timely instructions and information to the public during periods of emergency;
- Response to media inquiries and calls from the public;
- Establishment of a Public Information Officer function in the EOC; and
- Establishment of a 24 hour EPI point of contact.

9.2 EPI Assumptions

- The general public will demand information about the emergency situation and instructions on proper survival and response actions.
- The media will demand information about the emergency.
  - The local media, particularly radio, will perform an essential role in providing emergency instructions and periodic updates to the public.
  - Depending on the severity of the emergency, or the media's perception of the severity, regional and national media may also demand information and may play a role in reassuring (or alarming) distant relatives of disaster victims.
  - Depending on the severity of the emergency, telephone communications may be sporadic or impossible.
- Local and regional radio/television stations without emergency power may also be off the air.
- Telephones may be inoperative.
- The emergency organization will become overwhelmed by the demand for information if a sufficient number of trained staff members are not available.

10.0 RECOVERY OPERATIONS

There is no clearly defined separation between response and recovery. As the threat to life, property and the environment dissipates, the attention and efforts of the EOC Director will focus on

recovery issues. Recovery occurs in two phases - short-term and long-term, and addresses both public and private damages.

10.1 Short Term Recovery

Short-term recovery operations will begin during the response phase of the emergency. The goal of short-term recovery is to restore the County/Operational Area (OA) and community to at least a minimal capacity, including.

- Utility restoration;
- Expanded social, medical, and mental health services;
- Re-establishment of the City government operations;
- Transportation routes access;
- Debris removal;
- Cleanup operations; and
- Abatement and demolition of hazardous structures.

Each jurisdiction will coordinate its efforts to restore utility systems and services during recovery operations. Medical services may need to operate from temporary facilities, as necessary. Kings County Mental Health Department (MHD) may coordinate and conduct Critical Incident Stress Management for emergency response personnel and victims of the disaster.

For federally declared disasters, Tele-registration Centers may be established by the Federal Emergency Management Agency (FEMA) to assist disaster victims and businesses in applying for grants, loans, and other benefits. In coordination with the County Human Services Agency (HSA) and the American Red Cross (ARC) the County/OA may provide shelter for disaster victims, until housing can be arranged.

The City will ensure that debris removal and cleanup operations are expedited. On the basis of damage assessment conducted by the City and County/Operational Area Public Works personnel, structures that pose a public safety concern will be demolished.

10.2 Long Term Recovery

The major objectives of long-term recovery operations include:

- Coordinate delivery of social and health services;
- Improve land use planning;
- Restore local economy to pre-disaster levels;
- Recover disaster response costs; and
- Integrate mitigation strategies into recovery planning and operations.

The goal of long-term recovery is to restore the community to its pre-disaster condition. Long-term recovery includes hazard mitigation activities, restoration or reconstruction of damaged public and private facilities, and disaster response cost recovery. The City of Avenal will be responsible for its own approach to mitigation, which could include zoning variances, building code changes, plan reviews, seismic safety elements, and other land use planning measures. The City's redevelopment agency will play a vital role in rebuilding commercial areas of the City and County.

11.0 AFTER ACTION REPORTING

The California Emergency Services Act and SEMS regulations require an After Action Report (AAR) from involved State and local agencies within 90 days after each declared disaster. This requirement applies only to state and local government agencies seeking reimbursement from the State for personnel-related response costs.

The SEMS statute and implementing regulations are written broadly enough to encompass the National Incident Management System (NIMS) requirements for a Corrective Action Plan (CAP) without any additional SEMS regulatory changes. Therefore, the SEMS Guidelines will serve as the primary resource for developing AARs and the CAP.

The After-Action Report will provide, at a minimum:

- Response actions taken;
- Application of SEMS;
- Suggested modifications to SEMS;
- Necessary modifications to plans and procedures;
- Training needs;
- Recovery activities to date; and
- Improvement (Corrective Action) Plan.

See Part Three, Section 17.0 for more detailed AAR information.

BASIC PLAN ATTACHMENTS

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1 - DEPARTMENT CONCURRENCE

SIGNED CONCURRENCE BY PRINCIPAL DEPARTMENTS/AGENCIES

The **City Manager's Department** concurs with the City of Avenal Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Manager.

Signed _____ _____
(Name) (Title)

The **Public Works Department** concurs with the City of Avenal Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Manager.

Signed _____ _____
(Name) (Title)

2 A - ACRONYMS

AAR	After Action Report
AFB	Air Force Base
ALS	Advanced Life Support
ARC	American Red Cross
ATC-20-2	Applied Technology Council (20-2 refers to the training course for building inspectors)
BLS	Basic Life Support
CALCORD	California Coordination (radio frequency)
CAO	County Administrative Officer
CAP	Corrective Action Plan
CalTrans	California Department of Transportation
CBRNE	Chemical, Biological, Radiological, Nuclear, or High-Yield Explosive
CC	Coordination Center
CCR	California Code of Regulations
CDC	Centers for Disease Control and Prevention
CDHS	California Department of Health Services
CERT	Community Emergency Response Team
CGC	California Government Code
CHEMTREC	Chemical Transportation Emergency Center
CISD	Critical Incident Stress Debriefing
CLETS	California Law Enforcement Teletype System
CM	Consequence Management
CMU	Crisis Management Unit (CIRG)
COG	Continuity of Government
COO	Continuity of Operations
DAP	Disaster Assistance Program
DAT	Disaster Assistance Teams
DFO	Disaster Field Office
DHS	Department of Homeland Security
DMAC	Disaster Management Area Coordinator
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Team
DOC	Department Operations Center
DOD	Department of Defense
DOE	Department of Energy
DOJ	Department of Justice
DPH	Department of Public Health
DPP	Domestic Preparedness Program
DPW	Department of Public Works
DRC	Disaster Recovery Center
DSW	Disaster Service Workers
DWI	Disaster Welfare Inquiry
EAP	EOC Action Plan
EAS	Emergency Alert System (state)
EBS	Emergency Broadcast System (federal)
ECC	Emergency Coordination Center
EDIS	Emergency Digital Information System
EM	Emergency Management
EMAC	Emergency Management Assistance Compact
EMI	Emergency Management Institute
EMIS	Emergency Management Information System
EMO	Emergency Management Organization
EMS	Emergency Medical Services

EMSA	Emergency Medical Services Authority (State)
ENN	Electronic News Network
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPI	Emergency Public Information
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
ERT	Emergency Response Team (FBI)
ERT-A	Emergency Response Team – Advance Element
ESA	Emergency Services Act (California)
ESF	Emergency Support Function
EST	Emergency Support Team
EU	Explosives Unit
FAR	Federal Aviation/Administration Regulation
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FOG	Field Operations Guide
FRERP	Federal Radiological Emergency Response Plan
FRMAC	Federal Radiological Monitoring and Assessment Center
FS	Forest Service
FTS	Field Treatment Site
GIS	Geographic Information System
HazMat	Hazardous Material(s)
HHS	Department of Health and Human Services
HMRU	Hazardous Materials Response Unit
HQ	Headquarters
HSPD-5	Homeland Security Presidential Directive - 5
IAP	Incident Action Plan
IC	Incident Commander
ICS	Incident Command System
ICP	Incident Command Post
IED	Improvised Explosive Device
IMT	Incident Management Team
IST	Incident Support Team
JCAHO	Joint Commission on Accreditation of Healthcare Organizations
JDIC	Justice Data Interface Controller
JIC	Joint Information Center
JIS	Joint Information System
JOC	Joint Operations Center
JTF-CS	Joint Task Force for Civil Support
KCFD	Kings County Fire Department
KCSO	Kings County Sheriff's Department
LAC	Local Assistance Center
LEPC	Local Emergency Planning Committee
LFA	Lead Federal Agency
LP	Local Provider
MACS	Multi-Agency Coordination System
MBO	Management By Objectives
MCI	Multi-Casualty Incident
MERS	Mobile Emergency Response Support
MMRS	Metropolitan Medical Response System
MOU	Memorandum of Understanding
MSA	Multi-purpose Staging Areas
NAWAS	National Warning System

NAP	Nuclear Assessment Program
NBC	Nuclear, Biological, and Chemical
NDMS	National Disaster Medical System
NEST	Nuclear Emergency Search Team
NETC	National Emergency Training Center
NFA	National Fire Academy
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NIPC	National Infrastructure Protection Center
NMRT	National Medical Response Team
NRC	Nuclear Regulatory Commission
NRP	National Response Plan
NRT	National Response Team
NWS	National Weather Service (National Oceanic and Atmospheric Administration)
OA	Operational Area
OASIS	Operational Area Satellite Information System
OCC	Operations Coordination Center
ODP	Office for Domestic Preparedness (DOJ)
OEM	Office of Emergency Management
OEP	Office of Emergency Preparedness
OES	Office of Emergency Services (may be a county or state reference)
OHS	Office of Homeland Security
OSC	On-Scene Commander
OSHA	Occupational Safety and Health Administration
PC	Penal Code
PDD	Presidential Decision Directive
PIO	Public Information Officer
PL	Public Law (federal)
POC	Point of Contact
PPE	Personal Protective Equipment
PSAP	Public Safety Answering Point
PSO	Public Safety Officer
PVO	Private Voluntary Organizations
RACES	Radio Amateur Civil Emergency Services
R&D	Research and Development
RAP	Radiological Assistance Program
RDD	Radiological Dispersion Device
REOC	Region Emergency Operations Center
RESTAT	Resources Status
RIMS	Response Information Management System
ROC	Regional Operations Center
RRT	Regional Response Team
S&R	Search and Rescue
SA	Salvation Army
SAC	Special Agent in Charge (FBI)
SARA	Superfund Amendments and Reauthorization Act of 1986 (also known as EPCRA)
SCBA	Self-Contained Breathing Apparatus
SEMS	Standardized Emergency Management System
SIOC	Strategic Information and Operations Center (FBI HQ)
SITREP	Situation Report
SOC	State Operations Center
SOP	Standard Operating Procedure
TCP	Terrorism Contingency Plan
UC	Unified Command

UCS	Unified Command System
US&R	Urban Search and Rescue
USDA	U.S. Department of Agriculture
USFA	U.S. Fire Administration
USFS	U.S. Forest Service
USGS	United States Geological Survey
VOAD	Volunteer Organizations Active in Disasters
WMD	Weapon(s) of Mass Destruction
WMD-CST	WMD Civil Support Team

2 B - GLOSSARY

Action Plan: The plan prepared in the EOC containing the emergency response objectives of that SEMS level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies. See also Incident Action Plan.

Administrative Command Post (ACP): A remove operations center functioning as a field extension of the Emergency Operations Center.

Aerial Reconnaissance: An aerial assessment of the damaged area which includes gathering information on the level and extent of damage and identifying potential hazardous areas for on-site inspections.

After Action Report : A report covering response actions, application of SEMS, modifications to plans and procedures, training needs, and recovery activities. After action reports are required under SEMS after any emergency which requires a declaration of an emergency. Reports are required within 90 days.

Agency: A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Representative: A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Air Operations Branch Director: The person primarily responsible for preparing and implementing the air operations portion of the Incident Action Plan. Also responsible for providing logistical support to helicopters operating on the incident.

Area Command (Unified Area Command): An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assignments: Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.

Available Resources: Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Base: The location at an incident at which primary logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term "Base.") The Incident Command Post may be collocated with the Base.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Branch Director: The ICS title for individuals responsible for supervision of a Branch at the Field Level. At SEMS EOC levels, the title Branch Coordinator is preferred.

Cache: A pre-determined complement of tools, equipment and/or supplies stored in a designated location, available for incident use.

Camp: A geographical site, within the general incident area, separate from the Incident Base, equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.

Casualty Staging Area (CSA): A location which is used for the assembly, triage (sorting), medical stabilization and subsequent evacuation of casualties. It may also be used for the receipt of incoming medical resources (doctors, nurses, supplies, etc.). Preferably the site should include or be adjacent to an open area suitable for use as a helicopter pad.

Chain of Command: A series of command, control, executive, or management positions in hierarchical order of authority.

Check-In: The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

Chief: The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

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

Command Staff: In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Common Operating Picture: A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence. Communications Unit: An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

Contingency Plans: Plans addressing specific geographical areas and/or specific hazards.

Control: To direct or guide an action, activity or program.

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate: To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Decontamination/Contamination Control:

Radioactive Materials: The reduction (normally by removal) of contaminating radioactive material from a structure, area, person or object. Decontamination may be accomplished by treating (e.g., washing down or sweeping) the surface so as to remove the contamination. Contamination control is accomplished by isolating the area or object and letting the material stand so that the radioactivity is decreased as a result of natural decay. Contaminated material may be covered to prevent redistribution and/or to provide shielding.

Other Hazardous Materials: Decontamination consists of physically removing contaminants and/or changing their chemical nature to innocuous substances. How extensive decontamination must be depends on a number of factors, the most important being the type of contaminants involved. The more harmful the contaminant, the more extensive and thorough decontamination must be. Less harmful contaminants may require less decontamination. Combining decontamination, the correct method of doffing personnel protective equipment and the use of site work zones minimizes cross contamination from protective clothing to wearer, equipment to personnel and one area to another. Only general guidance can be given on methods and techniques for decontamination. The exact procedure to use must be determined after evaluating a number of factors specific to the incident.

Department Operations Center: A facility used by a distinct discipline, such as flood operations, fire, medical, hazardous material, or a unit, such as Department of Public Works, or Department of Health. Department Operations enters may be used at all SEMS levels above the field response level depending upon the needs of the emergency.

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

Direction and Control (Emergency Management): The provision of overall operational control and/or coordination of emergency operations at each level of the Statewide Emergency Organization, whether it be the actual direction of field forces or the coordination of joint efforts of governmental and private agencies in supporting such operations.

Disaster Application Center (DAC): A facility jointly established by the Federal and State Coordinating Officers within or adjacent to a disaster impacted area to provide disaster victims a "one-stop" service in meeting their emergency and/or rehabilitation needs. It will usually be staffed by representatives of local, State and Federal governmental agencies, private service organizations and certain representatives of the private sector.

Disaster Field Office: A central facility established by the Federal Coordinating Officer within or immediately adjacent to disaster impacted areas to be utilized as a point of coordination and control for State and Federal governmental efforts to support disaster relief and recovery operations.

Disaster Service Worker: Includes public employees and any unregistered person impressed into service during a State of War Emergency, a State of Emergency or a Local Emergency by a person

having authority to command the aid of citizens in the execution of his duties. It does not include any member registered as an active firefighting member of any regularly organized volunteer fire department, having official recognition and full or partial support of the county, city, town or district in which such fire department is located.

Disaster Support Area (DSA): A predesignated facility anticipated to be at the periphery of a disaster area, where disaster relief resources (personnel and material) can be received, accommodated or stockpiled, allocated and dispatched into the disaster area. A separate portion of the area may be used for receipt and emergency treatment of casualty evacuees arriving via short-range modes of transportation (air and ground) and for the subsequent movement of casualties by long-range aircraft, to adequate medical care facilities.

Disaster Welfare Inquiry (DWI): A service, normally provided by the American Red Cross, that provides health and welfare reports about relatives and certain other individuals believed to be in a disaster area and when the disaster caused dislocation or disruption of normal communications facilities precludes normal communications.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

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

Electromagnetic Pulse (EMP): A large amount of energy is released by the detonation of a high altitude nuclear weapon. A small proportion of this energy appears in the form of a high intensity, short duration, electromagnetic pulse (EMP), somewhat similar to that generated by lightning. EMP can cause damage or malfunction in unprotected electrical or electronic systems. When nuclear weapons are detonated at high altitudes, EMP damage can occur essentially instantaneously over very large areas. All unprotected communications equipment is susceptible to damage or destruction by EMP, including broadcast stations, radios, televisions, car radios and battery-operated portable transistor radios.

Emergency (State Definition - Also see Local Emergency and State of Emergency): A disaster situation or condition of extreme peril to life and/or property, resulting from other than war or labor controversy, which is or is likely to be beyond local capability to control without assistance from other political entities.

Emergency (Federal Definition): Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion or other catastrophe in any part of the United States which requires Federal emergency assistance to supplement State and local efforts to save lives and protect public health and safety or to avert or lessen the threat of a major disaster.

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

Emergency Broadcast System (EBS): A system that enables the President and Federal, State and local governments to communicate with the general public through commercial broadcast stations in the event of a war-caused emergency or, in some cases, large natural disaster. EBS uses the facilities and

personnel of the broadcast industry on a voluntary organized basis. It is operated by the industry under rules and regulations of the Federal Communications Commission.

Emergency Management (Direction and Control): The provision of overall operational control and/or coordination of emergency operations at each level of the Statewide Emergency Organization, whether it be the actual direction of field forces or the coordination of joint efforts of governmental and private agencies in supporting such operations.

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

Emergency Operations Plan: The "steady-state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

Emergency Organization: Civil government augmented or reinforced during an emergency by elements of the private sector, auxiliaries, volunteers and persons impressed into service.

Emergency Period: A period which begins with the recognition of an existing, developing or impending situation that poses a potential threat to a community. It includes the warning (where applicable) and impact phase and continues until immediate and ensuing effects of the disaster no longer constitute a hazard to life or, threat to property.

Emergency Plans: Those official and approved documents which describe principles, policies, concepts of operations, methods and procedures to be applied in carrying out emergency operations or rendering mutual aid during emergencies. These plans include such elements as continuity of government, emergency functions of governmental agencies, mobilization and application of resources, mutual aid and public information.

Emergency Public Information (EPI): Information disseminated to the public by official sources during an emergency, using broadcast and print media. EPI includes: **(1)** instructions on survival and health preservation actions to take (what to do, what not to do, evacuation procedures, etc.), **(2)** status information on the disaster situation (number of deaths, injuries, property damage, etc.) and **(3)** other useful information (State/Federal assistance available).

Emergency Response Provider: Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.

Essential Facilities: Facilities that are essential for maintaining the health, safety and overall well-being of the public following a disaster (e.g., hospitals, police and fire department buildings, utility facilities, etc.). May also include buildings that have been designated for use as mass care facilities (e.g., schools, churches, etc.).

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

Evacuee: An individual who moves or is moved from a hazard area to a less hazardous area with anticipation of return when the hazard abates.

Event: A planned, nonemergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

Fallout Shelter: A habitable structure or space therein, used to protect its occupants from radioactive fallout. Criteria (National Shelter Survey requirements) include a protection factor of 40 or greater, a minimum of 10 square feet of floor space per person and at least 65 cubic feet of space per person. In unventilated underground space, 500 cubic feet of space per person is required.

Federal: Of or pertaining to the Federal Government of the United States of America.

Federal Agency (Federal Definition): Any department, independent establishment, government corporation or other agency of the executive branch of the Federal government, including the United States Postal Service, but not including the American Red Cross.

Federal Coordinating Officer (FCO) (Federal Definition): The person appointed by the President to coordinate Federal assistance following an emergency or major disaster declaration.

Federal Disaster Assistance: Provides in-kind and monetary assistance to disaster victims, State or local government by Federal agencies under the provision of the Federal Disaster Relief Act and other statutory authorities of Federal agencies.

Field Operations Guide: A pocket-size manual of instructions on the application of the Incident Command System.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Governor's Authorized Representative (Federal Definition): The person named by the Governor in a Federal/State Agreement to execute, on behalf of the State, all necessary documents for disaster assistance, following the declaration of an Emergency or Major Disaster by the President, including certification of applications for public assistance.

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

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

Hazard Area: A geographically identifiable area in which a specific hazard presents a potential threat.

Helibase: The main location for parking, fueling, maintenance, and loading of helicopters operating in support of an incident. It is usually located at or near the incident base.

Helispot: Any designated location where a helicopter can safely take off and land. Some helispots may be used for loading of supplies, equipment, or personnel.

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

Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Commander: The individual responsible for the command of all functions at the field response level.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

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

Incident Management Team (IMT): The IC and appropriate Command and General Staff personnel assigned to an incident.

Incident Objectives: Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Initial Action: The actions taken by those responders first to arrive at an incident site.

Intelligence Officer: The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

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

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

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

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

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Kings Alert: A local component of the Emergency Broadcast System used throughout Kings County to rapidly disseminate information to the news media.

Kings Area Disaster Council: Shall be the local disaster council as defined in the California Services Act, Government Code Section 8610.

Kings County Operational Area: Shall be the county of Kings and all political subdivisions (cities and special districts) within the County's geographic boundaries.

Kings County Operational Area Advisory Committee: Established by the Director of Emergency Services to advise the County/OA on emergency management issues.

Landing Zone: (See Helispot.)

Lead Agency: Shall have the meaning of lead agency used in Title 19, Section 2409(d) of the California Code of Regulations. (Ord. G-6202 § 2, 1995; Ord. G-5217 § 2 (part), 1990).

Local Emergency (State Definition): 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, city and county or city, caused by such conditions as drought, sudden severe energy shortage, plant or animal infestation or disease, 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 conditions 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 political subdivisions to combat.

Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Logistics: Providing resources and other services to support incident management. Logistics Section: The section responsible for providing facilities, services, and material support for the incident. A component of the Incident Command System (ICS).

Major Disaster (Federal Definition): Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosions or other catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Federal Disaster Relief Act, above and beyond emergency services by the Federal Government to supplement the efforts and available resources of States, local governments and disaster relief organizations in alleviating damage, loss, hardship or suffering.

Management by Objective: A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

Marshaling Area An area used for the completed mobilization and assemblage of personnel and resources prior to their being sent directly to the disaster affected area. Marshaling Areas are utilized particularly for disasters outside of the continental United States.

Mass Care Facility (Shelter): A location such as a school at which temporary lodging, feeding, clothing, registration, welfare inquiry, first aid and essential social services can be provided to disaster victims during the immediate/sustained emergency period.

Master Mutual Aid Agreement (State Definition): The California Disaster and Civil Defense Master Mutual Aid Agreement made and entered into by and between the State of California, its various departments and agencies and the various political subdivisions of the State.

Media: A means of providing information and instructions to the public, including radio, television and newspapers.

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

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

Mobilization Center: An off-incident location at which emergency service personnel and equipment are temporarily located pending assignment to incidents, release, or reassignment.

Multiagency Coordination Entity: A multiagency coordination entity functions within a broader multiagency coordination system. It may establish the priorities among incidents and associated resource allocations, deconflict agency policies, and provide strategic guidance and direction to support incident management activities.

Multiagency Coordination Systems: Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multiagency coordination systems include facilities, equipment, emergency operation centers (EOCs), specific multiagency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

Multijurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual Aid Agreement: An agreement in which two or more parties agree to furnish resources and facilities and to render services to each and every other party of the agreement to prevent and respond to any type of disaster or emergency.

Mutual Aid Region (State Definition): A subdivision of the State emergency services organization, established to facilitate coordination of mutual aid and other emergency operations within an area of the State consisting of two or more counties (operational areas).

Mutual Aid Staging Area: A temporary facility established by the State Office of Emergency Services within or adjacent to, affected areas. It may be supported by mobile communications and personnel provided by field or headquarters staff from State agencies, as well as personnel from local jurisdictions throughout the State.

National: Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and polity.

National Disaster Medical System: A cooperative, asset-sharing partnership between the Department of Health and Human Services, the Department of Veterans Affairs, the Department of Homeland Security, and the Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.

National Incident Management System: A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources. National Response Plan: A plan mandated by HSPD-5 that integrates Federal domestic
prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

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

Operational Area (State Definition): An intermediate level of the emergency services organization, consisting of a county and all political subdivisions and pertinent Special Districts within the county area.

Operational Area Satellite Information System (OASIS): A statewide satellite based communications systems linking all Operational Areas with State Office of Emergency Services Emergency Operations Centers, Regional offices and other key state agencies.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

Operations Section: One of the five primary functions found at all SEMS levels. The Section responsible for all tactical operations at the incident, or for the coordination of operational activities at an EOC. The Operations Section at the SEMS Field Response Level can include Branches, Divisions and/or Groups, Task Forces, Teams, Single Resources and Staging Areas. At the EOC levels, the Operations Section would contain Branches or Divisions as necessary because of span of control considerations.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

Planning Meeting: A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

Planning Section: Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Preparedness Organizations: The groups and fora that provide interagency coordination for domestic incident management activities in a nonemergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

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

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

voluntary organizations (PVO). Processes: Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Public Information Officer (PIO): An individual responsible for releasing accurate official information to the public through the news media.

Publications Management: The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

Qualification and Certification: This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

Radioactive Fallout: The process or phenomenon of the gravity-caused fallback to the earth's surface of particles contaminated with radioactive materials from a cloud of this matter formed by a nuclear detonation. The term is also applied in a collective sense to the contaminated particulate matter itself. The early (or local) fallout is defined, somewhat arbitrarily, as those particles which reach the earth within 24 hours after a nuclear explosion. Delayed (world wide) fallout consists of the smaller particles which ascend into the upper troposphere and into the stratosphere and are carried by the winds to all parts of the earth.

Radiological Officer (RO): An individual assigned to a Emergency Management Staff who is responsible for radiological protection operations. The RO is the principal advisor to the Director/Coordinator and other officials on matters pertaining to radiological protection operations.

Radiological Monitor: An individual trained to measure, record and report radiation exposure and exposure rates; provide limited field guidance on radiation hazards associated with operations to which assigned; and perform operator's checks on radiological instruments.

Reception Area: This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

Reception and Care Center: A facility established in a low risk area to receive and process incoming relocatees and assign them to lodging facilities and provide them with information on feeding, medical care and other essential services.

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

Recovery Plan: A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

Regional Emergency Operations Center (REOC): A regionalized sub-component of the State Operations Center (SOC).

Relocatee: An individual who is relocated from a hazard area to a low risk area with the possibility of not returning.

Reporting Locations Specific locations or facilities where incoming resources can check-in at the incident. (See Check-in.)

Rescue Group: Two or more rescue teams responding as a unified group under supervision of a designated group leader.

Rescue, Heavy: Rescue requiring heavy lifting, prying or cutting and/or consisting of several tasks which require involvement of two or more teams working concurrently.

Rescue, Light: Rescue not requiring use of heavy lifting, prying or cutting operations and not more than one rescue team to accomplish in one hour.

Rescue Team: Four or more personnel organized to work as a unit. One member is designated team leader.

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

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

Resources Unit: Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

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

Safety Officer: A member of the Command Staff at the incident or within an EOC responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.

Search Dog Team: A skilled dog handler with one or more dogs trained especially for finding persons entrapped sufficiently to preclude detection by sight or sound. (NOTE: Search dogs are usually owned by their handler.)

Section: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

Service Branch: A Branch within the Logistics Section responsible for service activities at the incident. Includes the Communications, Medical and Food Units.

Shelter Manager: An individual who provides for the internal organization, administration and operation of a shelter facility.

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

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

Staging Area: Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

Standardized Emergency Management System (SEMS)" A multiple level emergency response system that uses standardized principles and components of management including the Incident Command System (ICS), Multi-Agency Coordination System (MACS), mutual aid and the operational area concept as required by Government Code Section 8607(a).

Standard Operating Procedures (SOP): A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness.

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

State Agency (State Definition): Any department, division, independent establishment or agency of the executive branch of the State government.

State Coordinating Officer (SCO) (Federal Definition): The person appointed by the Governor to act for the State in cooperation with the Federal Coordinating Officer.

State Emergency Organization: The agencies, boards and commissions of the executive branch of State government and affiliated private sector organizations.

State Emergency Plan: The State of California Emergency Plan as approved by the Governor.

State of Emergency (State Definition): The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the State 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 or conditions causing a "state of war emergency", which conditions, by reason of their magnitude, are or are likely to be beyond the

control of the services, personnel, equipment and facilities of any single county, city and county or city and require the combined forces of a mutual aid region or regions to combat.

State of War Emergency (State Definition): The condition which exists immediately, with or without a proclamation thereof by the Governor, whenever the State or nation is directly attacked by an enemy of the United States or upon the receipt by the State of a warning from the Federal government that such an enemy attack is probable or imminent.

State Operations Center (SOC): A facility established by the State Office of Emergency Services, headquartered in Sacramento, for the purpose of coordinating and supporting operations within a disaster area and controlling the response efforts of State and Federal agencies in supporting local governmental operations. The SOC will be staffed by representatives of State and Federal agencies and private organizations and will have the capability of providing a communications link to a Joint Emergency Operating Center established on the periphery of a disaster area and to any Mobile Emergency Operating Centers established in the disaster area.

Strategic: Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel.

Strategy: The general direction selected to accomplish incident objectives set by the IC.

Support Branch: A Branch within the Logistics Section responsible for providing personnel, equipment and supplies to support incident operations. Includes the Supply, Facilities and Ground Support Units.

Supporting Technologies: Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

Tactical Direction: Direction given by the Operations Section Chief at the SEMS Field level which includes the tactics appropriate for the selected strategy, the selection and assignment of resources, tactics implementation, and performance monitoring for each operational period.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

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

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

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

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

Traffic Control Points (TCP): Places along movement routes that are manned by emergency personnel to direct and control the flow of traffic.

Tribal: Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Type: A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multijurisdictional. (See Area Command.)

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

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

Unity of Command: The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

Volunteers: Individuals who make themselves available for assignment during an emergency. These people may or may not have particular skills needed during emergencies and may or may not be part of a previously organized group.

3 - PLAN DISTRIBUTION

Department/Agency	No. of Copies
Avenal City Council	5
City Administration	2
City Public Works	2
City Utilities	1
Avenal District Hospital/Ambulance Service	1
Kings County Fire Department	1
Kings County Sheriff's Office 0 Avenal	1
Reef Sunset Unified School District-Superintendent	1
Avenal State Prison	1
Avenal Regional Landfill	1

4 - HAZARDS SUMMARY

This attachment summarizes the principal hazards that have or are potentially threatening to the City of Avenal. Most of the natural hazards information is summarized from the applicable sections of the Kings *County Multi-Hazard Mitigation Plan* (August 2007), and other hazards information was taken from earlier plans, contingency plans, and other documents. The *Mitigation Plan* summarizes only Presidential major disaster declarations since 1950, but most likely, there have been many other localized emergencies that may have been declared by local authorities or the Governor of California.

Hazard	Likelihood of Event/Frequency	Hazard Extent	Potential Magnitude	Significance
Drought	*Likely*	*Extensive*	*Critical-Catastrophic*	*High*
Earthquake	*Occasional*	*Significant*	*Limited*	*Medium*
Extreme Heat	*Likely*	*Extensive*	*Limited*	*Medium*
Flood*	*Likely*	*Significant*	*Critical*	*High*
Fog	*Highly Likely*	*Extensive*	*Limited*	*Medium*
Freeze	*Likely*	*Extensive*	*Catastrophic*	*Medium*
Landslide	*Occasional*	*Limited*	*Negligible*	*Low*
Tornado	*Unlikely*	*Limited*	*Negligible*	*Low*
Wildfire	*Likely*	*Significant*	*Critical*	*High*
Hazardous Materials	*Highly Likely*	*Extensive*	*Critical*	*High*
Terrorism & WMD** Incidents	*Occasional****	*Significant*	*Critical*	*High*

Includes dam failures, three of which are located east of the county, inundation from which are considered an unlikely hazard but a failure could have catastrophic impacts.
****WMD = Weapons of Mass Destruction***
*****Lack of experience with this hazard in the County provides unreliable data on which to base further analyses.***

Definitions

Frequency of Occurrence:
Highly Likely: Near 100% chance of occurrence in the next year.
Likely: Between 10 and 100% chance of occurrence in the next year.
Occasional: Between 1 and 10% chance of occurrence in the next year.
Unlikely: Less than 1% chance of occurrence in the next year.

Spatial Extent
Limited: Less than 10% of planning area
Significant: 10-50% of planning area
Extensive: 50-100% of planning area

Potential Magnitude
Catastrophic: More than 50% of area affected
Critical: 25 to 50%
Limited: 10 to 25%
Negligible: Less than 10%

Significance
Low: minimal potential impact
Medium: moderate potential impact
High: widespread potential impact

Because of their rarity, distance from a particular hazard, or other factors several hazards were not profiled. These included volcanic eruptions, tsunamis, hurricanes, hailstorms, severe winter storms (and avalanches), coastal erosion and storms, windstorms, and land subsidence.

5 - AREA DISASTER COUNCIL MEMBERSHIP*

The Kings Area Disaster Council, adopted by the City of Avenal as the City's local Disaster Council, is comprised of the following members:

- One member Board of Supervisors (Chair)
- County Assistant Director of Emergency Services (Emergency Services Coordinator)
- One member of the City Council of the City of Avenal
- One member of the City Council of the City of Corcoran
- One member of the City Council of the City of Hanford
- One member of the City Council of the City of Lemoore
- County Administrative Officer
- Director of Emergency Services or City Manager of City of Avenal
- Director of Emergency Services or City Manager of City of Corcoran
- Director of Emergency Services or City Manager of City of Hanford
- Director of Emergency Services or City Manager of City of Lemoore
- One member at-large appointed by the other members

6 - CITY OF AVENAL LINES OF SUCCESSION

Function/Department	Title

TO BE DETERMINED BY THE AVENAL CITY COUNCIL.

7 - EMERGENCY RESPONSE REPORTING LOCATIONS

LIMITED DISTRIBUTION

Emergency Function	Primary Reporting Location	Alternate Reporting Location(s)
Emergency Operations Center	Kings County Fire Station 12; 516 Fresno Street; Avenal, CA 93204	Avenal Public Works Yard; 1290 Hydril Road, Avenal, CA 93204
Public Works	Kings County Fire Station 12; 516 Fresno Street, Avenal, CA 93204	Avenal Public Works Yard; 1290 Hydril Road; Avenal, CA 93204
Utilities	Kings County Fire Station 12; 516 Fresno Street, Avenal, CA 93204	Avenal Public Works Yard; 1290 Hydril Road; Avenal, CA 93204
Public Safety (Fire, Law Enforcement, Ambulance)	Kings County Fire Station 12; 516 Fresno Street; Avenal, CA 93204	Avenal Public Works Yard; 1290 Hydril Road; Avenal, CA 93204
City Council/Administration Avenal State Prison; Avenal District Hospital/Ambulance; RSUSD; Avenal Regional Landfill; P G & E; Caltrans, etc.	Kings County Fire Station 12; 516 Fresno Street; Avenal, CA 93204	Avenal Public Works Yard; 1290 Hydril Road; Avenal, CA 93204
Non-Assigned Employees	As determined after initial meeting of Emergency Response Members	------

8 - EOC ASSIGNMENTS

The primary assignment is the person who would initially act in the position during an emergency. The Alternate is the person who would replace the primary if the emergency exceeds the first operational period, or would act immediately if the primary person is unavailable. The Backup Assignment is the person who could relieve the alternate if the emergency exceeds the operational period, or if the alternate is not available.

Function	Primary Assignment Work Shift A	Alternate Assignment Work Shift B	Backup Assignment No Work Shift
Management Section			
EOC Director/City Manager	City Manager	As appointed/assigned	As assigned/assigned
Liaison Officer	Appoint		
Agency Representatives	Appoint		
Public Information Officer	Mayor		
Safety & Security Officer	KCSO		
Operations Section Chief	Public Works Director		
Law Enforcement & Coroner Branch Coordinator	Kings County Sheriff's Office		
Fire Service Branch Coordinator	Kings County/OA Fire Dept.		
Public Works Branch Coordinator	Public Works Supervisor		
Public Works Unit Leader	As assigned		
D/S Assess. Unit Leader	As assigned		
Utilities Unit Leader	As assigned		
Medical & Health Branch Coordinator	Kings County EMS		
Planning/Intelligence Section	City Staff		
Situation Unit Leader	As assigned		
Documentation Unit Leader	As assigned		
Demobilization Unit Leader	As assigned		
Technical Specialist	As assigned		
Logistics Section/Purchasing Manager	City Staff		
Personnel Unit Leader	As assigned		
Transportation Unit Leader	As assigned		
Purchasing & Supply Unit Leader	As assigned		
Facilities Unit Leader	As assigned		

Function	Primary Assignment Work Shift A	Alternate Assignment Work Shift B	Backup Assignment No Work Shift
IT & Comm. Unit Leader	As assigned	As appointed/assigned	As appointed/assigned
Care & Shelter Unit Leader (Human)	City Staff		
Animal Care Unit Leader	City Staff		
Volunteer Unit Leader	As assigned		
Finance/Administration Section/Auditor/Controller	Administrative Analyst		
Compensation & Claims Unit Leader	As assigned		
Cost Unit Leader	As assigned		

9 - DEPARTMENT SEMS ASSIGNMENTS

CITY OF AVENAL
FUNCTIONAL MATRIX

P = Primary Responsibilities S = Support Responsibilities

SEMS Functions	Mgmt		Plan/ Intel	Operations										Logistics					Finance/ Admin	
Departments/ Agencies	Management	Public Information	Situation Analysis	Alerting & Warning	Damage Assessment	Fire/Heavy Rescue	Hazardous Materials	Law Enforcement	Evacuation	Utilities	Medical/Public Health	Environmental Health	Search & Rescue	Animal Care & Shelter	Care & Shelter	Transportation	Communications	Purchasing	Recovery	Personnel
City Administration																				
OES Coordinator																				
Police Department (KCSD)																				
Fire Department (KCFD)																				
Public Works																				
City Clerk																				
City Planning Director																				
City Parks & Recreation Director																				
City Attorney																				
City Finance & Personnel Director																				

** DUE TO LIMITED STAFF AND RESOUCES, FUNCTIONS/RESOUCES WILL BE COVERED APPROPRIATELY AS NEEDED.

10 - EMERGENCY LOCATIONS

LIMITED DISTRIBUTION

1.0 EMERGENCY FACILITIES

Facility	Primary Location	Alternate Location(s)
City of Avenal, Seat of Government	City Hall, 919 Skyline Blvd., Avenal, CA 93204	City Public Works Yard 1290 Hydril Road, Avenal, CA 93204
Department Operations Centers (DOCs)	City Public Works Yard; 1290 Hydril Road; Avenal, CA 93204	City Sports Complex 1 Sports Center Way; Avenal, CA 93204
Fire	KCFD; 516 Kings Street; Avenal, CA 93204	TBD
Law	KCSO; 501 E. Kings Street; Avenal, CA 93204	TBD
Ambulance (EMS)	Avenal District Hospital/Ambulance; 317 Alpine Street, Avenal, CA 93204	TBD
Public Works	Public Works Yard; 1290 Hydril Road; Avenal, CA 93204	City Sports Complex; 1 Sports Center Way; Avenal, CA 93204
Emergency Operations Center (EOC	Kings County Fire Department 12; 516 Fresno Street, Avenal, CA 93204	City Public Works Yard; 1290 Hydril Road, Avenal, CA 93204
Vital Records	City Hall & Storage; 919 Skyline Blvd,; Avenal, CA 93204	City Public Works Yard; 1290 Hydril Road; Avenal, CA 93204

Emergency Supply Caches **Public Works Yard; 1290 Hydril Road; Avenal, CA 93204**

2.0 KEY CITY FACILITIES

Owned Facilities	Location
Avenal City Hall & Storage	919 Skyline Blvd, Avenal, CA
City Public Works Yard	1290 Hydril Road, Avenal, CA
Rice Park	717 Monterey Street, Avenal, CA
Avenal Theater/Complex	233/235 Kings Street, Avenal, CA
Veteran's Memorial Hall	108 W. Kings Street, Avenal, CA
Water Treatment Plants/Office	31115 Avenal Cut-Off Road, Avenal, CA
Waste Water Treatment Plant/Office	1 Effluent Way, Avenal, CA 93204
Recreation/Boxing Club	328 E. San Joaquin Street, Avenal, CA 93204
Scout House	708 E, San Joaquin Street, Avenal, CA 93204
City Sports Complex	1 Sports Center Way, Avenal, CA 93204

No Leased Facilities--

11 - EMERGENCY SUPPLIES

Item	Quantity	Location

12 - CALIFORNIA ADMINISTRATIVE & MUTUAL AID REGIONS



PART TWO – PROCEDURES

Note: The information contained in these procedures is intended as guidance for City employees. All factors associated with an emergency must be assessed and evaluated to determine the appropriate response. In addition, it is expected that each department with an assigned emergency response-related function will prepare Standard Operating Procedures (SOPs) for implementing these procedures, as indicated.

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1.0 ACTIVATION

Significant emergencies may occur with or without warning and some may be obvious to all, while others are known only to those immediately involved in the situation. In addition, some disasters, such as flooding or wildland fires, may have a buildup phase and evolve slowly over time, while others, such as earthquakes, occur suddenly.

1.1 Field Response Units

Regardless of the nature of the incident, City Field Response Units will be deployed in accordance with the appropriate department's standard operating procedures (SOPs).

1.2 Department Operations Centers

Department Operations Centers (DOCs) may be activated to support and coordinate law, fire and public works field response units, as deemed necessary by each discipline, department or jurisdiction, again, consistent with its SOPs. The decision to activate one or more DOCs may be made by the Field Incident Commander (IC), EOC Branch Coordinator or Unit Leader, or other department or jurisdiction staff identified in the SOPs.

For incidents that may escalate and require support from the Kings County/Operational Area (OA) Emergency Operations Center (EOC), contact will be made by the Avenal Director of Emergency Services (DES).

1.3 EOC Activation Authorization

With the exception of automatic activation for pre-established circumstances, activation of the City EOC must be authorized by the Director of Emergency Services (City Manager), or his/her designee.

1.4 EOC Activation Levels

Three levels of EOC activation have been established as follows:

- Level I - Minimal staffing for minor event (e.g., weather advisory, earthquake advisory, response by two City departments, etc.)
- Level II - Partial staffing for moderate events (e.g., minor or moderate earthquake, wind/rain storm, wildland fire, etc.)
- Level III - Full staffing for major events (e.g., major earthquake, city - or county - wide incident, response by multiple City departments with heavy resource involvement, etc.)

1.4.1 ACTIVATION WITH NOTIFICATION

There are three levels of notification that correspond with the three activation levels.

- Level 1 – When a local incident may require support from Kings County OES, the Kings County Sheriff's Office (KCSO) or Kings County Fire Department (KCFD), or when any type of alert or notification is received by the City of Avenal, the City Manager/DES or his/her designee, will be immediately notified by Dispatch, in accordance with established guidelines.

- Level II – Upon receipt of authorization from the DES, the EOC Liaison Officer will notify the staff designated by the Director to report to the EOC.

- Level III – Following authorization by the DES, the EOC Liaison Officer will notify all EOC staff of full EOC activation.

1.5 Automatic EOC Activation

The City of Avenal EOC will be activated automatically (either partially or fully) under any of the following conditions:

- Kings County has declared a local emergency for an area that encompasses the City of Avenal;
- Kings County has requested a Governor's Proclamation of a State of Emergency for an area that encompasses the City of Avenal;
- A State of Emergency is proclaimed by the Governor for Kings County.
- The City is requesting resources from outside Kings County, *except those resources used in normal day-to-day operations, which are obtained through existing agreements such as fire or law enforcement mutual aid.*

For obvious emergencies, such as earthquakes, flooding, etc., staff pre-assigned to perform a City emergency management organization (EMO) function are expected to report automatically as assigned (to the EOC or elsewhere), after ensuring the safety of their families.

1.6 EOC Activation with Notification

When EOC activation is authorized, the DES will contact the EOC Liaison who will respond to the EOC and begin notifying the EOC staff.

A complete report of the status of the incident or disaster, as it is known at the time, will be given to the Director of Emergency Services or his/her designee who will identify additional notifications to be made and will decide whether to notify the Mayor and City Council.

2.0 EMPLOYEE NOTIFICATION & RECALL

2.1 Disaster Service Workers

The California Government Code (CGC) designates all government employees as Disaster Service Workers (DSWs) whenever an emergency is declared. As Disaster Service Workers, City employees are expected to remain on duty unless directed otherwise by the Emergency Operations Center (EOC) Director or work supervisor. Off-duty employees are expected to ensure the safety and welfare of their families and homes before reporting to their emergency assignment. Employees who are not pre-assigned to an emergency role are expected to remain available for an assignment.

2.2 Emergency Assignments

All City of Avenal departments are pre-assigned to primary and/or support Standardized Emergency Management System (SEMS)-based emergency functions under this plan (see Part 1, Attachment 9). Based on these functional assignments, each Department Head is responsible to pre-assign his/her employees to emergency functions, reporting locations, and work shifts; develop notification telephone calling trees, callback lists or other notification processes; and identify which employees are expected to report automatically following an obvious major emergency and which will remain on standby for assignment.

2.3 Notification

- Regardless of the activation level, the City's field response units will be notified and deployed consistent with existing discipline/department standard operating procedures (SOPs).
- The Kings County Sheriff's Office (KCSO) or Fire Department (KCFD), Station No. 12 will notify the City Manager/DES or his/her designee of any alert, warning or significant incident reported.
- Depending on the situation, the DES may monitor the situation or may identify the EOC staff and City Department Heads to be notified.
- The DES will notify the appropriate EOC staff and will advise Dispatch or other Support Staff of the additional departmental notifications to be made.
- The EOC staff notifications will be made consistent with the procedure in Part 3, Section 2.0 of this plan.
- Department notifications will be made in accordance with department callback lists or calling trees, as specified in department SOPs.

2.4 On- Vs. Off-Hours Events

For emergencies that occur during normal business hours, Department Heads will notify pre-assigned employees of the need to report to the emergency assignment via e-mail, telephone and/or personal contact, as appropriate. Non-assigned employees will remain at the normal work assignment, unless directed by the Department Head to report to a Staging Area for an emergency assignment.

Off-hours, callback lists, telephone calling trees, or other notification methods will be utilized by Department Heads to notify and recall staff, as indicated. In the event of wide-scale damage to the City's communications infrastructure, local radio and television stations will be used to notify and recall City staff. When directed to do so by the DES/EOC Director, the City's Public Information Officer (PIO) will prepare and distribute employee recall announcements and emergency instructions via local media.

2.5 Automatic Recall for Obvious Emergencies

For a major earthquake or other obvious major emergency, the City EOC will be automatically activated, an automatic recall of City employees with emergency assignments will be in effect, and personnel will report to pre-designated reporting locations (Part 1, Attachment 7). Employees who are not pre-assigned to an emergency role will remain available for emergency assignment and will monitor local radio and television stations for instructions.

Those employees who do not receive recall instructions will report to normal work locations for the next regularly scheduled shift, if feasible, or to an alternate location designated by the Department Head. If designated work locations are damaged, alternate work sites will be established and a placard listing the alternate location will be posted at the damaged site.

2.6 Recall Responsibilities

The City DES/EOC Director will notify and recall designated EOC staff and Department Heads. Department Heads are responsible for notifying and recalling their respective employees, as indicated. Where practical, paging systems, callback lists, and telephone calling trees should be established to facilitate the recall effort.

2.7 Documentation

Logs, which will become part of the permanent incident record, will be maintained of all notifications made or attempted, including the estimated time of arrival at the assigned duty station. At the conclusion of the incident, these logs will be forwarded to the EOC Planning Section Documentation Unit.

3.0 REPORTING LOCATIONS & STAGING AREAS

3.1 Reporting Locations

Each City of Avenal Department is responsible for designating primary and alternate reporting locations for staff assigned to emergency functions (Part 1, Attachment 7). Employees who are not pre-assigned to a specific emergency function or role will be advised of where to report upon notification. If unable to report to the assigned emergency location due to damaged transportation routes, employees should report to the alternate location pre-designated by the Department Head or to the nearest occupied City facility and attempt to establish contact with the Department Head or work supervisor.

3.2 Staging Areas

Staging Areas serve as locations for assembling non-assigned City and mutual aid personnel, volunteers, vehicles and major equipment for deployment to an incident scene. The Operations Section Chief in the City's Emergency Operations Center (EOC) is responsible for establishing Staging Areas as necessary. A Staging Area Manager will be assigned by the EOC Operations Section Chief.

The Staging Area Manager will implement a check-in/check-out process to ensure tracking of all personnel, vehicles and equipment assigned to a specific incident site. Tracking information will include the date and time of check-in, work assignment and location, date and time of check-out, destination and transportation mode.

The Staging Area Manager is responsible to:

- Establish layout of staging area and post areas for identification and traffic control;
- Establish and maintain a communications and coordination link with the City EOC Operations Section;
- Implement a check-in/check-out process for tracking personnel, vehicles, and equipment;
- Keep EOC Operations Section Chief advised of the assets available at the Staging Area;
- Deploy personnel and equipment resources, as directed by the EOC Operations Section Chief; and
- Provide EOC Operations and Planning/Intelligence Sections with status of all resources at Staging Area.

3.3 Employee Response

In order to mitigate the effects of the emergency, and to continue essential services, the City will rely on its employees to make every reasonable effort to report to work as assigned or directed following a disaster. When responding, employees should do the following:

- Bring City-issued identification in order to gain access to areas restricted to City staff and other emergency workers.

- Monitor local radio and television stations for information on any detours around damaged transportation routes.

- Make note of any damages observed that might impact on City services, residents and/or employees, and report this information to the Staging Area Manager or work site Lead.

- Do not enter any significantly damaged building until it has been inspected by an authorized Building Inspector and posted as being safe.

- Sign-in with the assigned Lead at the work site or the Staging Area Manager at the Staging Area.

- Obtain a briefing that includes the following:

  - Current situation assessment;
  - Emergency assignment, including work shift, supervisor and specific job responsibilities;
  - Available communications;
  - Arrangements for food and lodging; and
  - Procedure for requesting supplies, equipment and personnel.

3.4 City Support Services

For its part, the City will make every effort to address the needs of employees with family responsibilities and/or concerns. To the maximum extent practicable, the City will provide or arrange for the following:

- Process for checking on the status of family members for on-duty employees;

- Sleeping and meal accommodations for essential employees unable to commute to and from work due to excessively long commutes and/or disrupted transportation routes; and

- Flexible work schedules to assist and accommodate employees impacted by the emergency.

4.0 STATUS REPORTING

Following a major emergency, status reports will be completed and submitted to the City Emergency Operations Center (EOC) by multiple entities, including City Department Heads, Field Incident Commanders (ICs) and Department Operations Centers (DOCs). Based on these individual status reports, the City EOC Planning Section will prepare a City-wide Situation Report, which will be submitted to the Kings County/Operational Area (OA) EOC via the statewide Response Information Management System (RIMS - Part 3, Section 10.0) or facsimile.

4.1 City Employees

As soon as practical following a major emergency, on-duty employees will provide a verbal status report on personal status and any injuries or damages observed in the immediate area to the assigned supervisor. Employees who are traveling on City-related business when a disaster occurs at the travel location will contact the assigned supervisor via e-mail or telephone to provide a personal welfare status report.

4.2 Department Heads

Work supervisors will compile status reports from assigned employees and will provide a verbal or written summary report to the Department Head as soon as possible following a disaster. Department Heads will complete the attached Department Status Report Form and submit it to the City EOC Director as soon as possible. Updated reports will be submitted as warranted by the situation or as directed by the EOC Director.

4.3 Field Units

Field personnel will observe and report on damages, casualties and status of assigned areas and will follow Incident Command System (ICS) reporting procedures for submitting status reports through the on-scene chain of command to the assigned supervisor. On-scene discipline-specific Branch Coordinators will submit status reports to the om-scene Operations Section Chief and the assigned Department Operations Center (DOC) Coordinator, in accordance with established DOC procedures. The Field Operations Section Chief provides regular verbal status reports to the IC.

The Field Incident Commander (IC) or Operations Section Chief will submit an Incident Status Summary (ICS 209 form attached) to the DOC Director or Operations Section Chief via the KCFD Dispatch as soon as possible following arrival on-scene. Updated reports will be submitted every four hours, when warranted by a changing situation, or as directed by the DOC Director or Operations Section Chief. The DOC and EOC Operations Section will forward copies of all status reports to the Planning Section for review, analysis and posting on appropriate status boards.

4.4 Department Operations Centers

Each Department Operations Center (DOC) Planning Section Chief will prepare and submit a SEMS function-specific status report to the appropriate City EOC Branch Coordinator, as soon as possible following activation. Updated reports will be submitted every four hours, when warranted by a changing situation, or as directed by the EOC Branch Coordinator.

CITY OF AVENAL

DEPARTMENT STATUS REPORT FORM

(To be completed by DOC Planning Section and submitted to EOC Branch Coordinator)

DOC _____ Date _____ Time _____

Reported By _____ Telephone No. _____

DOC Coordinator _____ Activation Level _____ Full _____ Partial

Working Incidents

Type	Location	Status

Assistance Needed

Location	Needed

Personnel Available	**Major Equipment Available**

Received By _____ Date _____ Time _____

Action Taken

(Use back of form to record additional information)

INCIDENT STATUS SUMMARY					ICS 209
1. DATE	TIME	2. RPT STATUS INITIAL ☐ UPDATE ☐ FINAL ☐	3. INCIDENT NAME	4. INCIDENT NUMBER	
5. INCIDENT COMMANDER	6. JURISDICTIONS	7. COUNTY	8. INCIDENT TYPE	9. LOCATION	10. START DATE: TIME:
11. CAUSE	12. AREAS INVOLVED	13. % CONTAINED	14. EST. CONTAIN DATE: TIME:	15. EST. CONTROL DATE: TIME:	16. CONTROLLED DATE: TIME:
17. CURRENT THREAT		18. CONTROL PROBLEMS			
19. EST. LOSS	20. EST. SAVINGS	21. INJURIES	21a. DEATHS	22. LINE BUILT	23. LINE TO BUILD
24. CURRENT WEATHER WS WD TEMP RH		25. PREDICTED WEATHER WS WD TEMP RH		26. COSTS TO DATE	27. EST. TOTAL COSTS

28. RESOURCES																					TOTALS	
KIND OF RESOURCE	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST
TRUCKS																						
BACK HOES																						
CREWS																						
FIRE DEPARTMENT																						
RESCUE/MEDICAL																						
LAW ENFORCEMENT																						
PUBLIC WORKS																						
OVERHEAD PERSONNEL																						
TOTAL PERS.																						

29. COOPERATING AGENCIES

30. REMARKS

5.0 EMERGENCY TIMEKEEPING

5.1 Purpose

The City of Avenal may be reimbursed from state and/or federal sources for certain emergency operations provided in response to an emergency proclamation. The purpose of this procedure is to outline the recordkeeping requirements for claiming reimbursable labor-related expenses.

5.2 Reimbursable Expenses

Labor-related reimbursements from state and federal governments are set out along well-defined lines. The key to reimbursements is the declaration of an emergency by local, state and/or federal governments. Depending on the level of the declaration (e.g., local vs. state vs. federal), different funding pools become available, and each has its own eligible costs and recordkeeping requirements. Emergency response activities will qualify for reimbursement until rescinded or an end to the emergency is declared, whichever comes first.

5.3 Recordkeeping Requirement

State and federal governments require very detailed information in a form designated by these agencies. 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 timecards and other original source records.

Although cumbersome, manual timekeeping procedures should be implemented for declared emergencies to ensure that all information required for a reimbursement application is captured. All employees must be oriented to the use of the Labor Record and work supervisors are responsible for reviewing all Labor Records on a daily basis to ensure that all required information is documented.

The following guidelines should be followed when documenting labor-related reimbursable expenses:

- A direct link must exist (and must be documented) between specific emergency operations provided and labor-related costs claimed.
- Timecards with employee name must be maintained for all labor-related costs claimed.
- Timecards must reflect exactly how and where time was spent (e.g., regular time versus overtime, hours and minutes on standby, regular work, emergency-related work, etc.).
- Time spent on emergency assignment should describe exactly where and what the emergency assignment was.

5.4 Procedure Implementation

The City of Avenal's Emergency Operations Center (EOC) Finance/Administration Chief is responsible for developing and implementing a timekeeping procedure, which is consistent with state and federal recordkeeping requirements. At the time of a declared emergency, the Finance/Administration Chief will distribute the manual timekeeping procedure and recordkeeping forms to all Department Heads and DOC and EOC staffs. Supervisors will review timecards daily for appropriate reporting and will advise employees of any corrections to be made. At the conclusion of the emergency declaration, the City EOC Finance/Administration Chief will collect and secure all timecards for disaster assistance claims and auditing documentation

ATTACHMENT 5-1

FEDERAL EMERGENCY MANAGEMENT AGENCY FORCE ACCOUNT LABOR SUMMARY RECORD			Page of
1. APPLICANT	2. PA ID	3. PW #	4. DISASTER NUMBER
5. LOCATION/SITE		6. CATEGORY	7. PERIOD COVERING
8. DESCRIPTION OF WORK PERFORMED			

NAME / JOB TITLE	DATES AND HOURS WORKED EACH WEEK								COSTS				
	DATE								TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY	TOTAL COSTS
NAME	REG.									$	/	$	$
JOB TITLE	O.T.									$	/	$	$
NAME	REG.									$	/	$	$
JOB TITLE-	O.T.									$	/	$	$
NAME	REG.									$	/	$	$
JOB TITLE	O.T.									$	/	$	$
NAME	REG.									$	/	$	$
JOB TITLE	O.T.									$	/	$	$
NAME	REG.									$	/	$	$
JOB TITLE	O.T.									$	/	$	$
											Total Cost for Force Account Labor Regular Time		$
											Total Cost for Force Account Labor Overtime		$

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED	TITLE	DATE

FEMA Form 90-123, NOV 98

Part Three

Emergency Operations Center Procedures Manual

PART THREE – EOC PROCEDURES

Note: The information contained in these procedures is intended as guidance. All factors associated with an emergency must be assessed and evaluated to determine the appropriate response. In addition, it is expected that each EOC function will enhance these procedures as necessary to provide adequate guidance at the time of a major emergency.

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1.0 ALERT & WARNING

Alert and warning involves receiving notice or report (alert) of potential or imminent emergencies, and, when indicated, issuing information and instructions (warnings) to appropriate City staff and residents. Depending on the nature of the threat and the population group at risk, warning may originate at any level of government.

1.1 Alert

The City and Kings County receive notice (alert) of emergencies from various sources, depending on the nature and location of the incident. In most cases, alerts are received by the County 24-hour Communications Center - the Kings County Sheriff's Office (KCSO), or Kings County Fire Department (KCFD). Weather-related emergency alerts are broadcast by the National Weather Service (NWS) and are monitored by the County Communications Center.

KCSO/City alert systems/sources: community cable channel, reverse 911 (being implemented), local television and radio channels, door-to-door contacts, and mobile loudspeaker system.

1.2 Warning

Warnings are public broadcasts that an emergency has actually occurred or is imminent. Such emergencies include accidents involving hazardous materials, incoming severe weather, or, as a precautionary measure, a short-term earthquake prediction.

1.3 Receipt of Incident-Specific Warnings

(Refer to Attachment 1-1 Alert & Warning Systems for the location and a description of the systems noted below.)

1.3.1 FLOOD/DAM FAILURE

A flood/dam failure emergency is normally preceded by a buildup period, which permits marshaling of forces as required to combat the emergency. During the buildup period, the State Office of Emergency Services (OES) cooperates with the National Weather Service (NWS) and the State Department of Water Resources (DWR) by relaying pertinent weather information and bulletins to local government officials in the affected areas via the California Law Enforcement Telecommunications System (CLETS), the NWS "ALERT" computer system terminal located at the Hanford Weather Station and the Emergency Digital Information System" (EDIS), via the Operational Area Satellite Information System (OASIS).

1.3.2 FIRE

Initial warnings of major conflagrations are normally issued by the affected area through the Operational Area and/or OES Regional Fire Coordinator, using whatever means of communications are appropriate and available. Requests for mutual aid follow the same channels.

1.3.3 EARTHQUAKE

The City may receive notification of an official short-term earthquake prediction or advisory from State OES. Subsequent information, including damage reports, may be received from various sources, such as:

- United States Geological Survey (USGS)
- State OES
- Federal/State agencies

The information may be received via the National Alert & Warning System (NAWAS), radio, teletype, OASIS, telephone and/or FAX, and would be further disseminated as appropriate, using any or all of these means.

1.3.4 OTHER EMERGENCIES

Warning and/or information concerning emergencies other than those cited above may be received by Kings County OES and is disseminated to local cities and special districts using all appropriate system(s).

1.4 Dissemination of Warnings

1.4.1 STATE WARNINGS

In addition to disseminating warning information received over NAWAS to local Warning Points, State agency radio systems, teletype and telephone circuits are used to ensure maximum dissemination of warnings. Each local Warning Point further disseminates the warning over local public safety communications channels.

1.4.2 LOCAL WARNINGS

Upon receipt of an alert or warning, the Avenal Director of Emergency Services (DES) is notified immediately. Depending on the nature, severity, scope, and likelihood of occurrence of the reported emergency, the Director of Emergency Services/Emergency Operations Center (EOC) Director determines if any public warnings should be issued, and advises the ESC of any actions to be implemented.

Within the City of Avenal, the Director of Emergency Services (hereafter referred to as EOC Director) ***or his designated successor must approve all public warnings.*** Warnings are issued to the public using a Reverse 9-1-1 system and to other local jurisdictions and the media through the systems described in Attachment 1-1[1].

The Kings County Sheriffs Office (KCSO) has primary responsibility for alerting and warning the public, with assistance from the Public Information Officer (PIO), as deemed necessary. Alerting and warning the public may be accomplished through the Emergency Alert System, special radio and television broadcasts, or driving up and down the streets using vehicle public address systems.

[1] Kings County OES will be obtaining a reverse 9-1-1 notification system in the near future. This system will be available to local cities for emergency public notifications.

1.4.3 WARNING MESSAGE CONTENT

At a minimum, warning messages will include:

- Date, time, location and description of the event;
- Actions taken by responders;
- Isolation or evacuation areas, relocation sites, and location of any shelters;
- Protective measures the public should take; and
- How to obtain additional information.

ATTACHMENT 1-1

ALERT & WARNING SYSTEMS

Depending on the urgency of the situation, one or more of the systems described here will be used within Kings County and/or the City of Avenal to receive and/or to disseminate warnings.

1.0 NATIONAL WARNING SYSTEM (NAWAS)

NAWAS is a dedicated system that provides two-way voice communications between Federal Warning Centers, States' Warning Points and local Warning Points. The system in California consists of three elements:

1.1 NAWAS, Federal-California link

This system may be activated nationally from two protected Federal facilities:

- National Warning Center (North American Air Defense Command, Colorado Springs, Colorado)
- Alternate National Warning Center (Olney, Maryland)

1.2 CALWAS, State-County Warning Points Circuits

California ties into the national system with a primary State Warning Point at the State Office of Emergency Services (OES) Headquarters in Sacramento. Circuits then extend to County Warning Points. The California Highway Patrol (CHP) Headquarters in Sacramento serves as the alternate State Warning Point. Both Federal and State circuits are monitored 24 hours at the OES Warning Center, the Alternate State Warning Point, and each local Warning Point.

1.3 County-City Warning Systems

In order to disseminate warnings from the County Warning Point to cities, local communications channels are normally used. Although the State Warning Point will relay warnings over the California Law Enforcement Telecommunications System (CLETS), it is usually more expeditious for cities to arrange with the County Warning Point on NAWAS for further relay of the information within Kings County.

2.0 OTHER NATIONAL SYSTEMS

2.1 Emergency Alert System

The Emergency Alert System (EAS) is a national network of public broadcast stations and interconnecting facilities, which have been authorized by the Federal Communications Commission (FCC) to operate in a controlled manner during disasters or other national emergencies. The system provides local, state and federal governments with a means of emergency communications with the public. It may be used on a voluntary basis during day-to-day situations posing a threat to safety of life and property. Priority for use is:

- Presidential messages
- Local area programming

- State programming
- National programming and news

2.2 Emergency Digital Information System (EDIS)

The Emergency Digital Information System (EDIS), which supplements the EAS and other public information systems, is located in the Kings County Dispatch Center in Hanford, and provides local, state and federal governments with a direct computer link to the news media and other agencies to distribute official information to the public during emergencies. EDIS may be used to transmit information in the following categories, listed in priority order:

- **Flash** – alerts and warning concerning immediate life safety issues
- **News** – information of immediate benefit to the public
- **Info** – advisory messages for coordination between government and the news media
- **Test** – transmissions to verify operation of equipment and to train personnel

2.3 National Weather Service Advisories and Warnings

The National Weather Service (NWS) may issue a variety of alerts and warnings, depending on the situation.

- **Advisory** for events occurring or forecast to develop short-term (usually within next six hours)
- **Watch** for the possibility of an event happening within the short-term (usually in the next six to 12 hours)
- **Warning** for life-threatening events occurring or forecast to develop within the short-term (generally within the next six hours)
- **Flash Flood Warning** when flash flooding is occurring or imminent
- **Urban and Small Stream Flood Advisory** when flooding is occurring or imminent, but is not life threatening (may be upgraded to **Flash Flood Warning** if conditions worsen)
- **Flash Flood Watch** when there is a good possibility of **Flash Flooding** that is not occurring or imminent (possibility exists within the next 24 hours)
- **Dense Fog Advisory** when dense fog (visibility below one-half mile) expected to last for three hours or longer
- **Dense Fog Warning** when widespread zero or near-zero visibilities are forecast (to last three hours or longer)

3.0 STATEWIDE SYSTEMS

3.1 Operational Area Satellite Information System (OASIS)

The Operational Area Satellite Information System (OASIS) is a satellite based telephone and data communications alert network that links all 58 counties and operational areas throughout California, the State Operations Center (SOC), all Regional Emergency Operations Centers (REOCs), California Highway Patrol (CHP), California Department of Forestry (Cal Fire) and CalTrans. OASIS was designed to be a survivable communications link in the event of a major earthquake or other disaster that renders ground-based communications inoperable.

3.2 California Law Enforcement Radio System (CLERS)

Serves all OES facilities and interconnects law enforcement agencies of all counties and numerous cities in the state. This system is microwave-linked to provide statewide coverage and is the State's radio backup to the National Warning System.

3.3 California Law Enforcement Telecommunications System (CLETS)

The California Law Enforcement Telecommunications System (CLETS) is a teletype system with 900+ terminals throughout the state that serves all cities and counties.

4.0 LOCAL SYSTEMS

Local government is responsible for warning the populace of the jurisdiction of any potential or imminent threat. The local component of the Emergency Alert System (EAS) consists of several sub-systems. The Kings County Sheriff's Office (KCSO) functions as the EAS system "LP-1" for the County and Operational Area. Activation of EAS within the County, for other than national emergencies and presidential messages, is initiated at the KCSO. National Weather Service EAS warnings are also relayed through the KCSO.

KCSO messages would come through its Avenal Substation.

The City has a two (2) channel radio tracking system. One repeater is located on San Joaquin Ridge and the other is located at McKittrick.

2.0 ACTIVATION & NOTIFICATION

2.1 Authority

The authority for minimally, partially or fully activating the City of Avenal's Emergency Management Organization (EMO) and/or Emergency Operations Center (EOC) rests with the Director of Emergency Services (DES), hereafter referred to as EOC Director), or his/her designated successor.

A successor shall have all the power and authority of the EOC Director when performing the function. Upon return of the assigned EOC Director or the next higher position on the successor's list, or an appointment by the City Council, the function shall be relinquished.

2.2 Activation Requirements and Triggers

Generally speaking, the City EOC is activated when field response units need support. When activated, the EOC operates in accordance with the Standardized Emergency Management System (SEMS).

Conditions under which the City EOC must automatically be activated include the following:

- Kings County proclaims a Local Emergency for an area that encompasses the City of Avenal;
- Kings County requests the Governor to proclaim a State of Emergency for an area that encompasses the City of Avenal;
- A State of Emergency is proclaimed by the Governor that includes Kings County; and
- The City requests resources from outside Kings County, except those resources used in normal day-to-day operations obtained through existing fire or law enforcement mutual aid agreements.

Additional triggers for activation of the City EOC include, but are not limited to, the following and require authorization:

- Request by an Incident Commander (IC);
- A significant earthquake or other incident occurs causing widespread damage in the County;
- Heavy or continuous rain is expected to result in flooding;
- An emergency situation has occurred or is likely to occur, which will require a large commitment of local resources over an extended period of time (e.g., major hazardous materials incident, civil disturbance, aircraft disaster, wildland fire, or severe weather conditions); or
- A Presidential declaration of a National Emergency is issued.

2.3 Activation Levels

Significant emergencies may occur with or without warning and some may be obvious to all, while others are known only to those immediately involved in the situation. There are three activation levels for the City EMO and EOC. Depending on the nature and scope of the event, activation may range from minimal (Level I), to partial (Level II) or full (Level III) EOC staffing or activation.

- Level I - Minimal staffing for minor event (e.g., weather advisory, earthquake advisory, response by two City departments, etc.);
- Level II - Partial staffing for moderate events (e.g., minor or moderate earthquake, wind/rain storm, etc.); and
- Level III - Full staffing for major events (e.g., major earthquake, county - or region - wide incident, response by multiple City departments with heavy resource involvement, etc.).

2.4 Automatic Activation

In addition to automatic activation required under specific conditions, notice of an emergency may be obvious (e.g., significant earthquake), in which case formal notification may not be possible and should not be necessary. Under required conditions and obvious major (Level III) emergencies, City staff pre-assigned to perform a function in a Department Operations Center (DOC), the City EOC, or another duty station, will report automatically to the designated primary location, in accordance with pre-established shift assignments. It is expected that off-duty staff will respond after ensuring the safety of their families.

2.5 Activation Request by Special Districts

Requests for activation of the City EOC may be made by a special district that provides service within the City's boundaries when the scope of the event exceeds the district's capabilities. Such requests will be directed to the Director of Emergency Services (DES). The DES will consult with the requesting jurisdiction to obtain the following information:

- Nature and scope of the incident;
- Location and area(s) affected;
- Impact on city or special district facilities and services;
- Jurisdiction and discipline or agency in charge (Incident Commander);
- Actions taken or in progress;
- Other jurisdictions and agencies responding; and
- Any immediate unmet needs.

Based on this assessment, the DES will determine the appropriate level of activation required and the notifications to be made.

2.6 Emergency Callback List

The City of Avenal utilizes an Emergency Callback List to notify and activate its emergency response personnel. This list contains on- and off-duty contact information for primary and alternate EOC staff and other City emergency response personnel, and is maintained by the City Emergency Manager. A current copy of the list is on file in the primary and alternate City EOC, and with the KCSO and KCFD Dispatch Centers.

2.7 Notification Process

Upon authorization to activate the City EOC:

- County Communications (Dispatch) notifies the on-duty Kings County Fire Department (KCFD) Battalion Chief (BC).
- The DES will initiate notification of designated EOC staff appropriate for the level of activation.
- The designated EOC Management staff, Section Chiefs and Branch Coordinators may notify and activate Unit/Group Leads, additional EOC staff, and other personnel under their supervision, as deemed necessary.
- City Department Heads will create and maintain an employee contact list or calling tree to notify and recall employees when indicated.
- The EOC Director/City Manager will notify the City Council of the situation and EOC activation when appropriate.
- The EOC Liaison will notify the Kings County Office of Emergency Services, appropriate local cities, special districts, and external support agencies (e.g., Red Cross, RACES, etc.) when the City EOC is activated.
- The EOC Public Information Officer (PIO) will immediately prepare a press release notifying the media of the level of EOC activation.

2.8 Notification Methods & Documentation

- Notifications will be made via alpha-numeric pager, telephone, cellular phone, e-mail, or two-way radio, as required by the situation.
- All notifications shall be documented by the person(s) making the notifications.
- A copy of all notification documentation will be provided to the Liaison as soon as practical after notifications have been completed. A copy of the notification documentation will be retained as part of the incident record.
- Documentation shall include:
  - Date and time of attempted and actual notifications;
  - Names of persons contacted; and
  - Estimated time of arrival (ETA) at EOC or other assigned location.

3.0 EOC SET-UP, ACCESS CONTROL & CHECK-IN

3.1 Readiness

The City of Avenal's DES or his/her designee is responsible for ensuring that the primary and alternate Emergency Operations Center (EOC) locations are maintained in a state of readiness and that all supplies, equipment, displays and other necessary resources are available and operable at all times.

If the primary EOC location is damaged or unusable for some other reason, the alternate EOC location will be activated. The Director of Emergency Services (hereafter referred to as EOC Director) or the DES will determine when the alternate EOC location is to be activated and will direct the Logistics Section staff to arrange for transport of the EOC staff to the alternate location, if necessary. A sign indicating the alternate location will be posted on the front door of the primary EOC location by the ESC.

3.2 Set-Up

It is the responsibility of the City's DES, with support from the Public Works Department personnel, to set up the EOC upon activation. Tables and chairs stored in the EOC will be arranged according to the layout schematic in Attachment 3-1. In addition, set-up will include the following activities:

- Arrange tables and chairs according to the schematic stored with the EOC supplies.
- Retrieve EOC supplies (Attachment 3-2).
- Connect and activate hardwire telephones at each EOC Section and the Liaison and PIO workstations.
- Connect PC at Planning/Intelligence workstation.
- Position status boards, maps, etc. at appropriate Sections.
- Place function-specific Annexes and other reference materials at appropriate workstations.
- Direct Logistics Information Technology (IT) & Communications (Comm) Unit to:
  - Contact City's cellular telephone vendor to request a donation of additional cellular phones and portable facsimile machines for the duration of the activation.
  - Set up an EOC E-mail account and mailing list, as necessary.
  - Provide additional telecommunications equipment and technical support as necessary.

3.3 Access Control

Access to the EOC will be controlled. Access shall be granted to all personnel identified as EOC staff or representatives from cities, special districts, and County departments within Kings County, State and/or Federal officials, and those persons having legitimate business in the EOC.

Authority to enter or deny entrance to areas assigned to Communications, Fire and Sheriff personnel shall remain at all times under the control of the respective department. These departments will identify those allowed access to these areas, excluding EOC personnel who

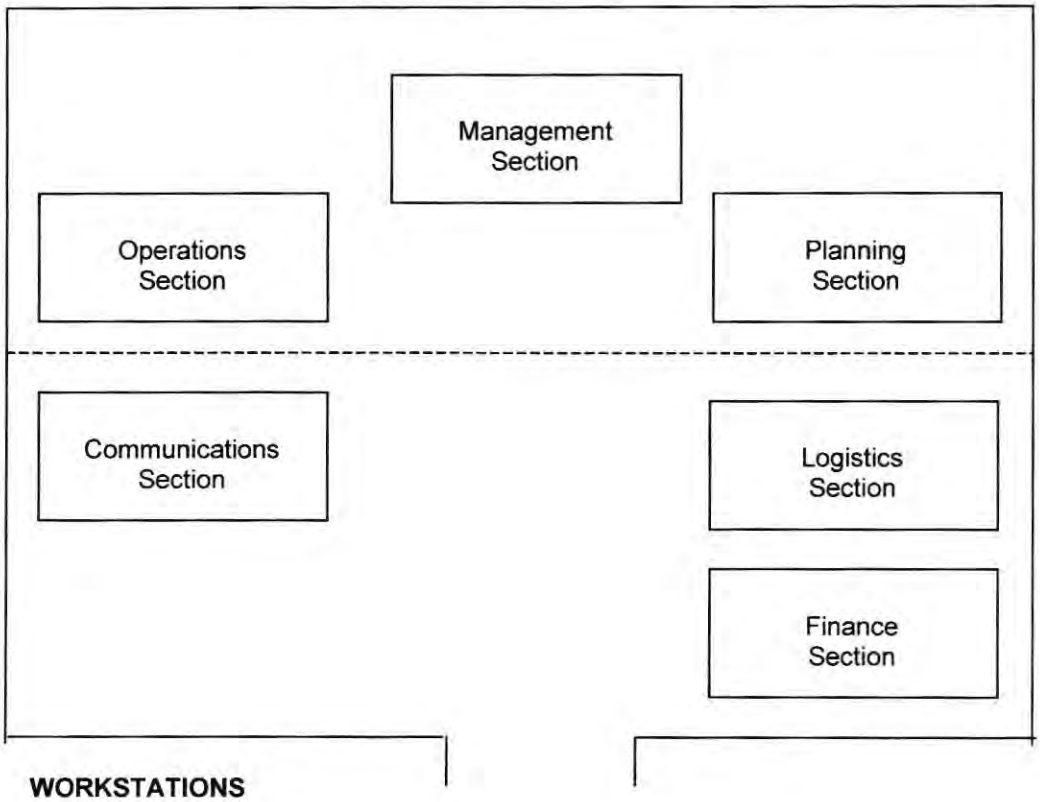
shall have access to all areas. Those areas typically off limits, such as radio equipment and/or server rooms, shall remain so during EOC activation.

3.4 Check-In

- All EOC staff will check-in with the Planning/Intelligence Section upon arrival in the EOC.
- EOC staff will check-out with the Planning/Intelligence Section, including destination, when leaving the EOC for meals, rest breaks and shift change.
- The Planning/Intelligence Section will maintain status of all EOC staff from activation through deactivation.

ATTACHMENT 3-1

CITY OF AVENAL EOC LAYOUT



WORKSTATIONS

Management Section
- EOC Director
- Liaison Officer
- Public Information Officer
- Safety & Security Officer

Planning Section
- Section Chief
- Sitstat Unit
- Documentation Unit
- Demobilization Unit
- Technical Specialists

Finance Section
- Section Chief
- Cost & Time Unit
- Compensation & Claims Unit

Operations Section
- Section Chief
- Fire Branch
- Law Branch
- Public Works Branch

Logistics Section
- Section Chief
- Personnel Unit
- Transportation Unit
- Purchasing & Supply Unit
- Facilities Unit
- IT & Comm Unit
- Volunteer Unit

ATTACHMENT 3-2

EOC SUPPLIES & EQUIPMENT

Category	Item	Quantity
Communications		
Office Supplies		
Dept./Function Materials		

Suggested

Category	Item	Quantity[1]
Communications	Satellite telephone	1
	Cellular phones	28
	Telephone instruments (multi-line)	28
	Television (cable or satellite)	1
	Facsimile machine	1
	AM/FM Radio w/extra batteries	1
	Calculator	1
	Laptop PCs (networked)	5
	Portable two-way radios	
	Programmable scanner	1
Safety	Fire Extinguisher	1
	First Aid Kit	1
	Flashlights w/ extra bulbs & batteries	28
	Hard Hats	6
Staff Support	Function vests	28
	Survival blankets	56
	Comfort kits	56
	Water cooler	1
	Coffee maker	1
Audio-Visual	Electronic Copy Board	1
	Electronic Map Board	1
	Digital Camera w/extra battery and discs	2
	White Boards w/pens & erasers	5
Forms	Status Report forms	100
	Situation Report forms	100
	Damage Assessment forms	100
	Building Placards	100
	County telephone directory	5
	EOC Message forms	100
Office Supplies	Wastebaskets	5
	Function tent cards	52
	Section signs	5
	Bound log books	28
	Laser printer (networked)	2
	Lined note pads	5 dozen
	Pens & pencils (#2)	5 boxes each
	Masking tape	3 rolls
	Paper clips (assorted sizes)	5 boxes
	Post-It Notes (assorted colors & sizes)	5 pkg. each
	Printer toner	2
	Staplers w/ extra staples	5 each
	Scotch tape dispenser w/extra rolls of tape	5 each
	Scissors	5
	Ruler	5
	Three-hole punch	5

[1] Quantity depends on number of EOC staff.

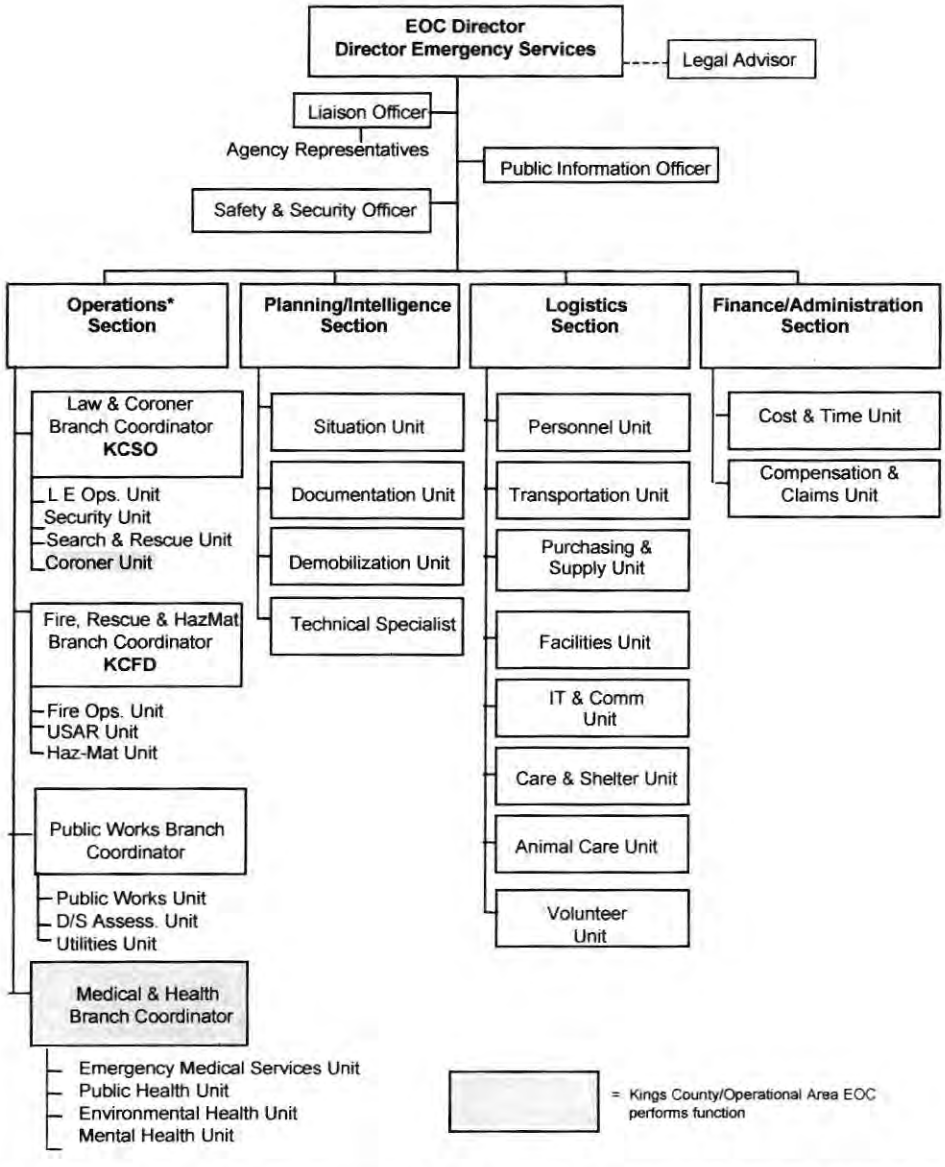
Category	Item	Quantity[1]
	File folders	2 boxes
	Facsimile paper	2 reams
	Printer paper	2 reams

4.0 ORGANIZATION & STAFFING

4.1 EOC Organization

The City of Avenal EOC is organized consistent with the Standardized Emergency Management System (SEMS).

Figure 1. EOC Organization



* The Operations Section Chief position will be staffed by Fire or Law Enforcement staff, depending on the nature of the event.

4.2 Staffing

Initial staffing requirements will be based upon the scope and nature of the emergency and will be determined by the DES/EOC Director when the decision is made to activate the EOC, either partially or fully. For each of the three levels of EOC activation, the staffing guide depicted in the table below has been established.

Extended operations may require the use of multiple shifts and staffing by position alternates. The DES or EOC Director will make this determination as the situation dictates. The City has established 12-hour work shifts for EOC staff, with a one-half hour overlap between shifts. All EOC staff has been pre-assigned to one of these two shifts.

The EOC Director and Section Chiefs will reassess staffing needs on a regular basis and will adjust staffing levels as necessary. Field staff, to the maximum possible extent, will remain on eight-hour shifts. City Department Heads will designate work shifts for their respective Department Operations Center (DOC) and other department staff.

	Event/Situation	Minimum Staffing
ACTIVATION LEVEL ONE	✳ Severe Weather Advisory ✳ Small Incidents involving two or more City Departments ✳ Earthquake Advisory/Prediction – OES Level 1 ✳ Flood Watch ✳ Resource requests received from outside Kings County	✳ EOC Director/DES ✳ Operations Section Chief ✳ Planning/Intelligence Section Chief ✳ Representatives of responding City Depts.
ACTIVATION LEVEL TWO	✳ Moderate Earthquake ✳ Major Wind or Rain Storm ✳ Two or more large incidents involving two or more City Departments ✳ Earthquake Advisory/Prediction – OES Levels 2 or 3 ✳ Local emergency proclaimed by Kings County and one or more Cities ✳ Kings County or City requests a Governor's Proclamation of a State of Emergency ✳ A State of Emergency is Proclaimed by the Governor encompassing the City ✳ Resources are requested for the City from outside the Kings Operational Area	✳ EOC Director/DES ✳ All Section Chiefs ✳ Branches and Units as appropriate for the situation ✳ Representatives of responding City Depts. ✳ Agency Representatives as appropriate
ACTIVATION LEVEL THREE	✳ Major County-wide or Regional emergency ✳ Multiple Departments with heavy resource involvement ✳ Major earthquake damage	✳ All EOC functions

5.0 EMERGENCY COMMUNICATIONS

5.1 Introduction

Essential to all emergency organizations is an effective communications capability to support emergency operations. The magnitude of a particular emergency situation will determine the degree to which communications systems are utilized. A summary of currently available communications systems is provided here.

5.2 Emergencies

Telecommunications systems are composed of many subsystems, each interconnected and interdependent. A radio network, for example, may use a combination of telephone lines, microwave circuits, satellite interfaces, underground and overhead cables and secondary radio paths. The failure of any one link in this electronic "chain" can effectively disable a large portion of the system. Communications systems may be overloaded or even rendered inoperable in an emergency. Telephone communications may be overloaded by calls within or into affected areas.

The situation may be further complicated by physical damage to equipment, loss of electrical power, and subsequent failure of some auxiliary sources. The loss of emergency power has been the primary cause of communications failure in past disasters. Poor installation practices and inadequate preventative maintenance of backup power equipment contribute to a high failure rate. Scarcity of diesel and propane fuels, which are the fuels used for backup generators, may limit the viability of surviving communications sites.

5.3 Facilities and Systems

A number of state and local communications systems are available to the City EOC for direction and coordination of emergency operations and providing advice and instructions to the general public.

5.4 State Systems

The following systems are available in the Kings County/Operational Area (OA) EOC and/or the City EOC.

5.4.1 CALIFORNIA LAW ENFORCEMENT RADIO SYSTEM (CLERS)

Serves all State Office of Emergency Services (OES) facilities and interconnects law enforcement agencies of all 58 counties and numerous cities. This system is microwave-intertied to provide statewide coverage and serves as the State's radio backup to the National Warning System.

5.4.2 OPERATIONAL AREA SATELLITE INFORMATION SYSTEM (OASIS)

The Operational Area Satellite Information System (OASIS) is a satellite based telephone and data communications system that links all 58 operational areas throughout California, the State Operations Center (SOC), all Regional Emergency Operations Centers (REOCs), California Highway Patrol (CHP), California Department

of Forestry (Cal Fire) and CalTrans. OASIS was designed to be a survivable communications link in the event of a major earthquake or other disaster which might render ground-based communications inoperable.

5.5 Local Radio Systems

5.5.1 TWO-WAY RADIO

A list of City radio systems is contained in Attachment 5-1.

Radio communication is available for the following:
- Field Unit to Field Unit (direct or via patch)
- Field Unit to Dispatch (Law or Fire)
- Field Unit to EOC (via dispatch)
- City to Kings County/OA EOC

5.5.2 OASIS

The Operational Area Satellite Information System (OASIS) has a low susceptibility to geologic hazards and is independent of the public telephone system. OASIS is intended to be a backup to the existing Kings County communication resources, which includes a countywide radio system.

Kings County has two OASIS telephone lines:
- Sheriff's Department Dispatch Center (24 hour)
- County Emergency Operations Center

An OASIS telephone directory listing all available sites and dialing instructions is available from County OES. The State is responsible for maintenance of the system.

5.6 Telephone

- Common carrier and cellular telephone service is available to support all emergency systems.

- The National Warning System (NAWAS) is a nationwide system, which provides two-way voice communications between Federal, State and Local Warning Points.

5.7 Teletype

The California Law Enforcement Telecommunications System (CLETS) has 900+ terminals in California and serves all cities and 58 counties.

5.8 Support Systems

The systems described below are available to support local emergency operations, depending on the type and magnitude of the emergency.

5.8.1 CALIFORNIA OFFICE OF EMERGENCY SERVICES

State OES has two mobile command complexes, each consisting of a communications van, an operations van, a command van and a generator to provide power. One complex is stored at Los Alamitos and the other at OES Headquarters in Sacramento. Their primary purpose is to provide initial communications from the disaster area to OES

Headquarters and to act as a collection point for damage assessment information until more sophisticated communications are established and/or restored. These complexes are equipped for operation on each of the major State radio communications systems, the satellite systems, various mutual aid radio systems and Radio Amateur Civil Emergency Services (RACES). Radio operators must be provided by the responsible agency.

5.8.2 RADIO AMATEUR CIVIL EMERGENCY SERVICE (RACES)

The RACES system operates on radio amateur frequencies by authority of the Federal Communications System (FCC) in support of emergency communications. RACES can augment existing communication systems, substitute for damaged or inoperable communication systems, and establish radio, digital, video and Internet communication links with otherwise inaccessible areas. (Kings County currently lacks a volunteer RACES organization to support emergency communications.)

5.8.3 CITIZENS BAND RADIO

If available, Citizens Band (CB) Radio operators may participate in emergency management activities on a voluntary basis, under the direction of Kings County Office of Emergency Services.

5.9 Policies and Procedures

Because there are few uncommitted communication resources, existing day-to-day systems may be the only available systems in an emergency.

- Operators of communications equipment will be provided by those agencies regularly using licensed systems.
- All local components of the Emergency Alert System (EAS) will be used, to the maximum extent possible, for the dissemination of emergency information, advice and instructions to the general public.
- In the event regular communications paths become inoperative, RACES may be requested, if available, to back up any of several services. Special consideration will be given to using RACES to support disaster medical care and emergency public information operations.
- The Communications Unit Lead in the EOC Logistics Section is responsible for restoring essential telecommunications service to key emergency, public and medical facilities.
- When the City EOC is activated, the Communications Unit Lead shall control the acquisition and allocation of all city-owned cellular telephones and portable two-way radios. All requests for additional cellular telephones either by loan, rental or purchase, shall be controlled by the EOC Logistics Section.

ATTACHMENT 5-1

CITY OF AVENAL RADIO CHANNELS

The City has a two (2) channel radio tracking system. One repeater is located on San Joaquin Ridge and the other is located at McKittrick.

6.0 DISPLAYS & LOGS

6.1 Displays

A major focus of the Emergency Operations Center (EOC) is on accumulating and sharing incident information among all functions. Wall displays and status boards provide a readily accessible source for sharing information among all EOC staff.

The Planning/Intelligence Section is responsible for coordinating the display of information within the EOC so other Sections can quickly comprehend what actions have been taken, and the status of major events. However, each Section may design and maintain its own status boards for tracking key information. For example, the Logistics Section may use a Shelter display board for tracking the status of activated shelters.

The Planning/Intelligence Section will establish and maintain a Major Events status board for displaying and tracking key information, including location and status of major incidents, number of casualties, number and classification of damages (e.g., major, moderate, minor), number of displaced, and similar information. The Documentation Unit will maintain the Planning Section status boards and will ensure that the information on the Major Events board is documented in a form to be filed in the permanent incident record.

6.2 Function Logs

Each EOC function will maintain a written function log in which all significant activities and information will be recorded. Each log entry must be dated and timed, and the assigned function staff going off-shift must enter/sign his/her name after the last log entry. The function staff coming on-duty will sign-in and continue the same logbook.

Upon deactivation of the EOC, all logs will be submitted to the Documentation Unit of the Planning Section and will become part of the permanent incident record. The function logs will also be used in preparing the After Action Report.

7.0 BRIEFINGS

7.1 Purpose

The purpose of briefings is to familiarize or update Emergency Operations Center (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 EOC Action Plan; and make any revisions deemed necessary to the response strategy and/or overall priorities.

Regular briefings provide a forum away from the high level of activity in the EOC for ensuring that each of the five essential Standardized Emergency Management System (SEMS) functions are coordinated (Management, Operations, Planning/Intelligence, Logistics and Finance/Administration) and that the EOC staff have the same information from which to base individual and collective actions and decisions.

7.2 Concept of Briefings

Two levels of regular briefings are conducted in the EOC.

7.2.1 SECTION CHIEF AND EOC DIRECTOR BRIEFINGS (GENERAL STAFF)

The EOC Director conducts regular briefings with the Section Chiefs to receive updated information, evaluate the effectiveness of the response strategy, identify and solve problems, and revise objectives, response strategy and priorities as necessary. These briefings do not replace the Action Planning Sessions, which are required for each Operational Period.

When possible, these General Staff briefings are conducted outside the activity of the EOC Operations Room. Each Section Chief appoints someone in the Section to assume his/her role for the duration of the briefing.

During the briefing, the EOC Director asks each Section Chief for a thorough, but concise status report. Only information relevant to the entire EOC is discussed in the group briefing. Function-specific issues and questions are discussed one-on-one between the EOC Director and the involved Section Chief.

At the conclusion of each General Staff briefing, the time for the next briefing is set. Section Chiefs leave each General Staff briefing with a clear understanding of the objectives to be accomplished and the specific information to be collected before the next briefing.

7.2.2 SECTION BRIEFINGS

Following each General Staff briefing, Section Chiefs provide their respective Section staffs with a briefing to review overall situation status, response objectives, strategy and priorities. Each Section member must have a clear understanding of the activities she or he is expected to perform, including any coordination requirements with other EOC staff or external agencies.

7.3 Types of Briefings

Different types of briefings are conducted, depending on the circumstances as follows:

7.3.1 INCOMING BRIEFING

Upon arrival at the EOC, 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 Section staffs.

Incoming briefings include:

- Current situation assessment;
- Summary of the significant actions taken or in process;
- Initial incident objectives and priorities;
- Any limitations on communications, personnel or equipment resources; and
- Any special directives on specific actions to be taken.

In addition to the above information, Section Chiefs review the following information with their assigned staffs:

- Responsibilities of the assigned function;
- Any specific actions to be taken;
- Appropriate flow/sharing of information within and between Sections;
- Work shifts;
- Eating and sleeping arrangements, if necessary; and
- Time of next briefing.

7.3.2 Update Briefings

Throughout EOC activation, General Staff and individual Section briefings are conducted on a regular, predetermined basis, and whenever a major change in incident status occurs.

Update briefings will include a review of the following:

- Current situation assessment;
- Current and potential problems;
- Actions being taken, including staff assigned;
- Weather forecast, if applicable; and
- Time for next scheduled briefing.

7.3.3 SHIFT CHANGE BRIEFING

Shift change briefings are a component of the EOC Action Planning Process. At these briefings the current EOC Action Plan is "handed off," and a briefing on assignments for the operational period which is about to begin is presented. Facilitated by the Planning/Intelligence Section Chief, this briefing is approved by the EOC Director and attended by the Operations, Logistics and Finance/Administration Section Chiefs, PIO, Liaison, and other EOC staff as appropriate.

Shift change briefings should include the following:

- Current situation assessment;

- Current and potential problems;
- Review of the EOC Action Plan;
- Weather forecast, if applicable; and
- Time for next scheduled briefing.

7.3.4 DEACTIVATION BRIEFING

Immediately following deactivation of the EOC, the EOC Director, with all EOC staff, conducts a deactivation briefing. The purpose of this briefing is to advise all EOC staff of the specific contacts and/or referrals to be made for any incident-related questions or concerns that may arise.

8.0 EMERGENCY PROCLAMATIONS

8.1 Local Emergency Proclamation

A Local Emergency may be proclaimed by the City Council or by the Emergency Services Director/City Manager in the absence of the City Council (in session), when there is an actual incident or threat of disaster or extreme peril to the safety of the persons and property within the City, caused by natural or human-caused incidents. A Local Emergency proclaimed by the Emergency Services Director must be ratified by the City Council within seven (7) days or it will have no further force or effect.

During a local emergency the governing body of a political subdivision, or officials designated thereby, may promulgate orders and regulations necessary to provide for the protection of life and property, including orders or regulations imposing a curfew within public order and safety. Such orders and regulations and amendments and rescissions thereof shall be in writing and shall be given widespread publicity and notice.

The City Council must review the need to continue a Local Emergency proclamation at least every fourteen (14) days until conditions warrant its termination. The Local Emergency proclamation must be terminated by resolution of the City Council as soon as conditions warrant.

Copies of all proclamation-related resolutions must be forwarded to the State Region V Office of Emergency Services (OES).

8.1.1 EMERGENCY POWERS

The proclamation of a Local Emergency provides the legal authority to:

- If necessary, request that the Governor proclaim a State of Emergency and forward a request for Federal aid to the President.
- Promulgate orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries and the rationing of critical commodities.
- Exercise full power to provide mutual aid to any affected area, in accordance with local ordinances, resolutions, emergency plans, or agreements.
- Request that State agencies provide mutual aid.
- Require the emergency services of any local official or employee.
- Requisition necessary personnel and material of any City department or agency.
- Obtain vital supplies and equipment and, if required immediately, to commandeer the same for public use.
- Impose penalties for violation of lawful orders.
- Conduct emergency operations without incurring legal liabilities for discretionary performance, or failure of performance.

8.1.2 CONCURRENCE IN LOCAL EMERGENCY

In the event public and real property has been damaged or destroyed and assistance is needed in the repair and restoration, the City Council may request the State OES Director to concur in the Local Emergency proclamation and to provide assistance under the California Natural Disaster Assistance Act (NDAA). **The Local Emergency proclamation must be made within 10 days of occurrence to qualify for assistance under the NDAA.**

8.2 State of Emergency Proclamation

After the Proclamation of a Local Emergency for the City of Avenal, the City Council, having determined that local forces are insufficient, may request that the Governor proclaim a State of Emergency. The request will be forwarded to the Director, Governor's Office of Emergency Services, with a copy of the local emergency proclamation and the damage assessment summary.

The Governor may proclaim a State of Emergency when:

- There exists conditions of disaster or of extreme peril to the safety of persons and property within the State 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 or conditions causing a State of War Emergency; and either
- The Governor finds that local authority is inadequate to cope with the emergency.

8.2.1 EMERGENCY POWERS

Whenever the Governor proclaims a State of Emergency:

- Mutual aid shall be rendered in accordance with approved emergency plans whenever the need arises for outside aid in any Operational Area.
- The Governor shall, to the extent he deems necessary, have the right to exercise within the area designated, all police power vested in the State by the Constitution and the laws of the State of California.
- Jurisdictions may command the aid of citizens as deemed necessary to cope with an emergency.
- The Governor may suspend the provisions of any regulatory statute or statute prescribing the procedure for conducting state business or the orders, rules or regulations of any State agency.
- The Governor may commandeer or make use of any private property or personnel (other than the media) in carrying out the responsibilities of his office.

8.3 State of War Emergency

Whenever the Governor proclaims a State of War Emergency, or if a State of War Emergency exists, all provisions associated with a State of Emergency apply, plus:

- All state agencies and political subdivisions are required to comply with the lawful orders and regulations of the Governor which are made or given within the limits of his authority as provided for in the California Emergency Services Act.

8.4 Resolutions and Legal Documents

Portable file boxes should be stored with the EOC supplies and equipment in the primary and alternate EOC locations and contain legal references, template resolutions, and instructions associated with emergency proclamations. The City's Emergency Services Coordinator is responsible for ensuring that complete and current documents are available.

References will include the following:

- Local Emergency Proclamation Resolution templates:
    - Resolution Proclaiming Existence of a Local Emergency by City Council
    - Resolution Proclaiming Existence of a Local Emergency by Director of Emergency Services
    - Resolution Confirming Existence of a Local Emergency issued by the Director of Emergency Services
    - Resolution Requesting Governor to Proclaim State of Emergency
    - Resolution Proclaiming Existence of a Local Emergency and Requesting Governor to 1) Proclaim State of Emergency; and 2) Request a Presidential Declaration
    - Local Resolution Requesting State Director, Office of Emergency Services' Concurrence in Local Emergency
    - Resolution Proclaiming Termination of Local Emergency
- Good Samaritan Liability references

9.0 SAFETY & DAMAGE ASSESSMENT

9.1 Introduction

As soon as possible following a major incident, a series of progressively more detailed surveys and inspections are performed to determine the magnitude and scope of the incident, presence of any obvious hazards, extent of damages to public infrastructure and key facilities, any areas of immediate need (e.g., facilities or areas requiring evacuation), and the extent of EOC activation required.

The assessment and inspection process will be performed in accordance with the Applied Technology Council (ATC-20-2) Procedures for *Post-Earthquake Safety Evaluation of Buildings* (See Attachment 9-1 for Guiding Principles). Data from the assessment process will be used to complete status, damage and State Response Information Management System (RIMS) reports; support requests for proclamation of a State of Emergency and/or declaration of a Major Disaster; guide the recovery phase; and document damages for disaster assistance claims.

9.2 Process

The process for conducting the Safety & Damage Assessment may vary somewhat from that described here, depending on the time of day of occurrence and the availability of pre-assigned personnel to respond. Off-hours, on-call Department of Public Works (DPW) personnel will be notified and recalled to staff the Public Works Branch in the City Emergency Operations Center (EOC), and to assess the situation before recalling additional personnel and mutual aid support, if necessary, to perform complete detailed safety and engineering assessments.

The elements of the assessment process described below are performed initially by multiple field units (e.g., Law Enforcement, Fire, DPW) and the findings are reported to various DOCs and EOC functions. The Damage/Safety Assessment Unit of the DPW Branch in the City EOC Operations Section and the Situation Status (Sitstat) Unit in the Planning/Intelligence Section are responsible to compile all available information into comprehensive damage and situation assessments.

Damage information will be consolidated and reported to the Kings County/Operational Area (OA) EOC via RIMS, and will be provided to all City EOC staff and appropriate local cities and special districts in a comprehensive Situation Report.

9.2.1 WINDSHIELD SURVEYS

Following a major incident that results in widespread damages, on-duty Fire, Law, DPW and other field units perform windshield surveys, a form of rapid reconnaissance. These surveys are done quickly, without exiting the vehicle, and include a brief observation of structures, streets, lighting and highways in the assigned area for obvious damages. The findings are reported to the assigned DOC via Dispatch, or to the appropriate Branch of the EOC Operations Section to assist in determining the extent of damages and to identify possible operational problems and immediate needs.

9.2.2 RAPID EVALUATION SAFETY ASSESSMENT

As soon as possible, the Public Works Branch will begin Rapid Evaluation Safety Assessments (Attachment 9-3) of damaged facilities followed, as necessary, with Detailed Safety Assessments on occupied buildings and pre-designated essential facilities (e.g.,

Communications Centers, hospitals, key City facilities, bridges, utilities, etc.). The assessment involves an immediate visual inspection by on-duty pubic safety and DPW personnel deployed to specific areas of the City by the EOC Operations Section or appropriate DOC to identify and contain unsafe structures and obvious hazards. Unsafe structures are evacuated immediately, hazardous conditions are contained, and occupied buildings are posted as Unsafe, Restricted Use or Inspected, as indicated and based on this preliminary assessment.

9.2.3 DETAILED EVALUATION SAFETY ASSESSMENT

Based on findings from the Windshield Surveys and Rapid Evaluation Safety Assessments, detailed inspections are performed on damaged facilities by Damage Assessment Teams (DATs) comprised of qualified DPW inspectors, mutual aid inspectors, and/or contractors assigned by the EOC DPW Branch Coordinator. This inspection includes a more thorough examination of public and private facilities to document damages; identify repair, bracing and shoring requirements; evaluate the initial posting of occupied structures; and identify facilities that require an engineering assessment. The condition of occupied structures may be upgraded or downgraded, based on the results of this inspection and the initial building posting may be revised if indicated.

9.2.4 ENGINEERING ASSESSMENT

Licensed engineers conduct detailed assessments on damaged structures and other facilities to prepare plans for repairs, reconstruction and engineering cost estimates. Depending on the type of facility and the nature of the damage, civil, structural, mechanical, and other specialty engineering services may be contracted.

9.3 Damage Assessment Chronology Summary

Refer to the table on the following page.

9.4 Documentation And Reporting

9.4.1 REPORTING

Any damage that endangers life safety, the operation of a facility, or could result in additional damage, will be reported immediately to the EOC Operations Section via phone or radio. All damage reports are submitted to the Damage/Safety Assessment Unit of the EOC Operations Section Public Works Branch and copies are forwarded to the Planning/Intelligence Section Sitstat Unit for review, analysis and posting on status boards, as indicated.

Damage Assessment Chronology		
Time Frame	**Purpose**	**Method/Teams**
Windshield Survey		
0-12 hours post-event	Locate and identify casualties and hazards to aid the direction of response efforts.	1. Windshield Survey Form 2. Law, Fire, EMS, DPW, Other Field Units
Rapid Safety Assessment		
0–24 hours post–event	Identify life safety problems, obvious structural or utility damage. Includes assessment of roads, bridges, tunnels, and access areas. Buildings are posted "Unsafe" (Red), "Restricted Use" (Yellow), or "Inspected" (green). The assessment is also used to identify requirements for barricades.	1. ATC–20–2 Rapid Evaluation Safety Assessment Form 2. Public Safety and DPW field units assigned by the EOC Operations Section
Detailed Damage Assessment		
24 hours to 1 week post–event	Identify and document damage and initial cost estimates. Inspect structures, bridges, tunnels, water lines, fire alarm systems, sewer lines, street lights, roadways. The assessment is also used to prepare plans for emergency repairs, bracing and shoring.	1. ATC–20–2 Detailed Evaluation Safety Assessment Form 2. ATC-20-2 Fixed Equipment Checklist 3. Damage Assessment Teams assigned by the EOC Damage & Safety Assessment Unit of Public Works Branch
Engineering Assessment		
1 week to 2 months	A quantitative engineering evaluation of damage. This assessment is used to prepare plans for permanent repairs and to prepare engineering cost estimates.	1. Engineers and architects 2. Consulting civil, structural, mechanical and geotechnical engineers

Windshield Survey Field units report hazards or major damage to the assigned DOC, if activated, or to the appropriate Branch Coordinator in the EOC Operations Section (e.g., Law, Fire, DPW) via phone or radio.

As part of the Windshield Survey, Public Safety and DPW staff will report on the condition of streets, roads and highways within the city. If requested, EOC Public Works Branch will assist other cities and special districts to quickly determine the condition of major transportation routes for access by emergency responders, and will coordinate clearing or repairing priority transportation routes.

Rapid Safety Assessment Public Safety and DPW field units report their findings to the appropriate DOC or EOC Operations Branch Coordinator via phone or radio. Based on the results of these assessments, initial response strategies and priorities may be established or revised by the Operations Section Chief.

Detailed Damage Assessment Each DAT, comprised of qualified inspection personnel, submits its findings in writing on the appropriate form to the EOC Public Works Branch, which coordinates with the Public Works DOC, if activated, to establish initial damage cost estimates and to arrange for further engineering assessments based on the findings from this assessment. Copies of all forms are forwarded to the EOC Planning Section Sitstat Unit for review and posting.

Engineering Evaluation Each DAT submits its findings in writing to the EOC Public Works Branch. The engineering reports will include all supporting materials, such as maps, drawings, calculations, cost estimates, etc, and will be used to develop repair and reconstruction plans.

9.4.2 DOCUMENTATION

Law, Fire, DPW and other field units conduct the Windshield Surveys and document findings on the form attached (Attachment 9-2). This information may be reported verbally to the assigned DOC, if activated, or to the appropriate EOC Operations Section Branch, which in turn records the findings.

Rapid Safety and Detailed Damage Assessments are recorded on the appropriate ATC-20-2 Forms (Attachments 9-3 and 9-4) and photographs are taken of all damages observed. Where indicated, appropriate maps and schematics are attached to the ATC-20-2 forms. Completed forms, photographs and schematics are submitted to the EOC Public Works Branch and copies are forwarded to Planning/Intelligence Section as soon as practicable.

9.5 Field Considerations For Damage Assessment Teams

The implementation of a detailed safety assessment during the early hours after a disaster will aid the entry into short-term recovery by providing information on the type of damage in the community and by establishing priorities for detailed engineering inspections. The goal of the Safety Assessment is to quickly identify those public and private structures that are not safe to occupy and to get as many people as possible back into their homes and businesses. The Safety Assessment uses a document developed by the Applied Technology Council, *Procedures For Post-Earthquake Safety Evaluations of Buildings* (ATC-20-2), as the basis for determining if a building is safe for occupancy.

When assigning and deploying Damage Assessment Teams (DATs), the EOC Public Works Branch Coordinator should review and consider the issues listed below.

- ❑ Request additional resources from the Logistics Section, other City/Special District EOCs, and/or the County/OA EOC for safety assessments:
  - Personnel that may be assigned to augment current staff:
    - Strike Teams of State Fire Marshal Inspectors
    - Volunteer Engineers
    - Architects
    - Building Officials
    - Building Inspectors
- ❑ In order for volunteers to post buildings with official jurisdiction placards, they will need to be representatives of the jurisdiction:
  - The simplest way to accomplish this is to deputize the volunteers as Deputy Building Inspectors.
  - The volunteers must be registered with the State as Disaster Service Workers so Workers' Compensation Insurance coverage is in place. (Confer with the Volunteer Coordinator in the Logistics Section to accomplish this.)
- ❑ Logistics for personnel from outside of the area:
  - Lodging
  - Food
  - Transportation
  - Taxis may be a good transportation resource and have been used by other jurisdictions during disasters:
    - They were otherwise unused
    - Cheaper than personal vehicles with jurisdictional personnel on overtime (drivers)
    - Drivers know the area
    - Have radio communications
  - Communications equipment:
    - Cellular phones
    - Hand-held radios
  - Sanborn fire maps (provides useful information on structural details, basements, etc.)
  - Additional copies of ATC-20-2 or field guide for volunteer inspectors
  - Placards
    - There are placards that are a part of the ATC-20-2 indicating the safety of the inspected building (attached). Three color-coded placards: INSPECTED (green), RESTRICTED USE, (yellow) and UNSAFE (red).

- It is important to understand that these placards refer to the immediate condition of the building at the time of inspection relative to its safety, not an engineering evaluation.
- Buildings that receive RESTRICTED USE or UNSAFE placards require engineering evaluations to determine damages, occupancy and recommended repairs.

❑ Request a Safety Officer be appointed to conduct safety briefings and debriefings for field teams.

❑ Establish priority list for building inspections:

- Utilize any lists of inventoried buildings likely to be damaged in an earthquake or other event to assist with establishing priorities for inspection. Consider:
  - Essential service facilities (fire and police stations, communications centers, EOCs, etc.)
  - Mass care facilities
  - Hospitals
  - Schools
  - Detention facilities

❑ Prepare for calls for inspection requests from the general public:

- Prepare standard interview questions based on type of event and where it occurred.
- Implement procedures to identify multiple requests from different tenants in the same multi-family dwelling.

❑ Establish a single point of contact for the public (one-stop shopping) rather than referrals to many different agencies.

❑ Clarify the role of other designated inspection groups, such as:

- Local fire department/district (A occupancies)
- Office of the State Architect
- Office of Statewide Health Planning and Development
- CalTrans
- Private (trained) response personnel for large commercial buildings

❑ Provide information sheets for Damage Assessment Teams, which include addresses and phone numbers of:

- First aid stations
- Shelters
- Food and water distribution centers
- Utility companies
- Other emergency agencies
- Other disaster services centers

❑ Remember: The members of the DATs will be, in many cases, the first "officials" that citizens see.

❑ Ensure safety briefings are conducted at the beginning of each shift before teams go into the field:

- Provide a "safety considerations" list (sample available in the ATC-20-2).

- Ensure that the Safety Officer debriefs teams from the field at the end of their shifts so updated information can be passed on to oncoming teams.

- ❑ Deploy DATs consistent with established priorities.

- ❑ Reassure the public that buildings tagged UNSAFE may not need to be demolished. This refers only to its current, damaged state, and is only unsafe until repair work is completed.

- ❑ Implement the procedures for changing building placards after evaluations from professional engineers (retained by the building owner) have been completed.

- ❑ Implement procedure to resolve differences between a building owner's engineer and city/county engineer if technical disagreements arise.

- ❑ Consider hiring/retaining structural engineers to:

  - Re-evaluate buildings after major aftershocks following a major seismic event.
  - Review engineering reports submitted by building owners and re-evaluate/confirm building damages, as indicated.

9.6 Field Considerations For Seismic Hazard Evaluation

In most earthquakes in California, the condition of the ground has been a major factor in building and lifeline damage. When the ground fails beneath a building, even the best-designed and best-built structures can sustain serious structural and nonstructural damage. Pipelines and other underground utilities are particularly vulnerable. The kinds of ground failure that are most common are:

- Liquefaction and associated subsidence and lateral spreading
- Landslides, including all types of slope failures
- Surface fault rupture
- Flooding

- ❑ Deploy Damage Assessment Teams to conduct initial inspections of damaged/hazardous areas.

- ❑ List and post notices on all structures that pose an immediate threat to:

  - Life safety
  - Currently undamaged property

- ❑ Compile a list of all public and private structures damaged due to any of the above factors:

  - A qualified geologist must quickly and accurately map locations since debris clearance and repair work will destroy all pertinent information.
  - Data is needed for rebuilding decisions.

- ❑ Identify any long-term threats to property (it may be necessary to monitor some landslide movement for at least a year).

- ❑ Provide recommendations to the EOC Director regarding areas deemed too hazardous for rebuilding and provide evidence to support recommendations.

- ❑ Owners of properties with questionable stability may be allowed to rebuild. Determine how future owners of the property can be notified of any previous problems.

- ❑ Determine market values for condemned properties.

- ❑ Consider recommending soil reports and pre-site inspections before permit approval:
  - Consider identifying geologic zones for the impacted areas.
  - Encourage homeowners to work with geologists and the city/county.
  - Consider establishing an economy of scale by having several lots evaluated at once.
  - Provide a list of geologists who have done work with the jurisdiction before and had their work accepted.
- ❑ Consider recommending ordinances for special soils or hazards areas that require stricter building standards.

ATTACHMENT 9-1

GUIDING PRINCIPLES OF ATC-20-2 RAPID ASSESSMENTS ("TAGGING")

1. **Objectives of tagging:** The objective of tagging is to get people back into safe homes and businesses as quickly as possible, and to keep people out of unsafe structures. By doing this, tagging aids disaster recovery and reduces demand on relief agencies.

2. **Tagging is about safety:** Tagging should focus on ***significant changes*** in the ***safety*** of buildings as a result of the disaster. Tagging should not consider issues of code compliance. The tagging process is not a damage survey, but an assessment of whether the building is safe for entry or occupancy.

3. **Using Green tags (Inspected):** Buildings can be damaged and still be safe. Buildings whose safety has not been ***significantly*** changed by the disaster should be green tagged, even if conspicuously damaged, deficient with respect to the code, or known to be seismically vulnerable.

4. **Using Red tags (Unsafe):** Only conditions that are the result of the disaster and that pose an imminent threat to life safety for entry or occupancy in all or most of the structure under expected loads should be red tagged.

5. **Using Yellow tags (Restricted Use):** Restricted Use tagging should be used when there is some risk from damage in all or part of the building that does not warrant red tagging. Entry, occupancy, and lawful use are restricted in accordance with the area, occupancy duration, or other restrictions as written on the placard. If resources are available, restricted areas should be cordoned off and marked with "Area Unsafe" placards (a Red tag with "Area" handwritten before "Unsafe"). When the extent of significant damage is uncertain or cannot be ascertained within the time and resources available to a Rapid Inspection, the building should be yellow tagged, with additional inspection requirements and any restrictions on use or occupancy clearly noted on the placard.

6. **Be thorough:** Resources may ultimately not be available to provide Detailed Evaluations to follow up on Rapid Evaluations. Do Rapid Evaluations quickly but carefully. Tags and evaluation forms should be completely filled out, including clear, concise written comments where appropriate to guide occupants, building officials, and possible subsequent inspectors. Enter and evaluate the building interior if it is safe and possible to do so.

7. **Be helpful:** Explain the posting and its significance to building occupants who are present. Be sympathetic to their concerns and strive to be reassuring.

8. **Be careful:** Take care of yourself. Always work with a partner, utilize proper safety equipment and procedures, and be aware of hazards. The first rule of post-earthquake safety is: Do not enter or walk near a structure that is leaning or unstable.

9. **Dealing with HAZMATs:** Do not enter buildings if discharge of hazardous materials is found or strongly suspected – cordon off the area and notify appropriate authorities (i.e. local fire department). Look for HAZMAT signage, spills, or leaking containers/piping. Foul odors and hissing sounds of leaking contents are strong warnings.

10. **Understand the process:** Recognize that you are one part of a large, distributed organization involved in responding to the disaster. Know and follow the chain of command, but don't hesitate to offer help/suggestions. Be proactive and flexible within your span of control/responsibility. Improvise as necessary to meet the objectives: getting people back into safe structures and keeping them out of unsafe ones.

Prepared by Structural Engineers Association of Northern California, Disaster Emergency Services Committee, Version 2-03 (http://www.oes.ca.gov under Resources and Branches click on Safety Assessment Program (SAP), then click on ATC-20 Rapid Assessment Guiding Principles)

ATTACHMENT 9-2

WINDSHIELD SURVEY FORM

1. DISTRICT _____ **STATION** _____
SURVEY NUMBER _____

2. ADDRESS or LOCATION:

_____

_____

_____

3. STRUCTURE: OK DAMAGED COLLAPSED
ELECTRICITY: OK DAMAGED OUT OF SERVICE
NATURAL GAS: OK LEAKING OUT OF SERVICE
WATER: OK LEAKING OUT OF SERVICE

4. SPECIAL HAZARDS:

5. COMMENTS:

6.
Completed by: _____ **Date:** _____

7.
Entered by: _____ **Date:** _____

ATTACHMENT 9-3

ATC-20 RAPID EVALUATION SAFETY ASSESSMENT FORM

ATC-20 Rapid Evaluation Safety Assessment Form

Inspection

Inspector ID: _____ Inspection date and time: _____ ☐ AM ☐ PM

Affiliation: _____ Areas inspected: ☐ Exterior only ☐ Exterior and interior

Building Description

Building name: _____

Address: _____

_____

Building contact/phone: _____

Number of stories above ground: ____ below ground: ____

Approx. "Footprint area" (square feet): _____

Number of residential units: _____

Number of residential units not habitable: _____

Type of Construction

☐ Wood frame ☐ Concrete shear wall
☐ Steel frame ☐ Unreinforced masonry
☐ Tilt-up concrete ☐ Reinforced masonry
☐ Concrete frame ☐ Other: _____

Primary Occupancy

☐ Dwelling ☐ Commercial ☐ Government
☐ Other residential ☐ Offices ☐ Historic
☐ Public assembly ☐ Industrial ☐ School
☐ Emergency services ☐ Other: _____

Evaluation

Investigate the building for the conditions below and check the appropriate column.

Observed Conditions:	Minor/None	Moderate	Severe
Collapse, partial collapse, or building off foundation	☐	☐	☐
Building or story leaning	☐	☐	☐
Racking damage to walls, other structural damage	☐	☐	☐
Chimney, parapet, or other falling hazard	☐	☐	☐
Ground slope movement or cracking	☐	☐	☐
Other (specify) _____	☐	☐	☐

Estimated Building Damage (excluding contents)

☐ None
☐ 0 –1%
☐ 1 –10%
☐ 10 – 30%
☐ 30 – 60%
☐ 60 – 100%
☐ 100%

Comments: _____

_____

Posting

Choose a posting based on the evaluation and team judgment. *Severe* conditions endangering the overall building are grounds for an Unsafe posting. Localized *Severe* and overall *Moderate* conditions may allow a Restricted Use posting. Post INSPECTED placard at main entrance. Post RESTRICTED USE and UNSAFE placards at all entrances.

☐ **INSPECTED** (Green placard) ☐ **RESTRICTED USE** (Yellow placard) ☐ **UNSAFE** (Red placard)

Record any use and entry restrictions exactly as written on placard: _____

_____

_____

Further Actions

Check the boxes below only if further actions are needed.

☐ Barricades needed in the following areas: _____

_____

☐ Detailed Evaluation recommended: ☐ Structural ☐ Geotechnical ☐ Other: _____

☐ Other recommendations: _____

Comments: _____

_____

ATTACHMENT 9-4

ATC-20 DETAILED EVALUATION SAFETY ASSESSMENT FORM

ATC-20 Detailed Evaluation Safety Assessment Form

Inspection

Inspector ID: _____

Affiliation: _____

Inspection date and time: _____ ☐ AM ☐ PM

Final Posting
~~from page 2~~

☐ Inspected
☐ Restricted Use
☐ Unsafe

Building Description

Building name: _____

Address: _____

_____

Building contact/phone: _____

Number of stories above ground: ____ below ground: ____

Approx. "Footprint area" (square feet): _____

Number of residential units: _____

Number of residential units not habitable: _____

Type of Construction

☐ Wood frame
☐ Steel frame
☐ Tilt-up concrete
☐ Concrete frame
☐ Concrete shear wall
☐ Unreinforced masonry
☐ Reinforced masonry
☐ Other: _____

Primary Occupancy

☐ Dwelling
☐ Other residential
☐ Public assembly
☐ Emergency services
☐ Commercial
☐ Offices
☐ Industrial
☐ Other: _____
☐ Government
☐ Historic
☐ School

Evaluation

Investigate the building for the conditions below and check the appropriate column. There is room on the second page for a sketch.

	Minor/None	Moderate	Severe	Comments
Overall hazards:				
Collapse or partial collapse	☐	☐	☐	_____
Building or story leaning	☐	☐	☐	_____
Other_____	☐	☐	☐	_____
Structural hazards:				
Foundations	☐	☐	☐	_____
Roofs, floors (vertical loads)	☐	☐	☐	_____
Columns, pilasters, corbels	☐	☐	☐	_____
Diaphragms, horizontal bracing	☐	☐	☐	_____
Walls, vertical bracing	☐	☐	☐	_____
Precast connections	☐	☐	☐	_____
Other_____	☐	☐	☐	_____
Nonstructural hazards:				
Parapets, ornamentation	☐	☐	☐	_____
Cladding, glazing	☐	☐	☐	_____
Ceilings, light fixtures	☐	☐	☐	_____
Interior walls, partitions	☐	☐	☐	_____
Elevators	☐	☐	☐	_____
Stairs, exits	☐	☐	☐	_____
Electric, gas	☐	☐	☐	_____
Other_____	☐	☐	☐	_____
Geotechnical hazards:				
Slope failure, debris	☐	☐	☐	_____
Ground movement, fissures	☐	☐	☐	_____
Other_____	☐	☐	☐	_____

General Comments: _____

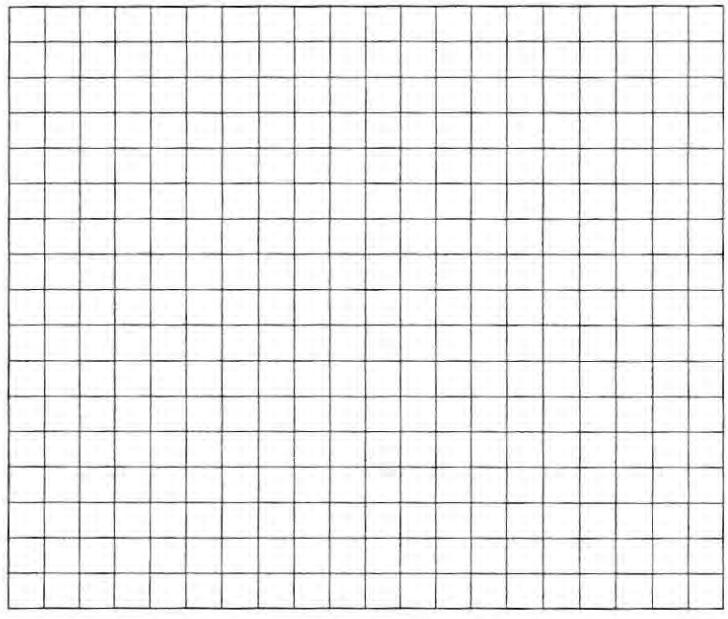
_____

Continue on page 2

ATC-20 Detailed Evaluation Safety Assessment Form — Page 2

Building name: _____ Inspector ID: _____

Sketch (optional)
Provide a sketch of the building or damaged portions. Indicate damage points.



Estimated Building Damage
If requested by the jurisdiction, estimate building damage (repair cost ÷ replacement cost, excluding contents).

- ☐ None
- ☐ 0–1%
- ☐ 1–10%
- ☐ 10–30%
- ☐ 30–60%
- ☐ 60–100%
- ☐ 100%

Posting
If there is an existing posting from a previous evaluation, check the appropriate box.

Previous posting: ☐ INSPECTED ☐ RESTRICTED USE ☐ UNSAFE Inspector ID: _____ Date: _____

If necessary, revise the posting based on the new evaluation and team judgment. *Severe* conditions endangering the overall building are grounds for an Unsafe posting. Local *Severe* and overall *Moderate* conditions may allow a Restricted Use posting. Indicate the current posting below and at the top of page one.

☐ **INSPECTED** (Green placard) ☐ **RESTRICTED USE** (Yellow placard) ☐ **UNSAFE** (Red placard)

Record any use and entry restrictions exactly as written on placard: _____

_____

_____

Further Actions Check the boxes below only if further actions are needed.

☐ Barricades needed in the following areas: _____

_____

☐ Engineering Evaluation recommended: ☐ Structural ☐ Geotechnical ☐ Other: _____

☐ Other recommendations: _____

_____

_____

Comments: _____

_____

ATTACHMENT 9-5

UNSAFE

DO NOT ENTER OR OCCUPY
(THIS PLACARD IS NOT A DEMOLITION ORDER)

This structure has been inspected, found to be seriously damaged and is unsafe to occupy, as described below:

_____
_____
_____
_____
_____
_____

Do not enter, except as specifically authorized in writing by jurisdiction. Entry may result in death or injury.

Facility Name and Address:

_____
_____
_____

Date _____

Time _____

This facility was inspected under emergency conditions for:

_____
(Jurisdiction)

Inspector ID / Agency

_____
_____
_____

Do Not Remove, Alter, or Cover this Placard until Authorized by Governing Authority

INSPECTED

LAWFUL OCCUPANCY PERMITTED

This structure has been inspected (as indicated below) and no apparent structural hazard has been found.

☐ **Inspected Exterior Only**

☐ **Inspected Exterior and Interior**

Report any unsafe condition to local authorities; reinspection may be required.

Inspector Comments:

_____
_____
_____
_____

Facility Name and Address:

_____
_____
_____

Date _____

Time _____

(**Caution:** Aftershocks since inspection may increase damage and risk.)

This facility was inspected under emergency conditions for:

_____
(Jurisdiction)

Inspector ID / Agency

_____
_____
_____

Do Not Remove, Alter, or Cover this Placard until Authorized by Governing Authority

RESTRICTED USE

Caution: This structure has been inspected and found to be damaged as described below:

_____
_____
_____
_____

Entry, occupancy, and lawful use are restricted as indicated below:

☐ Do not enter the following areas: _____
_____

☐ Brief entry allowed for access to contents: _____
_____

☐ Other restrictions: _____
_____

Facility name and address:

_____
_____
_____

Date _____

Time _____

(**Caution:** Aftershocks since inspection may increase damage and risk.)

This facility was inspected under emergency conditions for:

_____
(Jurisdiction)

Inspector ID / Agency

_____
_____
_____

Do Not Remove, Alter, or Cover this Placard until Authorized by Governing Authority

10.0 STATUS AND SITUATION REPORTS

10.1 Response Information Management System

In California, the State Office of Emergency Services (OES) has adopted the web-based Response Information Management System (RIMS) as the standard system for cities, special districts, counties/operational areas and state agencies to provide status information and to request resources from State and Federal governments. Use of this system is incorporated into the Kings County Emergency Operations Center (EOC) information management system and is utilized by the City of Avenal to provide status reports to the Kings County EOC.

10.2 Status Reports

Following a major emergency or disaster, the City EOC receives status reports from multiple sources, including Incident Commanders (ICs) at the scene of major incidents, City Department Heads, activated Department Operations Centers (DOCs), involved special districts, and City employees out of town on business travel. Reports that originate in the field are directed to the EOC Operations Section, either directly, or via the Operations Section of a discipline-specific Department Operations Center (DOC); those that originate from City Department Heads are directed to the EOC Director. Special districts' report status to the City EOC Liaison Officer, based on a standard RIMS report. School districts report status to the County Schools District Superintendent or his representative in the County/OA EOC.

Verbal status reports are recorded on the appropriate form by EOC staff receiving the report. Where no damage is observed, a negative report is submitted. Regardless of who receives the report, a copy of each is submitted to the Operations Section, which forwards a copy to the Planning/Intelligence Section Situation Status (Sitstat) unit for review, posting and analysis. Copies of all status reports are retained in the central incident repository in the Documentation Unit of the Planning/Intelligence Section and become part of the permanent incident record.

10.2.1 CITY DEPARTMENT HEADS

As soon as practicable following a disaster during normal business hours, City Department Heads will submit a standard Department Status Report (Attachment 10-1) to the EOC Director. Updated reports will be submitted every four hours, upon a significant change in status, or as directed by the EOC Director.

10.2.2 SPECIAL DISTRICTS

To encourage and facilitate the use of RIMS down through Cities and Special Districts, a set of manual forms has been developed that can be sent by FAX or other means. Special districts that provide services within the City of Avenal are asked to submit Major Incident Reports (Attachment 10-3) and Situation Reports (Attachment 10-4) to the County/OA EOC on an agreed upon schedule. In some cases (e.g., where special districts provide services to more than one city or to the City and unincorporated area[s]), these reports will be submitted via RIMS to the County/OA EOC Planning/Intelligence Section; in other cases, verbal or facsimile reports will be submitted by the city or special district EOC Director or Liaison to the County/OA EOC Director or Liaison.

10.2.3 CITY FIELD UNITS

Field personnel will follow Incident Command System (ICS) reporting procedures for submitting status reports through the on-scene chain of command to the assigned supervisor. On-scene discipline-specific Branch Coordinators will submit status reports to the field Operations Section Chief and the assigned Department Operations Center (DOC) Coordinator, in accordance with established ICS and DOC procedures. The field Operations Section Chief will provide the Incident Commander (IC) with regular summary reports.

The Field Incident Commander (IC) or Operations Section Chief will submit an Incident Status Summary (ICS 209 form - Attachment 10-2) to the City DOC or EOC Operations Section Chief as soon as possible following arrival on-scene. Updated reports will be submitted every four hours, when warranted by a changing situation, or as directed by the DOC Director or Operations Section Chief.

When a Unified Command (UC) structure is employed, the City's UC representative provides a verbal report to the City EOC Director or the Operations Section Chief. Reports are submitted every four hours, as warranted by a changing situation, or as directed by the EOC Director or Operations Section Chief.

10.2.4 DEPARTMENT OPERATIONS CENTERS - RIMS REPORTS

Each Department Operations Center (DOC) Planning Section Chief will prepare and submit a SEMS function-based status report from the RIMS to their respective representative in the City EOC as soon as possible following activation. Updated reports will be submitted every four hours, when warranted by a changing situation, or as directed by the EOC Branch Coordinator.

10.2.5 CITY EMERGENCY OPERATIONS CENTER

The City EOC Planning/Intelligence Section will review and summarize the status reports received from all sources and will prepare and submit RIMS-based reports via the Internet to the County/OA EOC. A hard copy supply of the required report forms will be stored with the EOC reference materials for use in the event that access to the Internet is disrupted.

1. **Event/Major Incident Report** (Attachment 10-3)

   This is the initial report, which must be entered into RIMS as soon as possible. Additional information and updates are added as the incident progresses.

   There is only one Event/Major Incident Report initiated for a particular incident/event, not a separate report for every City. Usually, the City where the event occurred, has the responsibility for initiating this report and naming the event. However, if an Event/Major Incident Report has already been entered into the RIMS system by the County/OA EOC, the City EOC does not create another report.

2. **Situation Report** (Attachment 10-4)

   This report is generated after the Event/Major Incident Report has been initiated. Only one Situation Report is created per incident/event. This report provides a place for providing updated information on the incident.

The Situation Report (Sitrep) is considered by State OES to be the official source of information, and, therefore, it is imperative that this information be verified for accuracy. This report must be updated at least every six hours, with at least one "official update" per operational period. The updates are derived from the Status Reports.

3. **Flash Reports** (Attachment 10-5)

   Flash reports describe the disaster situation and may be oral at first, but will be submitted via RIMS as the event continues. Flash reports are submitted to the County/OA EOC between Situation Reports.

4. **Status Reports**

   The RIMS status reports are based upon the SEMS functions represented in a City DOC or EOC. The appropriate discipline-specific DOC is responsible for preparing and submitting its functional status report according to the following table.

Responsibility	RIMS Report
EOC Planning/Intelligence Section	Event/Major Incident Report
	Situation Report
	Initial Damage Estimate (IDE) Report
Department Operations Centers	**Status Reports**
Law DOC	Law Enforcement and Movement
Fire DOC	Fire & Rescue and Hazmat
Emergency Medical Services (EMS) DOC (County)	Medical Resource Availability and Medical
Public Health DOC (County)	Health Resource Availability and Health
Public Works DOC	Construction, Flood Management and Utilities - Water
Human Services DOC (County)	Care & Shelter

5. **Initial Damage Estimate Report** (Attachment 10-6)

   The Initial Damage Estimate (IDE) Report is a summation of the estimated total damages, which have incurred within the City, including all involved special districts. This report is used to support City or County requests for a Gubernatorial State of Emergency and a Federal Disaster Declaration.

10.3. Situation Report Dissemination

In order to provide all city staff, involved special districts and external support agencies, with information on the status of the incident and the response efforts, the Situation Reports submitted to the County via RIMS will also be disseminated, along with any supplemental information deemed necessary, to all City departments, local jurisdictions (cities and special districts), school districts, and support agencies. The City EOC Planning Section Chief will be responsible for disseminating this report following review and approval by the EOC Director.

ATTACHMENT 10-1 - DEPARTMENT STATUS REPORT FORM

(To be completed by DOC Planning Section and submitted to EOC Branch Coordinator)

DOC _____ Date _____ Time _____

Reported By _____ Telephone No. _____

DOC Coordinator _____ Activation Level _____ Full _____ Partial

Working Incidents

Type	Location	Status

Assistance Needed

Location	Needed

Personnel Available	**Major Equipment Available**

Received By _____ Date _____ Time _____

Action Taken

(Use back of form to record additional information)

ATTACHMENT 10-2 - ICS 209 FORM

INCIDENT STATUS SUMMARY						ICS 209
1. DATE	TIME	2. RPT STATUS INITIAL ☐ UPDATE ☐ FINAL ☐	3. INCIDENT NAME	4. INCIDENT NUMBER		
5. INCIDENT COMMANDER	6. JURISDICTIONS	7. COUNTY	8. INCIDENT TYPE	9. LOCATION	10. START DATE: TIME:	
11. CAUSE	12. AREAS INVOLVED	13. % CONTAINED	14. EST. CONTAIN DATE: TIME:	15. EST. CONTROL DATE: TIME:	16. CONTROLLED DATE: TIME:	
17. CURRENT THREAT			18. CONTROL PROBLEMS			
19. EST. LOSS	20. EST. SAVINGS	21. INJURIES	21a. DEATHS	22. LINE BUILT	23. LINE TO BUILD	
24. CURRENT WEATHER WS WD TEMP RH		25. PREDICTED WEATHER WS WD TEMP RH		26. COSTS TO DATE	27. EST. TOTAL COSTS	

28. RESOURCES																					TOTALS	
KIND OF RESOURCE	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST
ENGINES																						
DOZERS																						
CREWS																						
HELICOPTERS																						
AIRTANKERS																						
TRUCK COMPANIES																						
RESCUE/MEDICAL																						
WATER TENDERS																						
LAW ENFORCEMENT																						
PUBLIC WORKS																						
OVERHEAD PERSONNEL																						
TOTAL PERS.																						

29. COOPERATING AGENCIES

30. REMARKS

ATTACHMENT 10-3 - MAJOR INCIDENT REPORT

TO BE INSERTED

ATTACHMENT 10-4 - SITUATION REPORT

TO BE INSERTED

ATTACHMENT 10-5 - INITIAL DAMAGE ESTIMATE

TO BE INSERTED

11.0 ACTION PLANNING

11.1 Purpose

Action plans are developed at the field response level (Incident Action Plan), the Department Operations Center (DOC) level and the Emergency Operations Center (EOC) level (EOC Action Plan) to establish response objectives, priorities, strategies and assignments. Incident Action Plans (IAPs) may be written or verbal. EOC Action Plans should be written, however, the initial EOC Action Plan developed in the first hours of EOC activation may be verbal.

The EOC Director ensures that a coordinated City-wide Action Plan is developed. At the City level, the EOC Action Plan establishes overall priorities to guide resource allocation and response strategy development in support of field operations, and identifies coordination and communication links with involved external agencies.

11.2 Planning Requirements

An Action Plan shall be developed whenever the EOC is activated, either partially or fully. The initial EOC Action Plan may be a verbal plan that is developed 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.

A written EOC Action Plan is required whenever:

- Two or more jurisdictions are involved in the response;
- The incident overlaps more than one operational period; or
- All EOC functions are fully staffed.

The EOC Action Plan addresses a specific operational period (usually 12 hours and not exceeding 24 hours). The plan should be regularly reviewed and evaluated throughout the operational period and revised or updated as warranted.

11.3 Plan Elements

The elements to be included in the EOC Action Plan include:

- Operational period covered by the plan;
- Organization;
- Response objectives (measurable) and priorities;
- Response strategies;
- Actions to be taken (tactics);
- Kind and number of resources assigned to each action;
- Communications plan;
- Safety messages; and
- Supporting documents (e.g., maps, weather forecasts, etc.).

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

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

11.4 Planning Responsibilities

Primary responsibility for developing the EOC Action Plan rests with the Planning Section. However, development of the plan requires the active participation of the Operations Section and the input of the Logistics and Finance Section Chiefs. The Operations Section, in particular, must work closely with the Planning Section during Action Plan development. When indicated, the Planning Section Chief will request specific technical experts to provide input to the plan. The EOC Director is responsible for approving the EOC Action Plan.

For incidents requiring close coordination with external agencies (e.g., other cities, special districts, voluntary organizations), input from the involved agencies should also be included in the action planning process.

Specific responsibilities include the following:

11.4.1 EOC DIRECTOR/MANAGEMENT SECTION

- Provide general incident goals and strategies;
- Provide direction and overall management;
- Ensure incident safety; and
- Approve the completed EOC Action Plan.

11.4.2 OPERATIONS SECTION CHIEF

- Determine the tactics necessary to achieve objectives;
- Determine resource requirements;
- Communicate EOC Action Plan to operations personnel; and
- Conduct Operations shift briefings as necessary.

11.4.3 PLANNING SECTION CHIEF

- Facilitate the action planning process;
- Establish planning timelines;
- Coordinate preparation of the EOC Action Plan; and
- Distribute the EOC Action Plan.

11.4.4 LOGISTICS SECTION CHIEF

- Anticipate supply and equipment procurements and personnel acquisition needs;
- Establish/confirm procedure for off-incident resource ordering;
- Ensure that resource ordering procedures are communicated to EOC staff; and
- Ensure that the Logistics Section can support the EOC Action Plan.

11.4.5 FINANCE SECTION CHIEF

- Provide cost assessment of incident objectives;
- Establish cost tracking and contracting methods; and
- Ensure that adequate financial approvals are in place for implementation of the EOC Action Plan.

11.5 Planning Process

- The Planning Section staff will monitor the Major Incident Status Board and will develop short- and long-term planning objectives based on the situation and its impacts on City facilities and operations, as reported in Status Reports.
- Utilizing these planning objectives, the Planning Section Chief conducts an Action Planning meeting with the EOC Director, General Staff and appropriate technical experts to develop the Action Plan.
- Once approved by the EOC Director, the Operations Section Chief communicates the response strategy to all other operations personnel, jurisdictions and agencies, as indicated.

11.6 Planning Considerations

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

Issue	Considerations	Responsibility
Inter-Agency Coordination	• Use of resources • Contact information and frequency • Communications methods	• Liaison
Public Information	• Constraints on information to be disseminated • Special instructions • Target areas/audiences	• Public Information Officer
Safety	• Special precautions to be taken • Personal protective gear required	• Safety Officer
Technical Resources	• Maps and schematics • Technical expert input	• Planning Section Chief
Operations	• Special skills required • Mutual aid needs • Staging area need	• Operations Section Chief
Policy	• Legal/political issues • Fiscal constraints	• City Manager
Special Needs	• Contingency Plans	• Planning Section Chief
Special Resources	• Availability of special supplies and equipment • Transportation support	• Logistics Section Chief

11.7 Planning Cycle

The Planning Section Chief, with input from the EOC Director and the Operations Section Chief, establishes the schedule and cycle for action planning. Initially, meetings may be conducted every few hours or several times each day. Over time, meetings may be held twice each day, and then daily.

11.8 Documentation and Distribution

Written EOC Action Plans may be documented on the attached form.

The Planning Section is responsible for:

- Posting a copy of the current EOC Action Plan in the EOC;
- Maintaining a copy of each Action Plan as part of the permanent incident record; and
- Distributing copies of the current EOC Action Plan to all EOC staff, City Department Heads, appropriate local jurisdictions, the County/OA EOC and appropriate external agencies involved in emergency response.

ATTACHMENT 11-1

RESPONSE INFORMATION MANAGEMENT SYSTEM
SEMS EOC ACTION PLAN

MANUAL ADAPTATION FROM RIMS VERSION (UNDATED)

Instructions: Complete the entire form.

Action Plan for:	**Event Name:**
Plan Reviewed by: Planning Intelligence Section Chief	**Plan Approved by:** EOC Director
Current Operational Period: From: (Date) Hrs: (Time)	 To: (Date) Hrs: (Time)

Situation Summary:

MAJOR INCIDENTS/EVENTS IN PROGRESS:		
SITUATION (Type of Incident or Event)	**LOCATION** (Op Area, City, Landmark)	**SUPPORT REQUESTED** (Yes/No)
1.		Yes No
2.		Yes No
3.		Yes No
4.		Yes No
5.		Yes No
6.		Yes No
7.		Yes No
8.		Yes No

OVERALL OBJECTIVES:			
OBJECTIVES	SECTION RESPONSIBLE	% COMPLETE	EST COMP DATE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

MANAGEMENT OBJECTIVES:

OPERATIONS OBJECTIVES:

LOGISTICS OBJECTIVES:

PLANNING/INTELLIGENCE OBJECTIVES:

FINANCE/ADMINISTRATION OBJECTIVES:

Insert current organization chart/roster, or graphs, etc. in the space below:

Attachments:
Attach all appropriate documents.

STATE AGENCY LIAISON	
Agency:	SEMS Functional Assignment:
FEDERAL ESF LIAISON	
Agency:	SEMS Functional Assignment:

Created by: (Jurisdiction) on: (Date/Time)

Last Modified by: (Jurisdiction) on: (Date/Time)

12.0 INFORMATION MANAGEMENT

Among its many roles, the City's Emergency Operations Center (EOC) serves as an information clearinghouse and as the communications link between city departments and the Kings County/Operational Area (OA) Emergency Operation Center (EOC) and County/OA Mutual Aid Coordinators. As such, it provides a single point of contact (POC) within the City for information on the emergency situation, as well as resource needs and priorities. Consequently, situation reports and resource requests from City DOCs and departments are submitted to the City EOC.

A large volume of data (e.g., Status, Safety Assessment and Damage Assessment) is submitted, posted, analyzed, and used to prepare comprehensive, City-wide Situation Reports. In addition, requests for personnel, supplies, and equipment resources and services are received, processed and acted on, forwarded for action, and the resources received are tracked.

Moreover, certain data must be shared with various levels of the City's emergency management organization (EMO) and among multiple EOC functions. Consequently, it is imperative that each level of the EMO and each EOC function has a clear understanding of how information flows into and within the EOC and out to all City departments, other cities and special districts, the County/OA EOC, and key support agencies.

12.1 Status Reports

Status reports (Figure 1) originate in City departments, Field Units, Department Operations Centers (DOCs), and special districts, if indicated. In some cases, these reports are submitted to a DOC before being forwarded to the City EOC. In other cases, reports are directly submitted to the EOC Operations Section.

Regardless of the type and source of the data, it must be shared with multiple functions within the City EOC Operations and Planning/Intelligence Sections before being submitted to the County/OA EOC or disseminated beyond the City EOC.

Information within the EOC is shared in several ways, including status displays, General Staff and individual Section briefings, EOC message forms, and in one-to-one and small group conferences. The Operations Section uses this information to establish strategic response objectives and priorities and the Planning/Intelligence Section uses it to prepare the City-wide Situation Report and EOC Action Plan.

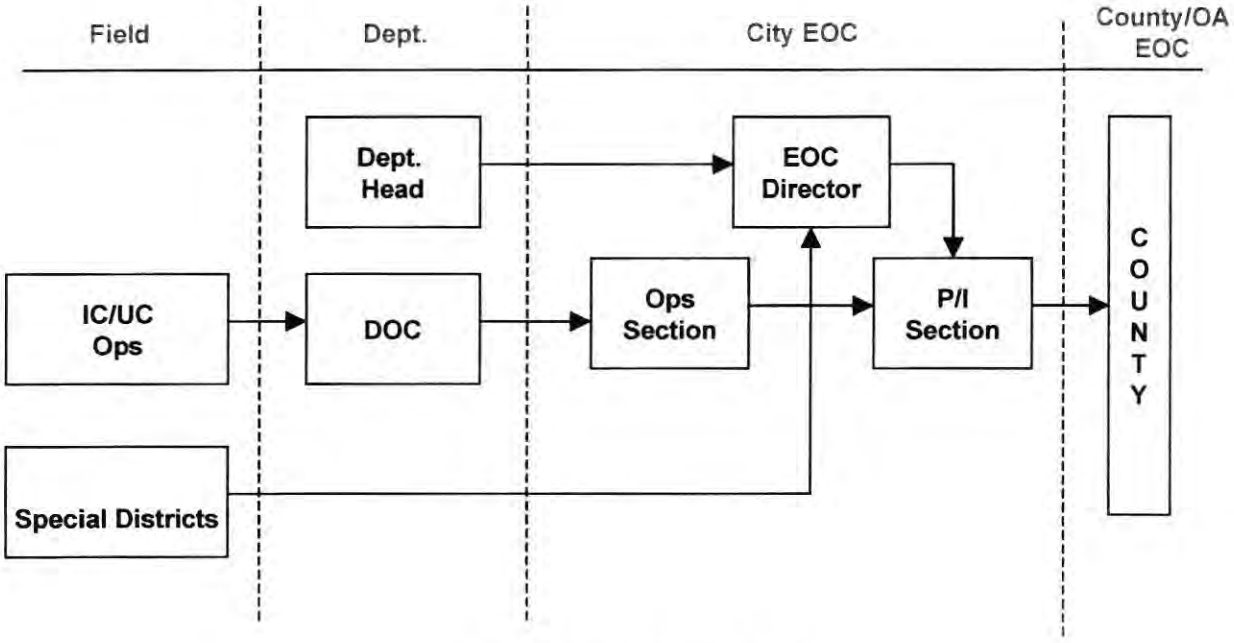


Figure 1. Status Report Flow

12.2 Safety & Damage Assessments

Similar to Status Reports, Safety & Damage Assessments (Figure 2) originate from multiple sources. In some cases, these reports are submitted to a DOC before being forwarded to the City EOC. In other cases, reports are submitted directly to the EOC Operations Section. This data must also be shared among multiple EOC functions before being submitted to the County/OA EOC.

The City EOC Director uses this data to determine the level of Emergency Proclamation needed (e.g., Local, State, Presidential). The Operations Section uses it to determine response objectives, assignments and priorities. The Planning/Intelligence Section uses it to estimate damage costs, to prepare City-wide Situation Reports, and to identify recovery issues. The Logistics Section uses it to identify potential supply, equipment and service needs. And, the Finance/ Administration Section uses it to prepare cost estimates and claims.

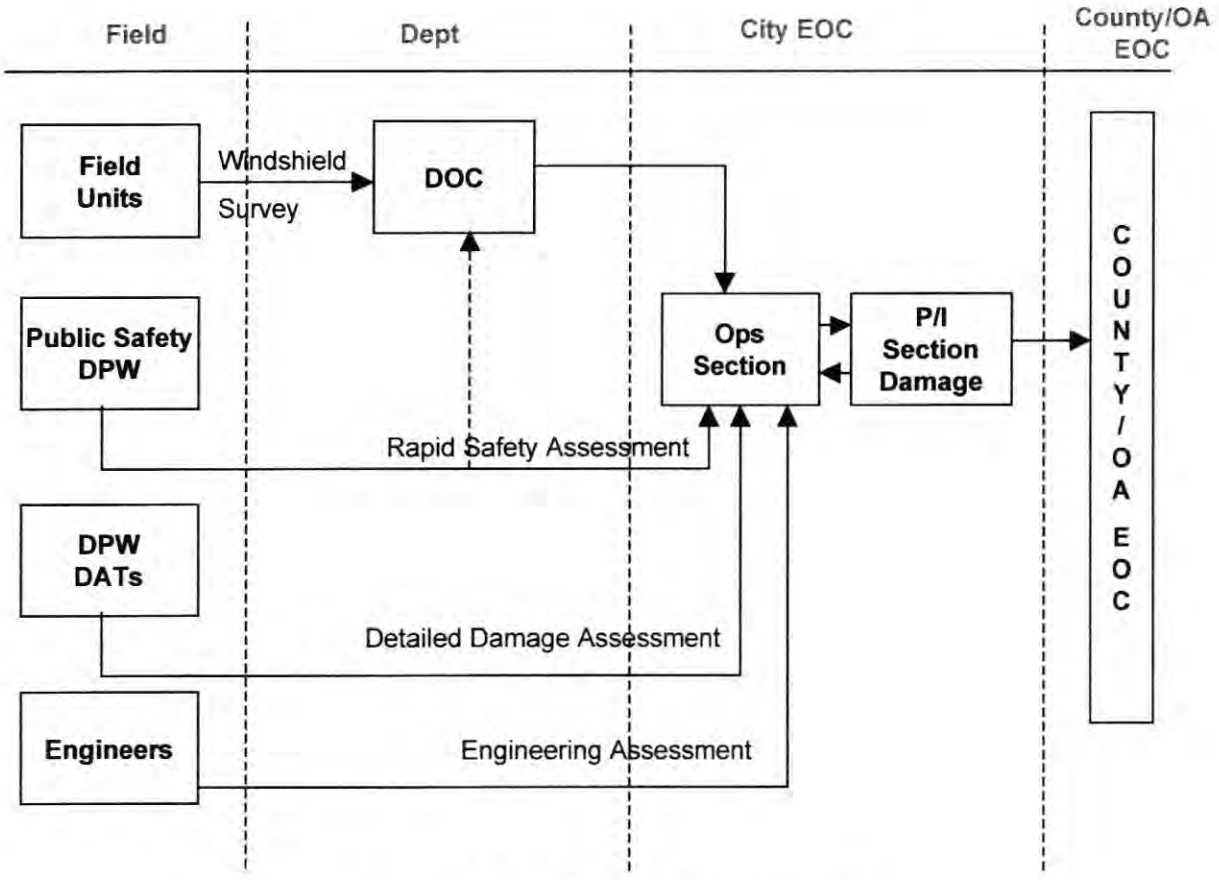


Figure 2. Safety/Damage Assessment Flow

12.3 Resource/Mutual Aid Requests

12.3.1 RESOURCES

Requests for resources (Figure 3) also originate from multiple sources, including Field Units, DOCs, other local jurisdictions and support agencies. Depending on the type of resource needed, (e.g., discipline-specific response personnel vs. support staff, supplies, equipment or service), and the availability of such resources locally, the request may need to be forwarded to more than one EOC function and more than one EOC (e.g., city, special district, county, region).

12.3.2 MUTUAL AID

The need for certain mutual aid resources, such as special response personnel (e.g., a Hazardous Materials Team), will be identified in the field and will be forwarded to the appropriate DOC and City EOC Operations Section by its counterpart field/DOC Section. However, because field/DOC personnel are not necessarily aware of the existence and status of all active incidents within the City, the need for mutual aid will often be identified by the EOC Operations Section.

Requests for mutual aid will be referred to the appropriate City EOC Operations Section Branch Coordinator and must be reviewed and approved by the Operations Section Chief. If the Section Chief concurs with the need, the request may be entered into the Response Information Management System (RIMS) for processing, alternately the request may be submitted to the EOC verbally or in writing.

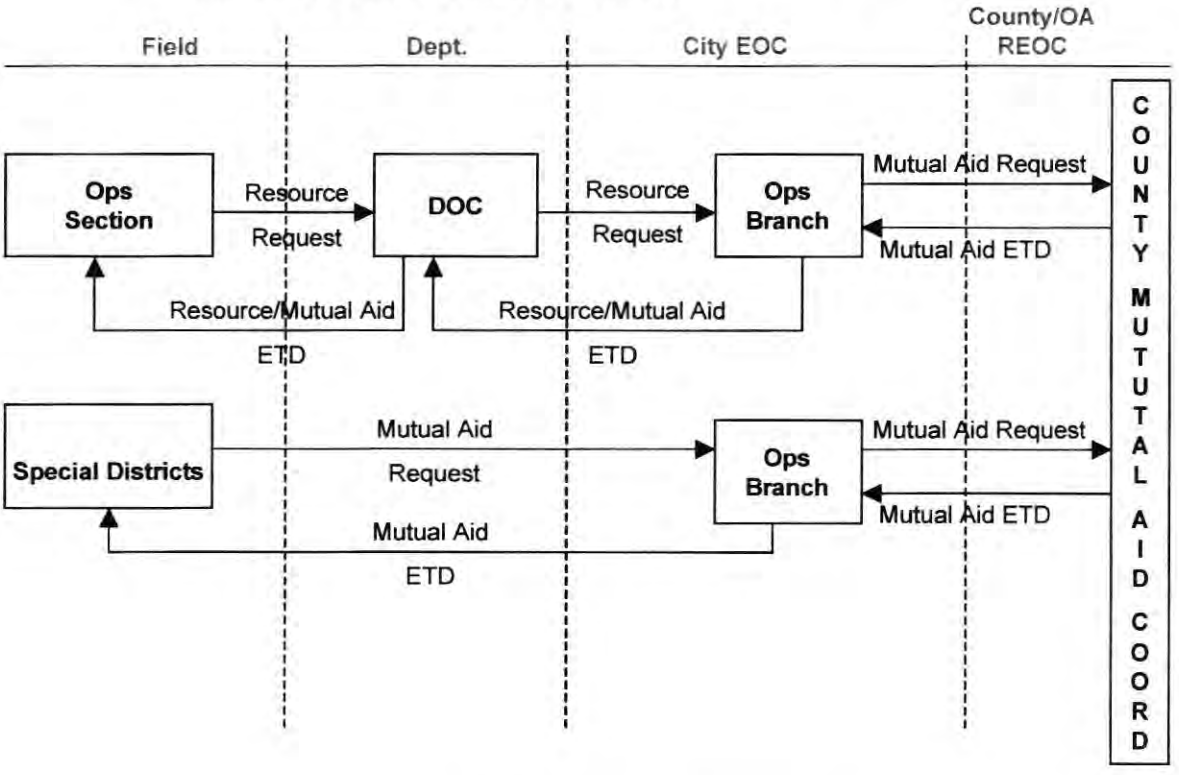


Figure 3. Resource Management Flow

12.4 Intra-EOC Information Sharing

Information is shared within the EOC using three primary methods – EOC Message Forms, Status Board Displays and Briefings.

Since a primary purpose for establishing an EOC is to bring together in one location the personnel needed to address and resolve disaster-related issues, one-to-one and small group conversations, both intra- and inter-Section, are also strongly encouraged to share information.

- The EOC Message Form is used to provide written communications between Sections, Branches and Units. This form, which should not preclude personal discussions, may be used to request resources or to record information to be transmitted to other Sections, Branches and/or Units. This form also provides an audit trial of pertinent information to document actions taken by EOC staff.
- Status Boards/Displays are maintained by Branches and Units to document and track major events, key actions, essential resources, etc.

- Briefings - The EOC Director and Section Chiefs are responsible for scheduling and conducting briefings for the General Staff and Section Staffs respectively, on a regular basis.

13.0 RESOURCE MANAGEMENT

13.1 Purpose

This procedure is intended for use by the Logistics Section staff for processing and tracking resource orders for personnel, vehicles, equipment, supplies and services. Resource orders may come from an Incident Commander (IC), a field or DOC Logistics Section Chief, other City Emergency Operations Center (EOC) staff, or from a local City, Special District or School District EOC Logistics Section.

Requests for resources that are normally within the inventories of established mutual aid systems, will be forwarded by the local Mutual Aid Coordinator (e.g. local KCSO Commander) to the OA Mutual Aid Coordinator (e.g., Sheriff), to the Regional Mutual Aid Coordinator (e.g., designated Region V Sheriff).

13.2 Resource Request Requirements

Resource requests from member jurisdictions within the Kings 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 Chief 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 Kings Operational Area members must be submitted on RIMS, if established. 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 Kings County EOC are responsible for ensuring that priorities are followed.

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

13.3 Protocol

In accordance with the Standardized Emergency Management System (SEMS), there is a specific protocol that must be followed to request resources.

1. The City must exhaust all of its resources before requesting assistance from another jurisdiction or SEMS level.

2. When the City has exhausted all of its resources, it requests assistance from the appropriate Mutual Aid Coordinator in the Kings County/OA EOC by submitting a Mission Request Tasking Form via the Response Information Management System (RIMS).

3. The County/OA Mutual Aid Coordinator "tasks" another local jurisdiction (city or special district) to provide the required resource, or submits the request to the Inland Region OES.

4. Once the State OES REOC receives the Mission Request form it "tasks" another State or Federal agency to provide the required resource.

5. A Mission Assignment Number is automatically generated by the RIMS computer and is assigned to that particular Mission. This number is used by the responding agency for reference purposes and for tracking associated costs.

13.4 Ordering Authority and Request Process

13.4.1 FIELD REQUESTS

The Incident Commander (IC) retains control of resources at the scene of an incident. When additional discipline-specific personnel or equipment resources are needed, the field Operations Section Chief or Branch Coordinator will make a verbal request to the appropriate discipline Department Operations Center (DOC), in accordance with established Standard Operating Procedures (SOPs). The field Logistics Section will direct requests for more general resources to its counterpart Logistics Section in the appropriate DOC or County/OA EOC.

13.4.2 DEPARTMENT OPERATIONS CENTERS

The DOC staff receiving requests will complete a hand-written RIMS Mission Request form. If the request cannot be filled from available department resources, the DOC Coordinator will be advised and will discuss the request with the appropriate Branch Coordinator in the City or County/OA EOC. The EOC Branch Coordinator will determine if the resource is available from another local jurisdiction within the County/OA and will advise the requesting DOC Branch Coordinator of the resource to be provided and the estimated time of arrival on-scene. The DOC will pass this information back to the Requesting Party in the field.

If the resource is not available within the County/OA, the EOC Operations Section Chief will be asked to authorize a request for mutual aid. Such requests will be made by the EOC or DOC Branch Coordinator, consistent with that discipline's SOPs.

13.4.3 OTHER LOCAL JURISDICTIONS & SUPPORT AGENCIES

Requests from cities for fire and rescue and/or law enforcement resources will typically be made to the appropriate County/OA Mutual Aid Coordinator, consistent with existing mutual aid systems. These requests will be managed similar to those from County Field Units.

General resource requests from cities, special districts and support agencies (e.g., Red Cross, Salvation Army, amateur radio operator group) will be made by that jurisdiction's EOC Logistics Section and will be directed to the County/OA Logistics Section. The staff receiving the request will complete a hand-written RIMS Mission Request form and will fill the request if able to do so. If the resource is not available from a local source (the County or another city or district), the County/OA EOC Logistics Section Chief will be asked to authorize forwarding the request to the Inland REOC via RIMS. The EOC Planning/Intelligence Section will be asked to forward the request via the RIMS computer.

13.5 Order Processing

The City or County/OA EOC Logistics Section will process resource requests as follows:

- Written RIMS mission request forms are received and consolidated when feasible.
- Local jurisdictions, support agencies and appropriate City or County departments are contacted to determine if resources are available prior to purchase.
- If resources are not available locally, approval to purchase the item(s) must be obtained from the Logistics Section Chief.
- Existing City or County vendors will be contacted first.
- When placing the order, obtain ETD (estimated time of delivery) and advise the Requesting Party.
- Record the order and the ETD.
- Advise Finance/Administration Section of the order and complete any required purchase order.

13.6 Resource Tracking

The Branch Coordinators and Unit Leaders in the EOC Operations Section will track their respective discipline-specific resources. The Restat Unit in the Planning/Intelligence Section will track general resources.

- The Requesting Party will notify the EOC Restat Unit or Logistics Section when the requested resource(s) arrives.

- When notified that a resource has checked-in at the designated location, the EOC Restat Unit or Logistics Section will:
  - Record its arrival; and
  - Notify person responsible for maintaining resource-tracking displays.

- Periodically check the resource order file for overdue resources or unacknowledged requests. Check status with the EOC Restat Unit or Logistics Section or resource provider as appropriate.

ATTACHMENT 13-1

RESPONSE INFORMATION MANAGEMENT SYSTEM
MISSION REQUEST/TASKING FORM (City/District)

ADAPTED FROM THE AUTOMATED SYSTEM ON 02/23/02

TEXT IN *ITALIC* INDICATES A REQUIRED FIELD.

PLEASE IDENTIFY YOURSELF	☐ City Mission/Request Tasking ☐ Special District Mission/Request Tasking
SELECT MISSION TYPE	☐ SEARCH & RESCUE ☐ STANDARD MISSION

Information required from requesting agency:

1. Request Date/Time	2. City/Special District	3. Related Event/Disaster
4a. Desired Arrival Date/Time: mmddyyyy/hhhh	5. *Mission Type (see listing below)	6. Related Incident Name
4b. Estimated Duration	Enter below, if type not listed	7. Specific Resource Needed

Block 5. MISSION TYPE SELECTIONS

Base Camp CAP VIP Care and Shelter Casualty Evac - Ambulatory Casualty Evac - Litter Demolition Emergency Homeless Shelter Evacuation Evacuation - Air Evacuation - Ground Fire Flood Fight GIS Mapping HazMat ICP/EOC Support	LAW Medical/Health Mobilization Center Nuclear Power Oil Spill Other Radiological Recon - Aerial Recon - Ground Staging Area State TF - Tech Assistance Tornado Transport - Air Transport - Ground Urban Search and Rescue	LEMA/ Bomb Incident or Search LEMA/Command Post or Facility Use LEMA/Delta Recon Flight LEMA/Demonstration LEMA/Earthquake Related LEMA/Evidence Search LEMA/ Ev. Search/Homicide Inv. LEMA/ Exercise of Training LEMA/Fire Support LEMA/Flood Related LEMA/Helicopter Assist LEMA/Homicide Investigation LEMA/Looting LEMA/Other LEMA/Overflight LEMA/Personnel Transport LEMA/Public Event LEMA/Riot LEMA/Technician Transport	SAR/ALNOT SAR/Avalanche Search SAR/Body Recovery SAR/CAP Misc SAR/CAP VIP SAR/CAPLOT SAR/DART SAR/Downed Aircraft SAR/ELT SAR/EPIRB SAR/Injured Person SARLOT SAR/Medivac Support SAR/Mine Fire & Rescue SAR/Mine Water Sampling SAR/Missing or Overdue Aircraft SAR/Missing Person SAR/Missing Vehicle SAR/Other SAR/Vehicle Recovery SAR/Water Rescue or Search

1. Date / Time Filled mmddyyyy/hhhh	**9. Date / Time Released** mmddyyyy/hhhh	

14.0 MUTUAL AID

14.1 Statewide System

California's statewide mutual aid system, comprised of six Mutual Aid Regions (Part 1, Attachment 12), is designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever local resources prove to be inadequate to cope with a given situation. The system allows for the progressive mobilization of resources to/from emergency response agencies, cities, counties, special districts, operational areas, regions and the state.

Under the statewide system, each jurisdiction retains control of its own personnel and facilities, but can also give and receive assistance whenever necessary. The City of Avenal is in Mutual Aid Region V.

14.2 Resources

Mutual aid resources include but are not limited to personnel, vehicles and equipment from fire, law, medical, health, public works, emergency management, communications, transportation, and utilities.

14.3 Discipline-Specific Systems

In order to facilitate the provision of mutual aid during day-to-day emergencies, as well as in disasters, Law Enforcement, Fire & Rescue and Medical Mutual Aid Coordinators have been selected and function at the Operational Area (county), Mutual Aid Region (two ore more counties) and State Office of Emergency Services (OES) levels of response. The Operational Area (OA) serves as the focal point for processing mutual aid requests from cities and special districts within Kings County/Operational Area (OA).

The Mutual Aid Coordinators at each level of response (OA, Region and State) receive requests for mutual aid, coordinate the provision of resources from within the geographic area of responsibility, and pass on unfilled requests to the next level of response.

14.4 Responsibilities

14.4.1 LOCAL JURISDICTIONS (CITIES, SPECIAL DISTRICTS, COUNTIES/OAS)

Local jurisdictions are responsible for:

- Developing and maintaining current Emergency Plans which are compatible with the California Emergency Plan and the California Master Mutual Aid Agreement; are designed to apply local resources in meeting the emergency requirements of the immediate community or its neighbors; and coordinate such plans with those of neighboring jurisdictions to ensure mutual compatibility.
- Maintaining liaison with the appropriate OES Mutual Aid Region V Office and neighboring jurisdictions.
- Identifying Multipurpose Staging Areas (MSA) to provide rally points for incoming mutual aid and/or a Staging Area for support and recovery activities.

- Responding to requests for mutual aid.
- Dispatching Situation Reports to the appropriate Operational Area Coordinator and/or OES Mutual Aid Region as the emergency situation develops and as changes in the emergency situation dictate.
- Requesting assistance from neighboring jurisdictions and/or the Operational Area as necessary and feasible.
- Receiving and employing resources as may be provided by neighboring jurisdictions and State, Federal and private agencies.
- Carrying out emergency regulations issued by the Governor.

14.4.2 OPERATIONAL AREA

Coordinators at the Operational Area level are responsible for:

- Coordinating intracounty (Operational Area) mutual aid.
- Maintaining liaison with the appropriate OES Mutual Aid Region V Coordinator, and the local jurisdictions within the Operational Area.
- Identifying Multipurpose Staging Areas (MSA) to provide rally points for incoming mutual aid and/or Staging Areas for support and recovery activities.
- Channeling local mutual aid requests which cannot be satisfied from within the Operational Area to the OES Mutual Aid Region V Coordinator.
- Providing Situation Status and Damage Assessment reports to the OES Mutual Aid Region V Coordinator as the emergency situation develops and as changes in the emergency situation dictate.
- Receiving and employing resources provided by other counties and State, Federal and private agencies.
- Carrying out emergency regulations issued by the Governor.

14.4.3 OES MUTUAL AID REGION

Coordinators at the OES Mutual Aid Region level are responsible for:

- Maintaining liaison with appropriate State, Federal and local emergency response agencies located within the Region.
- Providing planning guidance and assistance to local jurisdictions.
- Responding to mutual aid requests submitted by Operational Area Coordinators.
- Receiving, evaluating and disseminating information on emergency operations.
- Providing the State Director, OES, with Situation Reports and, as appropriate, recommending courses of action.

14.4.4 STATE

State Office of Emergency Services is responsible for:

- Performing executive functions assigned by the Governor.
- Coordinating the extraordinary emergency activities of all State agencies.
- Receiving, evaluating and disseminating information on emergency operations.
- Preparing emergency proclamations and orders for the Governor and disseminating to all concerned.
- Receiving, processing, evaluating and acting on requests for mutual aid.
- Coordinating the application of State mutual aid resources and services.
- Receiving, processing and transmiting requests for Federal assistance.
- Directing the receipt, allocation and integration of resources supplied by Federal agencies and/or other States.
- Maintaining liaison with appropriate State, Federal and private agencies.
- Coordinating emergency operations with bordering States.

14.5 Mutual Aid Request Process

- The City of Avenal will expend all available City resources before requesting County/OA Mutual Aid.
- Kings County/OA will expend all available County/OA resources before requesting regional mutual aid.
- During a proclaimed emergency, interjurisdictional mutual aid will be coordinated at the appropriate Operational Area or Mutual Aid Region level whenever the available resources are:
  - Subject to State or Federal control;
  - Subject to military control;
  - Located outside the requesting jurisdiction; and
  - Allocated on a priority basis.
- Requests for mutual aid will include the following:
  - Number and type of personnel needed;
  - Type and amount of equipment needed;
  - Reporting time and location;
  - Authority to whom forces should report;
  - Access routes into the affected area(s);
  - Estimated duration of operations; and
  - Any risks or hazards.
- Law Enforcement mutual aid is coordinated through the Kings County Sheriff.

- Fire & Rescue mutual aid is coordinated through the Kings County Fire Chief during wide-scale incidents. During day-to-day local emergencies, mutual aid may be requested by the Incident Commander (IC) or his Liaison.
- Emergency Medical Mutual Aid is coordinated by the Kings County Emergency Medical Services (EMS) Director.
- Health/Medical Mutual Aid is coordinated by the Kings County Health Officer.

14.6 Responsibilities When Receiving Aid

The recipient of mutual aid resources is responsible to:

- Designate a reporting location and an appropriate (e.g., discipline-specific) local point of contact for incoming personnel.
- Provide incoming field crews with two-way radios on appropriate local frequencies and provide call sign information.
- Prepare a packet of information on local resources (e.g., City and County maps, list of hotels, restaurants, etc.).
- Facilitate housing and meals for incoming mutual aid personnel.
- Establish work schedules with shifts of no more than 12 hours.
- Identify how and where mutual aid personnel can get fuel, supplies, and parts.
- Determine if mutual aid crews will work independently or with a County supervisor. Assign supervisors as necessary.
- Hold daily briefings with mutual aid crews to review progress and work assignments.
- Review documentation procedures with mutual aid supervisor.
- Each day, have financial staff review documentation material with mutual aid supervisor.
- Before sending crews home, meet with each, obtain feedback, and thank them for work.
- Send letter of thanks (and/or items of appreciation).
- Send copy of After-Action Report to mutual aid agencies.

15.0 EXPENDITURE TRACKING

15.1 Purpose

The City may be reimbursed from state and/or federal sources for disaster-related expenses. The purpose of this procedure is to provide guidance on the recordkeeping requirements for claiming such expenses.

15.2 Eligible Expenses

Eligible costs are extraordinary costs incurred while providing emergency service 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.

15.3 Recordkeeping Requirements

State and federal governments require very detailed information in a form designated by these agencies. 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 by operator.
- Vehicle operating expenses should include fuel, tires, tubes 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 noncompetitive procurements must be justified.

15.4 Implementation

Expenditure tracking should commence upon notice or obvious occurrence of disasters that require expense of labor, equipment use, materials, and other expenses. The Incident Commander(s), EOC Director, and Emergency Operations Center (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. Labor Records are to be submitted daily to the EOC Finance/Administration Section Chief, as appropriate.

The Finance/Administration Section will compile these reports, including total expenditures by category. The Finance/Administration Section Chief will submit a summary report on total costs to the EOC Director on a daily basis or as requested. This information will be used for state and federal disaster assistance applications. The data contained in the Expenditure Tracking Forms will be vital to audits by state and federal agencies following the disaster.

ATTACHMENT 15-1

FEDERAL EMERGENCY MANAGEMENT AGENCY
MATERIALS SUMMARY RECORD

Page of

1. APPLICANT	2. PA ID	3. PW #	4. DISASTER NUMBER
5. LOCATION/SITE		6. CATEGORY	7. PERIOD COVERING to
8. DESCRIPTION OF WORK PERFORMED			

VENDOR	DESCRIPTION	QUAN.	UNIT PRICE	TOTAL PRICE	DATE PURCHASED	DATE USED	INFO FROM (CHECK ONE)	
							INVOICE	STOCK
			$	$			☐	☐
			$	$			☐	☐
			$	$			☐	☐
			$	$			☐	☐
			$	$			☐	☐
			$	$			☐	☐
			$	$			☐	☐
			$	$			☐	☐
			$	$			☐	☐
			$	$			☐	☐
			$	$			☐	☐
			$	$			☐	☐
		GRAND TOTAL →		$				

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED	TITLE	DATE

FEMA Form 90-124, NOV 98

ATTACHMENT 15-2

FEDERAL EMERGENCY MANAGEMENT AGENCY
RENTED EQUIPMENT SUMMARY RECORD

Page of

1. APPLICANT	2. PA ID	3. PW #	4. DISASTER NUMBER
5. LOCATION/SITE		6. CATEGORY	7. PERIOD COVERING to
8. DESCRIPTION OF WORK PERFORMED			

TYPE OF EQUIPMENT Indicate size, capacity, horsepower, make and model as appropriate	DATES AND HOURS USED	RATE PER HOUR W/OPR	RATE PER HOUR W/OUT OPR	TOTAL COST	VENDOR	INVOICE NO.	DATE AND AMOUNT PAID	CHECK NO.
				$			$	
				$			$	
				$			$	
				$			$	
				$			$	
				$			$	
				$			$	
				$			$	
				$			$	
			GRAND TOTAL					

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED	TITLE	DATE

FEMA Form 90-125, NOV 98

ATTACHMENT 15-3

FEDERAL EMERGENCY MANAGEMENT AGENCY FORCE ACCOUNT EQUIPMENT SUMMARY RECORD			Page of
APPLICANT	PA ID	PW #	4. DISASTER NUMBER
LOCATION/SITE		CATEGORY	7. PERIOD COVERING to
DESCRIPTION OF WORK PERFORMED			

TYPE OF EQUIPMENT		OPERATOR'S NAME	DATES AND HOURS USED EACH DAY								COSTS		
INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE	EQUIPMENT ODE NUMBER		DATE								TOTAL HOURS	EQUIPMENT RATE	TOTAL COST
			HOURS									$	$
			HOURS									$	$
			HOURS									$	$
			HOURS									$	$
			HOURS									$	$
			HOURS									$	$
			HOURS									$	$
			GRAND TOTALS →										$

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

RTIFIED	LE	DATE

FEMA Form 90-127, NOV 98

16.0 STAND-DOWN & DEACTIVATION

16.1 Purpose

Once the critical aspects of an emergency or disaster have been secured, Emergency Operations Center (EOC) operations may begin to scale down, as conditions warrant. Staffing levels and/or hours of operation of the City EOC may be reduced prior to deactivation. The purpose of this procedure is to outline the process to be followed whenever it is determined that the EOC can stand down for a designated period of time, or can be deactivated.

16.2 Authority

During extended EOC operations, the EOC Director, with input from Incident Commander(s) in the field and Section Chiefs in the EOC, may determine that current circumstances are such that the EOC can stand down for a period of time or can be deactivated. The EOC Director may stand down the EOC whenever he deems it appropriate.

16.3 Stand-Down

When the EOC Director places the EOC in stand-down mode for a specified period of time, assigned EOC staff must remain available by pager or telephone to respond immediately if requested to do so.

Triggers for implementing stand-down may include:

- The immediate emergency situation has been stabilized or contained.
- The emergency response phase is anticipated to continue for several days.
- Ongoing communications with other cities, special districts, voluntary organizations, Kings County, State Inland Region Office of Emergency Services (OES), and/or the media is no longer required.
- Continuous coordination and communications with external support agencies is no longer required.

16.4 Deactivation

When indicated, the EOC Director may determine that the EOC can be deactivated, Triggers for determining deactivation may include:

- The emergency response phase has been terminated and the situation is stabilized.
- No further City, County, State OES, media or public information dissemination is needed.
- Recovery operations are well underway.

16.5 Implementation

The EOC Director will:

- Determine if stand down or deactivation is appropriate after consultation with the Incident Commander(s) in the field and Section Chiefs in the EOC.
- Establish the time period for stand down and the day and time for deactivation, and identify a 24-hour contact number for reporting any additional problems, questions, or requests for assistance.
- Advise EOC staff of the actions to be taken, including:
    - Date and time for stand down or deactivation;
    - Sign out function log and submit to Documentation Unit of the Planning Section;
    - Remain on-call and immediately available if stand down is implemented.
    - Participate in debriefing and critique and provide any necessary information for the After Action Report, if deactivation is implemented.
- Direct the Liaison or other EOC staff to make the necessary notifications.
- Prepare a draft City Council resolution terminating the Local Emergency proclamation.

16.6 Notifications

All internal and external individuals, groups and agencies that were notified of EOC activation will be notified of stand down and/or deactivation. At a minimum, all City Department Heads, elected officials, Kings County OES and other departments and OA cities, special districts, and State OES will be notified. The person making the notifications will document the date, time, name and contact method for all persons/organizations notified.

Notifications will include:

- Date and time of stand down period or deactivation; and
- A 24-hour contact number for further information and/or requests for assistance.

17.0 AFTER ACTION REPORT & CORRECTIVE ACTION PLAN

17.1 Requirement

The Standardized Emergency Management System (SEMS) regulations, which incorporate National Incident Management System (NIMS) requirements, require any city, city and county, or county declaring a Local Emergency for which the Governor proclaims a State of Emergency, to complete and transmit an After-Action Report to the State Office of Emergency Services (OES) within 90 days of the close of the incident period.

17.2 Purpose & Responsibility

The After Action Report serves as a source for documenting the City's emergency response activities and identifying areas of success as well as opportunities for improvement. The report will also be utilized to develop a Corrective Action Plan for identifying any recommended improvements to policies, plans, Standard Operating Procedures (SOPs), training, exercises, supplies and equipment.

The EOC Planning/Intelligence Section Chief, with input from EOC staff and external agency personnel involved in the response, is responsible for leading the development process and preparing the After Action Report (AAR) and Corrective Action Plan (CAP).

17.3 Content

Both the AAR and CAP will be concise and well-structured, written in simple language, and geared to the primary audience. For the City of Avenal, the primary audience is the emergency management organization (EMO), including representatives from the City and external agencies (e.g., Red Cross, County Schools, etc.).

17.3.1 AFTER ACTION REPORT

At a minimum, the contents of the After-Action Report will include:

- A review of response actions taken;
- Application of SEMS;
- Suggested modifications to SEMS;
- Necessary modifications to plans and procedures;
- Identify training and exercise needs; and
- Recovery activities to date.

17.3.2 CORRECTIVE ACTION PLAN

The plan for improving or correcting issues identified in the AAR should address multiple areas. For each principal corrective action identified, the CAP will include:

- Identified issue or problem;
- Description of corrective actions to be taken (recommendations);
- Identify SEMS level and function connected with the corrective action;
- Identify assigned department(s), agency(s), jurisdiction(s) and position(s) involved with correcting the issue or problem;
- Associated costs and budget for carrying out corrective action(s), if known;

- Timetable for completion of the corrective action, if known;
- Agency, jurisdiction, position assigned to track progress and follow-up on the corrective action through completion; and
- Documentation to verify the corrective actions taken to completion.

17.4 Data Sources

Data for the AAR and CAP will be collected from multiple sources, including, but not limited to the following:

- Status and Situation Reports
- Incident and EOC Action Plans
- Function logs and checklists
- Public and Employee information bulletins and media reports
- Evaluation forms
- Critique comments

17.5 Development Process

As soon as practicable following completion of the emergency response phase, critique sessions will be conducted for each SEMS/EMO level (Field, Department Operations Centers [DOCs], EOCs) to review response activities and to identify issues or problems that require corrective action. Depending on the number and complexity of the problems/issues to be addressed, one or more workshops may be needed to develop a comprehensive Corrective Action Plan.

The steps involved with developing the AAR and CAP include the following:

1. Compile and sort by SEMS functions the available data.

2. Review and analyze data based on SEMS functional areas.

3. Evaluate lessons learned, areas needing improvement, and recommended corrective actions.

4. Prepare draft AAR and CAP and distribute to participating City personnel, including County DOCs and EOC, other involved local jurisdictions, and private and volunteer organizations for review and comment.

5. Incorporate comments, as appropriate and prepare final draft AAR and CAP.

6. Redistribute the final draft documents for final review and comment.

7. Review and incorporate final comments.

8. Prepare final AAR, which incorporates the CAP, and obtain appropriate executive management approval.

9. Forward the final combined AAR/CAP to appropriate City and Kings County staff, participating jurisdictions, private and volunteer organizations, State Inland Administrative Region, and State Office of Emergency Services (OES).

ATTACHMENT 17-1

Note:
This draft AA/CA Report template is currently under revision by the SEMS AA/CA Specialist Committee in an effort to incorporate required reporting fields for local government conducting federally funded exercises.

DRAFT - Sample AA/CA Report Template

for response to
(Fill in name of event)

(This AA/CA Report template can be used for a declared or un-declared event, a training, and/or exercise).

GENERAL INFORMATION

Name of Agency	**Text goes in text boxes below.**
Name of Agency	
Type of Agency* * City, County, Operational Area (OA), State agency (State), Federal agency (Fed), special district, Tribal Nation Government, UASI City, non-governmental or volunteer organization, other (Select one)	
OES Admin Region (Coastal, Inland, or Southern)	
Completed by:	
Position	
Phone number and email address	
Dates and Duration of event (When your agency began and ended response activities - using mm/dd/yyyy)	
Date report completed	
Type of event* *Table top, functional, full scale, actual event, pre-identified planned event,	

training, class room training (Select one and enter the name of exercise or event)
Hazard or Exercise Scenario*   *Avalanche, Civil Disorder, Dam Failure, Drought, Earthquake, Fire (structural), Fire (Woodland), Flood, Landslide, Mudslide, Terrorism, Tsunami, Winter Storm, Other
EXERCISE or TRAINING OVERVIEW
Mission   Brief overview of the event, major strengths demonstrated during the exercise, areas that require improvement.
Event Overview   Describe the specific details of the exercise, how event or exercise was structured, how was event or exercise carried out.
Hazard or Exercise Scenario*   *Avalanche, Civil Disorder, Dam Failure, Drought, Earthquake, Fire (structural), Fire (Woodland), Flood, Landslide, Mudslide, Terrorism, Tsunami, Winter Storm, Other
Total Participants
Number of agencies involved
Lead/Host Agency

SEMS/NIMS FUNCTION EVALUATION

MANAGEMENT (Public information, Safety, Liaison, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		
If "needs improvement" please briefly describe improvements needed:		
Planning		
Training		
Personnel		
Equipment		
Facilities		

FIELD COMMAND (Use for assessment of field operations, if applicable)

Field Command Type (i.e. Fire, Law Enforcement, Shelter, etc.):		
	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		
If "needs improvement" please briefly describe improvements needed:		
Planning		
Training		
Personnel		
Equipment		
Facilities		

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

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		
If "needs improvement" please briefly describe improvements needed:		
Planning		
Training		
Personnel		

Equipment
Facilities

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

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		
If "needs improvement" please briefly describe improvements needed:		
Planning		
Training		
Personnel		
Equipment		
Facilities		

LOGISTICS (Services, support, facilities, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		
If "needs improvement" please briefly describe improvements needed:		
Planning		
Training		
Personnel		
Equipment		
Facilities		

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

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		
If "needs improvement" please briefly describe improvements needed:		
Planning		
Training		
Personnel		

Equipment
Facilities

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

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

Additional Questions

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

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

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

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

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

NARRATIVE
Use this section for additional comments.

POTENTIAL CORRECTIVE ACTIONS
Identify issues, recommended solutions to those issues, and agencies that might be involved in implementing these recommendations. Address any problems noted in the SEMS/NIMS Function Evaluation. Also indicate whether issues are an internal agency specific or have broader implications for emergency management (Code I – Internal; R – Regional, for example, OES Mutual Aid Region, Administrative Regions, geographic regions, S – Statewide implications)

Code	Issues or Problem Statement	Recommended Solution	Agency(s)/Departments to be involved

OES (insert name of event) EMAC/SEMS After Action Survey

NOTE: Please complete the following section **ONLY** if you were involved with EMAC related activities.

Did you complete and submit the on-line EMAC After Action Survey form for *(Insert name of the disaster)*?

Have you taken an EMAC training class in the last 24 months?

ANNEX A[1]

MANAGEMENT SECTION

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Emergency Action Checklists

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A-9	-	Agency Representative(s)	3-A-9-1

[1] This Annex is supplemented by appropriate procedures in Part 3 - EOC Procedures Manual.

ANNEX A

MANAGEMENT SECTION

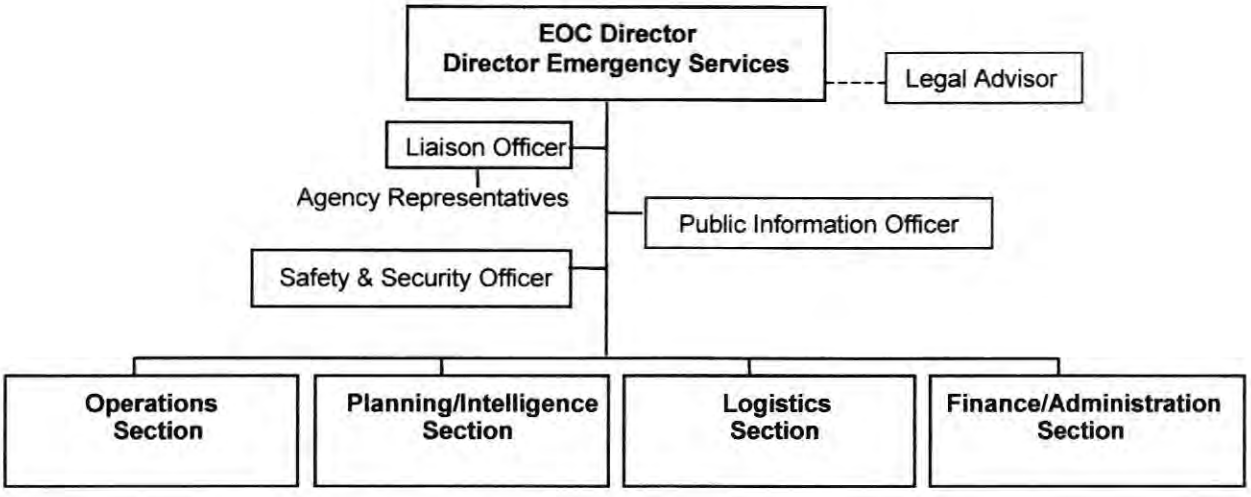


Figure A-1 - EOC Management Section

1.0 PURPOSE

The Management Section directs the City Emergency Management Organization (EMO) and Emergency Operations Center (EOC); establishes operational priorities; ensures development and implementation of strategies to meet the needs of the emergency; communicates with the media; coordinates response with the Kings County Operational Area (OA) and external agencies; and ensures the safety of emergency responders and security of emergency facilities.

While managing response to City conditions, the Management Section also evaluates the potential impacts of emergencies outside the City, since County-wide and regional emergencies could affect local economic, social and environmental issues, or draw upon City resources and staffing.

1.1 Objectives

The objectives of the City EOC staff include:

- Coordinate emergency resources and activities within the geographic area of the City of Avenal.
- Collect, process and exchange disaster intelligence and resource status information from and with members of the City and County emergency organization(s).
- Serve as the communications and coordination link between the Kings County/OA EOC and all members of the City emergency organization.

2.0 MANAGEMENT SECTION STAFFING

At full activation, the EOC Management Section includes the following functions:

- Director of Emergency Services (hereafter referred to as EOC Director)
- Legal Advisor
- Public Information Officer
- Liaison Officer
- Safety & Security Officer(s)
- Agency Representative(s)

3.0 MANAGEMENT SECTION DUTIES

Refer to EOC organization chart in Attachment A-2.

3.1 EOC Director (Director Emergency Services)

The EOC Director is responsible for directing the emergency management activities of the EOC staff, approving the ordering and release of specialized resources, and interfacing with elected and senior officials from city, special district, county, state and federal governments. In general, the EOC Director is responsible to:

- Assess the situation and determine the level of EOC activation required.
- Review the availability of resources.
- Create an initial EOC Action Plan.
- Oversee response actions of the EOC.
- Direct City resources for deployment to high priority incidents.
- Review and approve requests to send/receive mutual aid resources.
- Proclaim a Local Emergency, if warranted and the City Council is not in session.
- Confer with the Legal Advisor on legal issues, as necessary.
- Coordinate emergency response activities with other local cities, the Kings County/OA EOC, and State and Federal agencies, as indicated.
- Brief the City Council on the situation on an agreed upon schedule.
- Conduct regular briefings with the General Staff.

3.2 Legal Advisor

In general, the Legal Advisor is responsible to:

- Prepare Local Emergency Proclamation, as requested by the EOC Director.
- Advise the EOC Director on emergency powers, authorities, and responsibilities, as necessary.
- Provide the EOC Director and EOC staff with legal guidance on emergency response actions and policy decisions as indicated.
- Monitor the status of the incident and advise EOC Director if/when additional action is required by the City Council (e.g., Resolution Continuing or Terminating Local Emergency Proclamation, etc.).
- Be familiar with the emergency powers, authorities, and duties of the City Council, City Manager and EOC Director/Director Emergency Services.

3.3 Public Information Officer

In general, the Public Information Officer (PIO) is responsible to:

- Consult with the EOC Director to identify any limits on dissemination of certain information.
- Maintain a log of all communications, decisions, key actions.
- Establish a Media Information Center (MIC) if indicated and establish a schedule for regular media briefings to provide updated event information.
- Provide the public with timely and accurate emergency information and instructions, as indicated and/or as directed by the EOC Director.
- Monitor external reports and conditions via broadcasts on commercial TV and radio, and advise the EOC Director.
- Act as an information resource and contact for elected officials.
- Represent the City in any Joint Information Center (JIC) that may be activated.

3.4 Liaison Officer

In general, the Liaison Officer is responsible to:

- Make internal and external notifications as indicated by the situation, and/or as directed by the EOC Director.
- Establish and maintain communications and coordination links with all involved County jurisdictions and external agencies.

- Compile information and resource requests from external agencies and jurisdictions and refer to the appropriate EOC function.
- Confer with Public Information Officer (PIO) on major notifications and/or any special instructions required.
- Maintain a log of all internal and external contacts made or attempted.
- Coordinate involvement of any incoming Agency Representative(s).

3.5 Safety & Security Officer

In general, the Safety & Security Officer is responsible to:

- Ensure that emergency operations are conducted with the safety of emergency response personnel and security of emergency facilities in mind, especially those working with heavy rescue operations, hazardous materials incidents, and/or terrorist events.
- Ensure that field response includes appropriate technical specialists, such as Civil Engineers, where indicated.
- Advise the Operations Section Chief of any special safety procedures and/or equipment needs for field responders.
- Assist the EOC Director and Operations Chief to identify potential risks associated with field operations.
- Consult with Building Inspectors as necessary to determine the safety of City buildings for occupancy.
- Ensure that unsafe and searched structures are marked as such.

3.6 Agency Representative(s)

When warranted by the nature and/or location of an incident involving large local businesses and/or State and federal agencies, an Agency Representative may be requested in the EOC Management Section to serve as a liaison between the agency and the City EOC. The Representative must have the authority to speak on behalf of the agency and to request and commit its resources. He/she is also responsible for obtaining and providing the City EOC with up-to-date situation status reports.

4.0 EOC FUNCTIONAL RESPONSIBILITIES

The functional responsibilities of the other EOC Sections include those described here. Some functions and sub-functions are performed by the Kings County/OA EOC.

4.1 Operations Section

The Operations Section, which is managed by the Operations Section Chief, coordinates with discipline-specific City Department Operation Centers (DOCs), the County/OA EOC,

and other local jurisdiction and external Agency EOCs in support of the field emergency response. The Ops Section monitors the situation and resource status of all City and contract County response units involved in responding to the incident (e.g., Law & Fire Branches, which assign representatives to the EOC). The Medical & Health Branch functions are performed by the County/OA EOC.

The Operations Section includes an Operations Section Chief and the following Branches, each of which is managed by a Branch Coordinator:

4.1.1 OPERATIONS SECTION CHIEF

The Operation Section Chief is responsible for directing and managing the activities of the Operations Section; activating appropriate Section Branches to address the emergency situation; and working closely with the Planning Section Chief to develop the EOC Action Plan.

4.1.2 LAW ENFORCEMENT BRANCH

In addition to normal law enforcement duties, establishes traffic and access control in and around disaster area(s); alerts and coordinates the movement of people from hazardous or threatened area(s) to lower risk reception area(s); and assists in search and rescue operations. The Coroner function of the Law Branch is performed by the County/OA EOC.

4.1.3 FIRE, RESCUE & HAZMAT BRANCH

In addition to normal fire service activities, coordinates search and rescue operations; responds to hazardous materials incidents; coordinates operations associated with emergency medical response and the safe removal of endangered, trapped, injured and/or isolated persons; provides immediate medical aid; and assists with evacuations.

4.1.4 PUBLIC WORKS BRANCH

Coordinates City-wide Public Works and mutual aid resources to conduct safety and damage assessments, including essential facilities, dams, roads, bridges, highways, and lifeline utilities; consults with County Assessor to determine damage cost estimates for public and private property; provides Finance/Administration Section with damage cost estimates; assesses status and coordinates distribution of city fuel supplies and heavy equipment; and conducts emergency debris clearance and emergency route recovery.

4.2 Planning/Intelligence Section

The Planning/Intelligence (Planning) Section, managed by a Planning Section Chief, collects, evaluates, posts, analyzes and disseminates disaster intelligence; compiles damage assessment information; convenes EOC Action Planning meetings and prepares EOC Action Plans; establishes and maintains a central repository for all incident-related documentation; oversees demobilization of EOC staff; and arranges for technical specialists when necessary.

The Planning/Intelligence Section includes the following Units, each of which is managed

by a Unit Leader:

4.2.1 PLANNING/INTELLIGENCE SECTION CHIEF

The Planning/Intelligence Section Chief is responsible for directing and managing the activities of the Planning Section; activating appropriate Section Units to address the emergency situation; conducting Action Planning meetings for each operational period; and working closely with the Operations Section Chief to develop and disseminate the EOC Action Plan.

4.2.2 SITUATION STATUS UNIT (SITSTAT)

Compiles and analyzes status and damage reports forwarded by the Operations Section from Incident Commanders (ICs), City DOCs, special districts, external agency partners and other City EOC staff; inputs data into RIMS and compiles required output reports to Kings County for review and approval by Planning Section Chief; posts pertinent incident information on Status Boards; assists Planning Section Chief in preparing and submitting required RIMS reports and disseminating Situation Reports; and assists Planning and Operations Sections with preparing EOC Action Plans.

4.2.3 DOCUMENTATION UNIT

Establishes and maintains a central repository for all incident-related documentation, including all reports submitted to and disseminated from the EOC, files for damage information, including all documentation (e.g., photographs, video, field notes, etc.), and damage cost estimates; provides duplication services to EOC staff; obtains Geographic Information System (GIS) support as necessary; and assists Planning and Operations Section Chiefs with preparing After Action Report and Corrective Action Plan.

4.2.4 DEMOBILIZATION UNIT

Assists Planning Section Chief and EOC Director in planning for demobilization of EOC; consults with EOC Section Chiefs regarding demobilization strategy and plan; and prepares a Demobilization Plan to ensure an orderly, safe and cost-effective release of personnel and equipment, and monitors its implementation.

4.2.5 TECHNICAL SPECIALISTS

Provides the EOC staff with subject matter information related to area of expertise; reviews available damage and situation reports and identifies subject-specific issues or problems that may need to be addressed; provide written report of findings and any recommendations; and provide input to the EOC Action Plan as indicated.

4.3 Logistics Section

This Section, managed by a Logistics Section Chief, provides services and supplies, including personnel, volunteers, equipment, facilities and materials, communications and information systems, transportation, shelter, and meals for emergency response and mutual aid personnel in support of emergency response and recovery.

The Logistics Section includes the following Units, each of which is managed by a Unit Leader:

4.3.1 LOGISTICS SECTION CHIEF

The Logistics Section Chief is responsible for directing and managing the activities of the Logistics Section; activating appropriate Section Units to address the logistical support needs of the emergency responders and City departments.

4.3.2 PERSONNEL UNIT

Receives and processes requests for non-operations personnel and maintains status boards and logs; identifies potential sources for available non-operations personnel and registers all as Disaster Service Workers, as necessary; advises Volunteer Unit of specific personnel needs; classifies available personnel by skills, physical fitness or other appropriate characteristics; orients, trains, assigns and briefs personnel as necessary; and maintain status boards and logs to support documentation for disaster assistance applications, if warranted.

4.3.3 TRANSPORTATION UNIT

Coordinates with the Operations Section to identify central transportation pick-up points; identifies and allocates transportation resources to move personnel, the injured, potable water, essential supplies and equipment; acquires additional vehicles to support emergency transportation needs as indicated; establishes and implements a mechanism for tracking and maintaining status of transport vehicles; and maintains documentation, including agreements and invoices for potential disaster assistance applications.

4.3.4 PURCHASING & SUPPLY UNIT

Coordinates the procurement and allocation of essential supplies; negotiates contracts with suppliers, restaurants, rental agencies, and other sources; and coordinates the provision of food, fuel, and utility needs as required to support emergency operations.

4.3.5 FACILITIES UNIT

Ensures the rapid inspection and restoration of facilities critical to emergency operations and continuity of essential City operations; provides emergency backup power for the EOC and other emergency facilities; identifies alternate facilities for emergency operations and to conduct essential City services, such as Disaster Recovery Centers, Local Assistance Centers, Staging Areas, etc.; coordinates food, water, sleeping and sanitation facilities for emergency response and mutual aid personnel, as necessary.

4.3.6 INFORMATION TECHNOLOGY SERVICES (ITS) & COMMUNICATIONS UNIT

Assists with set-up of EOC; coordinates procurement and allocation of communications equipment, including cellular telephones, computers and radios,

to support emergency operations; and troubleshoots EOC computer, information systems and communications equipment as necessary.

4.3.7 CARE & SHELTER UNIT

Coordinates the procurement and allocation of resources to establish and maintain mass care shelters and feeding and registration and inquiry, in conjunction with the America Red Cross (ARC); locates and allocates emergency and temporary housing; and activates crisis counseling for the displaced with ARC and Public Mental health, when indicated.

4.3.8 ANIMAL CARE UNIT

Coordinates and implements the California Animal Response in Emergency System (CARES) and/or Foreign Animal Disease (FAD) Response plans, when necessary; provides or arranges for shelter of companion and large animals; coordinates mitigation measures and provides technical assistance regarding rescue and/or disposal of impacted livestock, crops, feedstock, and infected/contaminated appliances; and in conjunction with Public and Environmental Health, manages the application of rodent and other vector controls to protect public health and the environment.

4.3.9 VOLUNTEER UNIT

Activates and assigns pre-registered City volunteers, as necessary; establishes a Volunteer Coordination Center, if indicated; and recruits, registers as Disaster Service Workers, orients, assigns and tracks emergent volunteers, as directed by the Personnel Unit.

4.4 Finance/Administration Section

The Finance/Administration Section, managed by a Finance Section Chief, implements emergency finance and accounting procedures to support cost recovery, and maintains, to the greatest possible extent, the systems necessary to continue the City's essential finance-related services, including payroll, payments and revenue collection.

The Finance Section includes the following Units, each of which is managed by a Unit Leader:

4.4.1 FINANCE/ADMINISTRATION SECTION CHIEF

The Finance/Administration Section Chief is responsible for directing and managing the activities of the Finance/Administration Section; ensuring implementation of emergency finance procedures; and compiling and documenting all emergency-related documentation for insurance and disaster assistance claims.

4.4.2 COST & TIME UNIT

Advises all EOC and City staff to implement emergency timekeeping procedure to capture and document emergency response-related labor costs; ensures that daily personnel time records for volunteers and contract and mutual aid personnel are prepared consistent with the emergency procedure; and compiles and summarizes

daily cost estimates for damages, expenses and extraordinary labor associated with the emergency response.

4.4.3 COMPENSATION & CLAIMS UNIT

Manages investigation and compensation of any emergency-related physical injury and property damage claims involving the City; records and maintains documents related to injuries and illnesses required by local agencies and state worker's compensation programs; issues checks upon settlement of claims; and compiles and documents all emergency-related documentation for insurance and disaster assistance claims.

5.0 CONCEPT OF OPERATIONS

To respond to disasters effectively, each person assigned an emergency management position has specific duties to complete before, during and after a disaster. These tasks are outlined in Part 1 - Basic Plan. More detailed information about each EOC function is contained in the function-specific annexes to this Emergency Operations Plan (EOP).

5.1 Preparedness

Preparedness actions allow City EOC staff to prepare for disaster operations, become familiar with the contents of this EOP and annex, develop and update procedures, resource lists, and other supporting information, and participate in training, drills and exercises. The preparedness duties assigned to all personnel in the Management Section include:

- Participate in regular meetings of the EOC staff to maintain familiarity with roles and responsibilities of the assigned EOC function, and to discuss emergency management issues.
- Review this EOP, emergency procedures, and the materials contained in the assigned annex. Consolidate any recommended revisions and updates to this and other assigned annexes, and submit changes to the City's Emergency Services Director.
- Develop any additional information needed to perform the assigned function and incorporate in the assigned annex.
- Review the Emergency Services Chapter of the Municipal Code to identify any revisions needed.
- Participate in exercises and post exercise critiques scheduled by the County Office of Emergency Services (OES) staff.

5.2 Initial Response

Specific activities to be performed by the Management Section functions are listed in the attached checklists. The EOC Director is responsible for ensuring that all Management Section staff:

- Report to the EOC when indicated or directed and obtain a briefing from the EOC Director.

- Initiate and maintain a function log and appropriate status displays.
- Implement activities outlined in the assigned Emergency Action Checklist.
- Make internal and external notifications as indicated.
- Prepare and disseminate public notifications and emergency instructions, if necessary.

5.3 Extended Operations

- Coordinate activities with Management Section staff and with other EOC Sections' staff, as indicated.
- As needed, consult with the EOC Director regarding any unresolved conflicts.
- Participate in regular Section briefings and provide input to the EOC Action Plan.
- Track and document all activities and major decisions for disaster claims and assistance applications.
- Evaluate EOC needs, including policy issues.
- Establish response and restoration priorities and strategies.
- Coordinate response with local cities, special districts, Kings County and with state and federal agencies, as indicated.
- Ensure the safety of emergency responders is considered when developing the EOC Action Plan.
- Provide situation report to be submitted to the Kings County/OA EOC.

5.4 Post Emergency

- Close out function log and submit to Planning Section Documentation Unit to be filed in the permanent incident record.
- Identify locations for a Local Assistance Center (LAC) and Disaster Assistance Center (DAC), if indicated, and advise the Public Information Officer (PIO).
- Identify the resources required by the LAC and DAC and designate City staff to arrange for the necessary resources and support LAC and/or DAC operations, as necessary.
- Determine when the EOC can be deactivated and advise the City Manager.
- In conjunction with the Legal Advisor, advise the City Council when the Local Emergency proclamation can be terminated.
- Ensure internal and external deactivation notifications are made.
- Conduct a debriefing and critique with all EOC staff.

- Provide input to the After Action Report and Corrective Action Plan.
- Implement any assigned corrective actions.

6.0 COORDINATION AMONG EMO LEVELS/ORGANIZATIONS

The Standardized Emergency Management System (SEMS) on the state level and the National Incident Management System (NIMS) on the national level, both based on the nationally-recognized and –utilized Incident Command System (ICS), provide a standard emergency response system and organization that enhances the ability of all levels of government to work together in a coordinated manner. In California, NIMS elements have been incorporated into SEMS, and Government Code (CGC) § 8607 requires all local public agencies (cities, special districts and counties) to use SEMS at the scene of multi-agency emergencies, in Department Operations Centers (DOCs) and in the EOC.

In a major emergency, the City EOC serves as the central point for coordination and communication among all local response levels, including other cities', involved special districts' and school districts' EOCs, City Department Operations Centers (DOCs), the Kings County/OA EOC, and through the County/OA EOC, with state and federal agencies. At each response level, the same five major ICS management functions are employed to facilitate interagency communication and coordination - Command in the field and Management in the DOC and EOC, Operations, Planning/Intelligence, Logistics, and Finance/Administration.

6.1 City and Special District Level

All other local cities, special districts and school districts may contact the City EOC for information and/or to request assistance. The City EOC Liaison serves as the initial point of contact for these and other external agencies. The Liaison refers requests for mutual aid to the appropriate discipline (e.g., law, fire, etc.).

Cities and Special Districts are asked to submit RIMS Major Incident Reports and Situation Reports to the County/OA EOC on an agreed upon schedule. In some cases, these reports will be submitted via RIMS to the County/OA EOC Planning/Intelligence Section; in other cases, verbal or facsimile reports will be submitted by the City or District EOC Director or Liaison to the County/OA EOC Director or Liaison.

6.2 Field Response Level

6.2.1 INCIDENT COMMAND

At the field level, the various response disciplines and agencies coordinate their response efforts as part of an integrated Incident Command System (ICS) organization. The Incident Commander (IC) reports status to and requests resources from the City EOC Operations Section directly, or through a Dispatch Center or a DOC, which is organized around the same five SEMS management functions as the EOC.

6.2.2 AREA COMMAND

An Area Command may be established between multiple Incident Command

Posts (ICPs) and the County/OA EOC. The Area Commander reports to and requests assistance from the EOC Operations Section Chief on behalf of each ICP.

For incidents in which both the County and a city or special district have primary responsibility for some aspect of the response, a Unified Area Command would be established to oversee incidents in general proximity to each other. The Unified Area Commander coordinates with the County/OA EOC Operations Section Chief.

6.3 Department Operations Center Level

The activities of most, if not all, City field response units is overseen and coordinated by discipline-specific Department Operations Centers (DOCs). The DOCs support their field units and coordinate and communicate with the City EOC via their respective representatives (e.g., Branch Coordinators) in the EOC Operations Section.

6.4 Operational Area Level

In accordance with Kings County Code, Chapter 6, Kings County and its political subdivisions (cities and special districts) become an Operational Area (OA) for emergency response purposes during multi-agency disaster events. The Kings County/OA EOC coordinates emergency operations and manages resources throughout the county, and serves as a communication and coordination link between all public agencies in the county and the State Regional EOC (REOC). In accordance with state and local EOPs, the County/OA EOC, on behalf of all cities, special districts, and the County, submits regular situation reports and requests for support and resources not available within the county to the Inland REOC.

6.5 Regional Level

The City of Avenal and Kings County is within the State Office of Emergency Services (OES) Inland Administrative Region and Mutual Aid Region V. During incidents in which a Local Emergency or State of Emergency has been proclaimed in Kings County, the Inland Region activates an REOC to coordinate response by regional mutual aid resources. The County/OA EOC submits status and situation reports to the REOC and Operational Area Mutual Aid Coordinators request regional mutual aid from Regional Mutual Aid Coordinators or the REOC.

6.6 State and Federal Levels

Under certain conditions, such as major floods, earthquakes, oil spills, aircraft accidents, etc., state and/or federal agencies may deploy field response units to incidents in Kings County. At the field level, state and federal units may be found in any ICS section, branch or unit, or as part of a Unified Command (UC) structure. Reporting and coordination with the City and County/OA EOC follows the usual Field Level response. (It should be noted that military assets remain under the direction and control of the military at all times.)

Depending upon the nature and scope of the incident, the level of Emergency/Disaster proclaimed, and the need for multi-agency coordination, State OES and/or the Federal Emergency Management Agency (FEMA) may assign representatives to report to the

City or County/OA EOC to provide a direct coordination and communication link. These representatives will be assigned Agency Representatives and will report to the Liaison Officer function in the EOC Management Section.

6.7 Private and Voluntary Agencies

Private contractors and firms support specific government operations on a daily basis. During disasters, their support is often essential to an effective emergency response.

Voluntary agencies play an important role in responding to disasters of all types and levels. The agency most involved with emergency response in the City and Kings County is the American Red Cross (ARC). The ARC responds on a countywide basis and has a representative assigned to the Kings County/OA EOC to provide direct communications and coordination. The ARC supports the Care & Shelter Unit in the County/OA Logistics Section.

Other community-based organizations (CBOs) may provide assistance as requested by the Volunteer Coordinator in the Logistics Section.

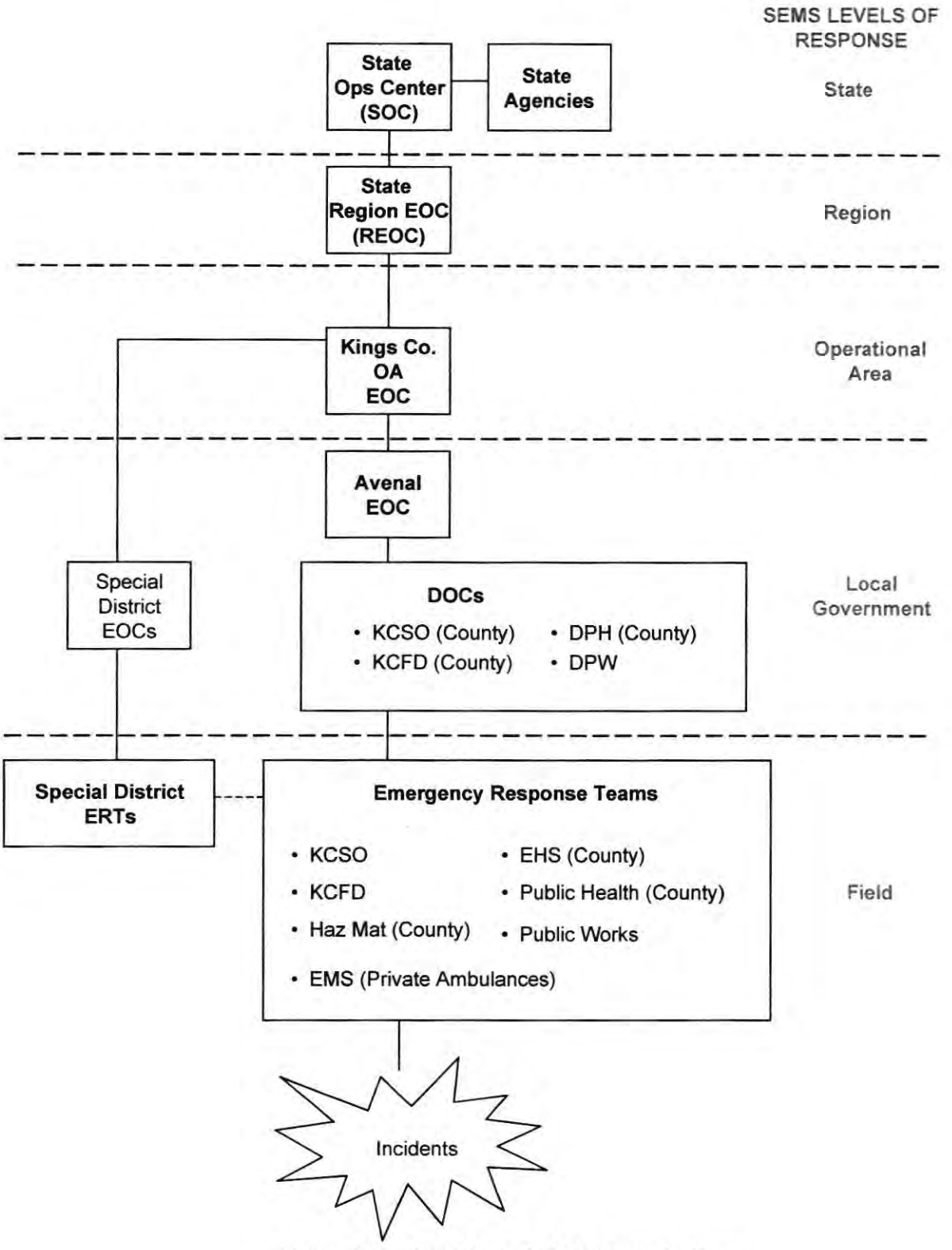


Figure A-2 City of Avenal SEMS Organization

7.0 POLICIES AND PROCEDURES

In addition to the EOC management-related procedures outlined in Part 3 – EOC Procedures Manual, the following policies and procedures will be implemented, as the situation dictates.

- The Director of Emergency Services, with assistance from DPW and the Information Technology Systems (ITS) & Communications function, will set up the EOC in accordance with the procedure contained in Part 3 – EOC Procedures Manual.

- The designated successors to the EOC emergency functions have all the power and authority of the function. Upon return of the assigned primary or the next higher position on the successor's list, or a special appointment by the City Council, the function shall be relinquished.

- Field operations will be organized and conducted using the Incident Command System (ICS).

- City emergency management operations shall be organized and conducted consistent with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

- When the Operational Area level of the Kings County EMO is activated, the County EOC Director will function as the Operational Area Manager and will have overall responsibility for coordinating the emergency operations of all local jurisdictions, including cities, special districts, and the county.

- City-wide emergency response priorities will be established by the City EOC Director, according to the following:

    - Actions required to protect life safety (e.g., evacuation, medical care, shelter, etc.) will receive the highest priority for available resources.

    - Temporary restoration of facilities essential for health, safety and welfare, whether publicly or privately owned, will receive second priority for available resources (e.g., water, sanitation, power, transportation routes).

    - Addressing rehabilitation needs for temporary housing, food stamps, employment, etc., will receive third priority for available resources.

- All on-duty employees are expected to remain on duty until properly relieved. Off-duty personnel are expected to report to work consistent with this plan and department assignments.

- Employees with pre-established emergency assignments will report to a pre-designated reporting location for the assigned shift. Those without emergency assignments will report to the usual work location for the next normally scheduled shift. If unable to reach the assigned location, employees will report to the closest local jurisdiction and attempt to contact the work supervisor to report status.

- Depending on the scope of the emergency and its impact on City operations, all EOC staff may be placed on 12-hour work shifts. Normal work shifts may resume when conditions warrant.

- Operations Section Law Enforcement and Fire, Rescue & HazMat personnel will make manpower and mutual aid requests directly to their respective County/Operational Area Mutual Aid Coordinators. The Logistics Section Personnel Unit will request non-operations mutual aid personnel.

- When the Kings County EMO Operational Area response level is activated, all requests for assistance by cities and special districts will be submitted to the County/OA EOC. Requests for operations personnel and/or equipment will be forwarded to the appropriate OA Mutual Aid Coordinator. If assistance from outside the County is required, the request will be forwarded by the County/OA EOC to the Regional Mutual Aid Coordinator or the REOC, as indicated.

ATTACHMENT A-1

EMERGENCY PROCLAMATION CHECKLIST

Notes on Emergency Proclamations

- **Local Emergency Proclamations are necessary for requesting assistance from other jurisdictions (local, state, and federal), and applying for state and federal disaster assistance.**
- **Can by proclaimed by:**
  - **Governing body (GC § 8630).**
  - **Director of Emergency Services (GC § 8630 provides for local ordinance to designate other individuals).**
- **Can include:**
  - **Request for Gubernatorial Proclamation.**
  - **Request for Presidential Declaration.**
  - **Designation of Local Agent (for state and federal disaster reimbursements).**
- **Provides the jurisdiction:**
  - **Additional powers and authorities as detailed by local ordinance (GC § 8634).**
  - **The ability to render mutual aid to other political subdivisions (GC § 8631).**
  - **Extends liability coverage (GC § 8655, 8656, 8657, 8658, 8659, 8660).**
  - **Initiation to receive state (GC § 8685.4) and federal disaster assistance (PL 93-288, §§ 401 & 501).**
  - **The ability to receive mutual aid approved by the Governor from other jurisdictions at no cost (GC § 8633).**

1. _____ What was the initiating event or combination of events?

   _____ What is the primary event (i.e. wildland fire, earthquake)?

   _____ What are the secondary problems (hazmat, fire, collapsed buildings)?

   _____ Use the Situation Summary form in the Resource Information Management System (RIMS) to record the extent of damage and transmit to the County/OA EOC.

2. _____ Determine the resources necessary to mitigate all problems:

   _____ Are local resources capable of handling problem?

   _____ What problems require County assistance?

   _____ What problems require state or federal assistance?

3. _____ Proclaim existence of Local Emergency:

   _____ Request Governor to Proclaim a State of Local Emergency if:

_____ Emergency response problems or repair of local government damage is beyond the capabilities of local government and/or specific state resources are needed (i.e. National Guard).

_____ State assistance under the Natural Disaster Assistance Act is required.

_____ Request Governor to request a Presidential Declaration of Emergency if:

_____ Emergency response problems require specific federal resources (i.e. FEMA Urban Search And Rescue Task Forces) or the repair of damage to public and private properties is beyond the capabilities of local government.

_____ Federal assistance under the Stafford Act is required.

Notes on Local Emergency Proclamations in Incorporated Cities

- **According to California Attorney General Opinion No. 79-710:**
  - **"Cities within a county are bound by county rules and regulations adopted by the county pursuant to section 8634 of the Government Code during a county proclaimed local emergency when the local emergency includes both incorporated and unincorporated territory of the county even if they do not independently declare the existence of a local emergency."**
  - **"When the county declares a local emergency based upon conditions which include both incorporated and unincorporated territory of the county, it is not necessary for the cities to declare the existence of a local emergency independently."**
- **It is recommended that all incorporated cities and special districts proclaim a local emergency:**
  - **It allows them to adopt rules and regulations as long as they do not conflict with county rules and regulations.**
  - **It is required for applying for state and federal disaster assistance.**
  - **Politically, it sends a strong signal to constituencies that everything is being done that can be done.**

4. _____ Attempt to quantify damages (required by state for Gubernatorial Proclamation and Governor's Request for Presidential Declaration):

_____ Damage to private dwellings and businesses.

_____ Local government damage (estimated costs, if available):

_____ Debris clearance issues.

_____ Emergency protective measures.

_____ Road systems.

_____ Water control facilities.

_____ Buildings and equipment.

_____ Public utility systems.

_____ Other damage or costs (not listed above).

_____ Record damage assessment information on the RIMS form entitled: "Initial Damage Assessment".

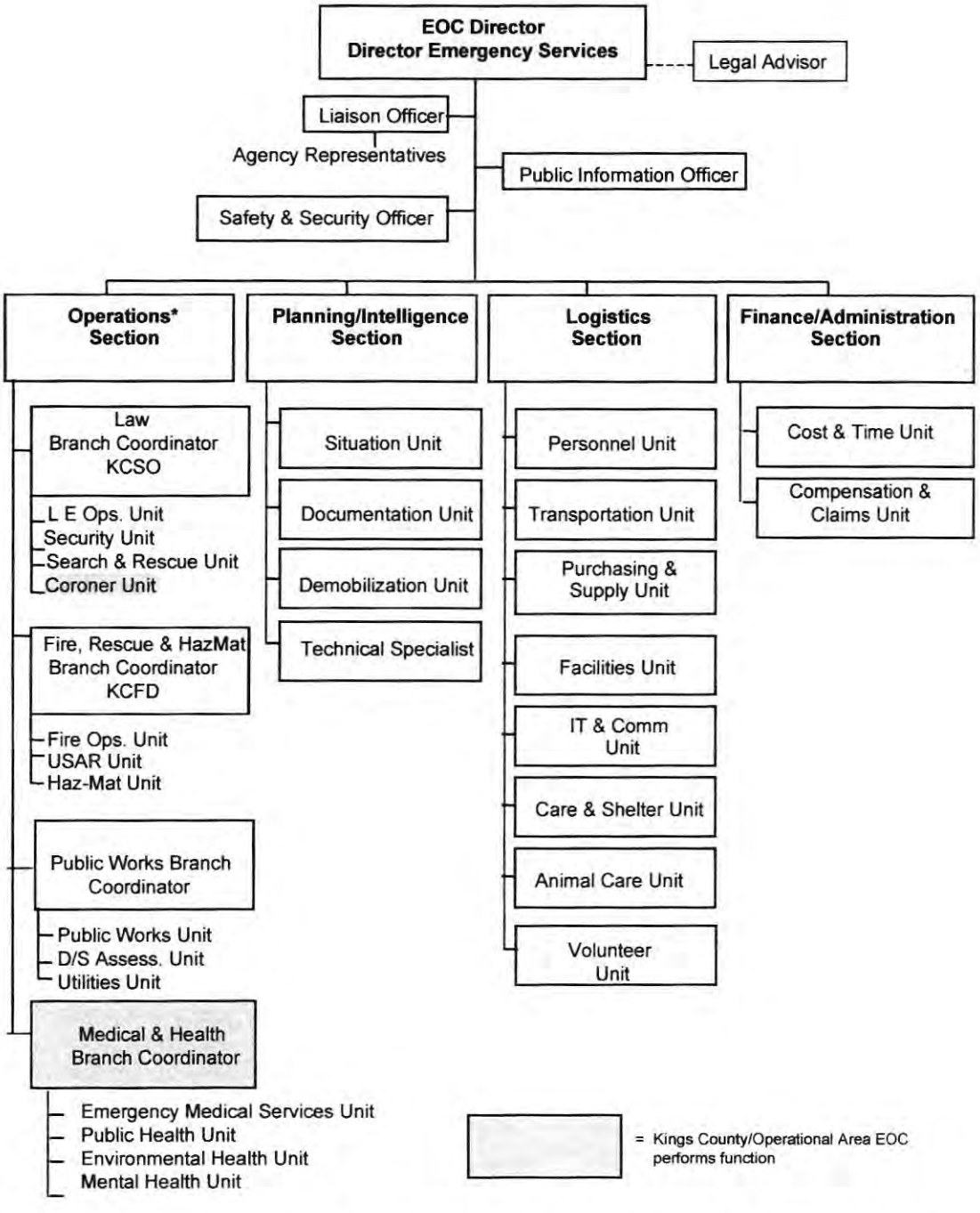
5. Prepare an Applicant's Agent Resolution if a federal declaration is requested or authorized (see OES Form 130 or the sample format included in this plan. The Director of Emergency Services, City Manager, and Assistant City Manager, are individuals that could be designated along with the Assistant Director Emergency Services, who will be responsible for coordinating the recovery effort.

6. Prepare proper resolution for the City Council to terminate local Emergency Proclamation as soon as possible.

Local emergency proclamations should be terminated as soon as the emergency conditions prompting the proclamation have ceased, such as the immediate threats posed to public health and safety (GC § 8630).

ATTACHMENT A-2

EOC ORGANIZATION CHART



* The Operations Section Chief position will be staffed by Fire or Law Enforcement staff, depending on the nature of the event.

ATTACHMENT A-3

EMERGENCY PUBLIC INFORMATION (EPI) GUIDELINES

1.0 EMERGENCY PUBLIC INFORMATION (EPI) ORGANIZATION

At full activation, the City's Emergency Public Information (EPI) organization is comprised of the Public Information Officer and assigned support staff. The Public Information Officer (PIO) will activate EPI activities to the extent he deems necessary and will determine the minimum support required for all three shifts. Assigned PIOs from the Police, Fire and other City departments may be utilized to staff the EPI activities, if necessary. The City PIO will coordinate all activities with the Kings County/OA PIO.

1.1 PIO Responsibilities

1.1.1 RUMOR CONTROL

- Rapidly release emergency instructions and information to the public through all available means.
- Receive all calls coming into the Emergency Operations Center (EOC) over the public access lines, responding to those from the public and the media and relaying calls to other EOC staff as appropriate.
- Obtain periodic situation updates from EOC staff members and maintain section status boards and maps. Make situation reports and provide hard copy of news releases to the County OES PIO.
- Prepare news releases as requested by the EOC Director.

1.1.2 NON-EMERGENCY INFORMATION/VISITOR CONTROL

- Receive and handle non-emergency calls.
- Greet and badge all visitors to the EOC.
- Conduct situation briefings for visitors, VIPs and media
- Arrange for official spokesperson(s) and media tours of the EOC (one crew at a time).
- Activate and staff a Media Information Center, if indicated.
- Maintain situation boards and maps in the Media Information Center.
- Provide escorts to accompany visitors into disaster areas.
- Arrange accommodations and transportation for official visitors.

1.1.3 ON-SCENE PUBLIC INFORMATION TEAM

The team should be composed of persons from those departments/agencies most familiar with the activities underway at the scene. The Team Chief shall be designated by the City PIO. Alternates should be assigned for coverage of all shifts.

- Establish a Media Control Point in the vicinity of but physically separated from the incident site or Command Post.
- Request media cooperation with "ground rules" established by the Incident Commander (IC).
- Brief the media on the incident and on response actions underway. Names or other identification of casualties will not be released.
- Maintain liaison with the IC to obtain latest information and remain current on the situation.
- Arrange interviews and live camera shots with key personnel when requested by the media and when such requests can be accommodated without interfering with response operations.
- Keep other EOC staff apprized of the status of the emergency situation.

1.1.4 ADMINISTRATIVE SUPPORT

- Provide administrative support (telephones, desks, computers, typewriters, office supplies, copying and fax machines, clerical support) to all elements of the City PIO activities.
- Provide foreign language translators and broadcasters as necessary.
- Ensure that the Media Information Center (MIC) is operational and maintained.
- Arrange details of and equipment for press conferences and media briefings.
- Assist the media in securing accommodations and transportation, if determined necessary by the City PIO.

2.0 MEDIA ACCESS CONTROL

2.1 Accreditation And Visitor Control

Upon activation of the EOC the building shall be secured and entry controlled by the KCSO. An updated list of authorized personnel will be maintained at the EOC complex. As staff members arrive, they are allowed entry through the security check point. Visitors are not allowed into the EOC unless escorted by a City EOC or PIO staff member.

The media will be allowed access to the Media Information Center area once an EOC. Media Pass has been issued to the individual.

2.2 Media Access Privileges

2.2.1 GROUND ACCESS

California Penal Code Section 409.5D permits access by accredited reporters to areas which are closed to the public during disasters. The California Peace Officers' Association suggests that "In general, authorized members of the news media are to be permitted free movement in the area as long as they do not hamper, deter, or interfere with the law enforcement or public safety functions."

If access restrictions for the media are unavoidable in the opinion of the authority in charge of the incident/disaster, a "pool" system may be established. Reporters on-scene should be permitted to select one representative from each medium (radio, television, newspaper, wire service) and from each level of coverage (local, regional, national, international) to be escorted into the area. Reporters will then share information, photographs and video/audio tape with other accredited reporters. If access by the media must be denied or restricted for any reason, a complete explanation must be given.

2.2.2 AIR ACCESS

Federal Aviation Administration Regulation 91.137 covers temporary flight restrictions during incidents/disasters and sets forth procedures which pilots of media and other aircraft must follow. Permission to fly over incident sites may be denied if such flights will pose a significant safety hazard to the general public.

3.0 BASIC ANNOUNCEMENT FORMAT

Releases should contain as much of the following information as is known:

- ❑ Critical Information
  - o What has happened?
  - o When and where did it happen?
  - o What were injuries or damages?
  - o What are the cities and the county doing about it?
- ❑ Advisory (What public should or should not do):
  - o Life/safety actions
  - o Personal and family protection measures
  - o Shelter-in-place instructions
  - o Evacuation routes
  - o Areas to be avoided
  - o Where to go for help
  - o Where to call for additional information

4.0 EPI PRIORITIES

4.1 Priority #1 – Life Safety

- ❑ Lifesaving/health preservation instructions:
  - o First aid information
  - o Firefighting instructions
  - o Evacuation Issues:
    - – Routes
    - – Instructions (including what to do if vehicle breaks down)
    - – Arrangements for persons without transportation
  - o Areas to avoid:
    - – Hazardous
    - – Contaminated
    - – Congested
  - o Information (for parents) on status and actions of schools (if in session).
  - o Instructions/precautions about utility use, sanitation, how to turn off utilities.
  - o **Emergency** telephone number (otherwise advise people **not** to use telephone):
    - – **Stress to out-of-area media that people should NOT telephone into the area. Lines must be kept open for emergency calls.**
  - o Locations of:
    - – Mass care facilities
    - – Medical facilities
    - – Food and safe water
  - o Essential services available, including:
    - – Hospitals
    - – Grocery stores
    - – Banks
    - – Pharmacies
  - o Road, bridge, freeway overpass, and dam conditions, and alternate routes to take.

4.2 Priority #2 – Current Status

- ❑ Emergency Status Information:
  - o Media hotline number
  - o Public hotline number
- ❑ Description of the emergency situation, including:
  - o Number of deaths and injuries
  - o Property damage
  - o Persons displaced
- ❑ Description of government and private response efforts, including:
  - o Mass care
  - o Search and rescue

- Emergency repair
- Debris clearance
- Fire/flood fighting
- Curfews:
  - Times
  - Areas affected

❑ Status of Local Emergency Declaration and Governor's Proclamation, and Presidential Declaration:

- Where people should report/call to volunteer
- How people in other areas can obtain information about relatives/friends in the disaster area.
- Coordinate with the American Red Cross, on release of this information.
- How disaster victims can locate family members.

4.3 Priority #3 – Other Information

❑ Useful Information (usually this type of information will be released after the Emergency Phase because of other priorities):

- State/Federal assistance available
- Local Assistance Center opening dates/times/location(s)
- Historical events of this nature
- Charts/photographs/statistics from past events
- Human interest stories
- Acts of heroism
- Historical value of property damaged/destroyed
- Prominence of those killed/injured

4.4 Priority #4 – Media Information

❑ General Guidelines For Dealing With The Media:

- Do not release unconfirmed information or speculate on the extent of the emergency, despite repeated urging by reporters to do so.
- Never hesitate to say, "I don't know, but I'll find out."
- Monitor published and broadcast EPI for accuracy and correct misinformation, if necessary.
- **Provide sufficient staffing and telephones to efficiently handle incoming media and public calls and to gather status information.**
- Ensure that official spokespersons are thoroughly briefed on all aspects of the emergency situation.
- EOC Director informed of all actions taken or planned, and obtain clearance prior to public release.
- Keep PIOs in other jurisdictions and at other government levels apprised of information released.
- Maintain an EPI release log and an activity log of all information, instructions, and advice released to the public.

5.0 EMERGENCY ALERT SYSTEM (EAS) GUIDELINES

- ❑ Never dictate message to radio station personnel. You are the announcer -- the radio station will record your message for immediate broadcast.
- ❑ Write the **WARNING** message to be broadcast by all AM, FM, and TV stations in the affected FCC Operational Area via the Emergency Alert System.
- ❑ Identify yourself:
  - o Name
  - o Title
- ❑ State the Purpose for your call.
  - o You want to activate the Emergency Alert System
  - o The nature of the emergency
- ❑ Authenticate (consult current Authenticator List provided by OES).
- ❑ Prepare to transmit message:
  - o Speak clearly and distinctly.
  - o Count-down "3 - 2 - 1 . . . " and read your prepared message.
- ❑ Upon completion of message:
  - o Remain quiet at the end until station personnel speak to you.
  - o Verify with the station that the recording has been made.
  - o Leave call back number for station personnel for additional information.

The radio station will rebroadcast message as soon as possible.

6.0 PIO STATUS LOG

The PIO may prepare a PIO Status Log to assist in collecting and disseminating information to the media. When completed for each operational period, a copy of the log may be submitted to the Planning Section Documentation Unit to be filed with other incident documentation.

PIO STATUS LOG

T - Taped or live broadcast **P - Phone report** **O - Office visit**
F - Field contact **N - News release (indicate no.)**

Following are sample status logs to assist PIO in collecting and releasing information to the news media. Maps of the disaster area should also be on hand.

PIO STATUS LOG

Date and Time of Last Update:		
Time and Magnitude of Disaster:		
# Fatalities	# Injuries	# Displaced
# Buildings/Homes Damaged	# Buildings/Homes Destroyed	
Location of Open Shelters:		
Location of Open Gas Stations:		
General Information:		
Weather Forecast:		
Local Emergency Proclaimed: ☐Yes ☐No Date _____ Time _____		
Request for Gubernatorial Proclamation: ☐Yes ☐No Date _____		
Gubernatorial Emergency Proclaimed: ☐Yes ☐No Date _____		
Presidential Declared: ☐Yes ☐No Type: Major Disaster/Emergency Date _____		

TRANSPORTATION

Type	Closed	Restricted	Open
Roads			
Bridges/Overpasses			
Airports			
Rail			
Other			

UTILITIES

Type	Disrupted?	# of Disruptions or Breaks	Area	Precautions
Gas				
Electricity				
Water				
Telephone				
Other				

VOLUNTEER SERVICES

Organization	Where to Call

SCHOOLS

Schools	Status	Comments

MEDICAL/HEALTH/MASS CARE STATUS

	Number	Hospitalized	Number Treated and Released
Injuries			
Fatalities			

Hospitals	Open	Closed	Type of Damage/Limitations	Transferring Patients To

	Number	Locations	No. Persons Cared For
Casualty Collection Points			
Mass Care Shelters			

ATTACHMENT A-4

EMERGENCY OPERATION CENTER DIRECTOR

EMERGENCY ACTION CHECKLIST

Upon Receipt of Warning

- ❑ Confer with Emergency Services Director on the appropriate actions to be taken.
- ❑ Notify City Manager and key EOC management staff of situation.
- ❑ Assess situation:
  - o Analyze available information and data to determine potential scope of event.
  - o Determine threat to:
    - Residential areas
    - Special populations:
      - Hospitals (Acute and Convalescent Care Facilities)
      - Custody facilities
    - Businesses
    - Schools
    - Environment
  - o Determine evacuee reception and care requirements, if indicated.
- ❑ Consider activation of the EOC or placing EOC staff on standby.
- ❑ Assess the availability and condition of resources:
  - o Determine logistics needs:
    - Feeding and lodging requirements for EOC staff and emergency responders
    - Determine potential supply needs
  - o Review emergency procedures and checklist.
- ❑ Notify the following of the situation as deemed appropriate:
  - o Other local cities
  - o Special Districts
  - o Utilities
  - o Key Voluntary Agency Partners
- ❑ Continue to monitor the situation.

Initial Response (To Most Emergencies)

- ❑ Obtain a briefing from Incident Commander (or other staff directing the event), including:
  - Location, magnitude and scope of the event
  - Areas of the City involved
  - Actions taken
  - EOCs activated
  - Support needed for field units
  - Support needed for local population
- ❑ Activate the EOC:
  - Determine if EOC to be partially or fully activated and advise the EOC Liaison of the notifications to be made.
  - Advise the City Manager of EOC activation.
  - Establish and maintain contact with other involved jurisdictional chief executives and elected officials as appropriate.
  - Advise the Kings County/OA EOC of situation and EOC activation.
- ❑ Initiate and maintain a function log. Record the following:
  - By date and time, note arrival time, decisions made, positions activated, personnel assigned to report to the EOC Director position, directions given, and actions taken.
  - Information to be shared with other EOC functions during the next briefing.
  - Issues that require follow-up.
  - Information that will be needed during recovery operations or for the After Action Report.
  - Issues involving potential liability.
- ❑ Confer with the Liaison on additional notifications to be made.
- ❑ Assign available staff to essential emergency functions.
- ❑ Establish schedule for regular EOC briefings.
- ❑ Oversee all aspects of the response and ensure emergency needs are being addressed:
  - Ensure the City Manager is informed as to the status of the emergency.
  - Consider the need to proclaim a Local Emergency.
  - With the Legal Advisor, review Emergency Proclamation Procedure, and request that Legal Advisor prepare the appropriate proclamation form.
  - Consider the need to enact emergency ordinances and/or to implement alternate work schedules.
  - Approve appropriate emergency expenditures.
- ❑ Consult with PIO on any public notifications required. Consider conducting news conference, if indicated.
- ❑ Confer with Operations and Planning/Intelligence Section Chiefs on emergency response strategy and development of an EOC Action Plan.
- ❑ Establish response and restoration priorities.

- ❑ Identify any potential problems. Direct Liaison to contact the involved response agencies, as indicated.
- ❑ Provide regular Situation Reports to the Kings County/OA EOC.

Extended Operations

- ❑ Establish operational periods for EOC staff and work shifts for field staff.
- ❑ Obtain regular updated status reports from Operations Section Chief.
- ❑ Respond to requests from EOC staff for inter-organizational contacts.
- ❑ Monitor emergency operations to identify current or potential inter-agency problems.
- ❑ Provide City Manager and City Council with periodic briefings.
- ❑ Conduct regular EOC briefings with Management Section members and Section Chiefs.
- ❑ Review and approve EOC Action Plan for distribution by Planning/Intelligence Section.
- ❑ Determine information needs and inform Management Section staff and Section Chiefs of needs.
- ❑ Activate Finance/Administration, if necessary and request activation of procedures for emergency procurements and contracting, as indicated.
- ❑ Establish priorities for restoration of county services, if necessary.
- ❑ Authorize release of information to news media and approve Emergency Public Information Plan.

Post Emergency

- ❑ Determine when EOC can be deactivated and implement Deactivation Procedure when indicated.
- ❑ When deemed appropriate, advise the City Manager when the Emergency Declaration may be terminated and request Legal Advisor to prepare the appropriate resolution.
- ❑ Direct all departments to initiate detailed cost estimates of damages, personnel-related emergency response costs, and emergency-related expenditures.
- ❑ Conduct post-emergency debriefing and critique sessions for all EOC staff.
- ❑ Submit log and other emergency-related documentation to Documentation Unit of Planning/Intelligence Section.
- ❑ Submit Expenditure Tracking and Timekeeping forms to Finance/Administration.
- ❑ Conduct After Action Report meeting and direct Emergency Services Director to prepare After Action Report (AAR) and Corrective Action Plan (CAP).

- ❑ Distribute AAR and CAP to Kings County and State OES all City EOC staff, City Department Managers, and involved local cities and special districts.
- ❑ Ensure emergency plans and procedures are revised to reflect lessons learned from the emergency.
- ❑ Assist Finance personnel in determining what action needs to be taken to complete FEMA documents.

ATTACHMENT A-5

EMERGENCY ACTION CHECKLIST

LEGAL ADVISOR

Initial Response (To Most Emergencies)

- ❑ Report to EOC (or other designated reporting location) and obtain briefing from EOC Director:
  - o Magnitude and scope of event
  - o Areas of city impacted
  - o Actions taken
  - o Existing or anticipated problems/issues
- ❑ Initiate and maintain an activity log. Record the following:
  - o Information to be shared with other EOC functions
  - o Items that require follow-up
  - o Information/data needed for recovery operations
  - o Issues that involve potential liability
- ❑ Identify available internal and external communications capabilities.
- ❑ Advise EOC Director of proclamations to be adopted and/or resolutions to be submitted to the City Council.
- ❑ Prepare Emergency Proclamation for signature, if indicated.
- ❑ Monitor response status and advise EOC Director of legal considerations.
- ❑ Identify areas of legal responsibility and/or potential liability and advise EOC Director, as appropriate.
- ❑ Attend EOC briefings as required.
- ❑ Consult and collaborate with Section Chiefs as indicated.

Post-Emergency

- ❑ Advise EOC Director of resolution required to terminate the Local Emergency proclamation.
- ❑ Prepare required proclamations/resolutions.
- ❑ Review claims and advise the EOC Director and/or City Council of actions to be taken, if recommended processes are different from the normal.
- ❑ Participate in post-emergency debriefing and critique sessions.

- ❑ Submit log and other emergency-related documentation to Planning/Intelligence Section Documentation Staff.
- ❑ Submit Expenditure Tracking and Timekeeping forms to the Finance/Administration Section.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- ❑ Advise City Council and City Manager on reconstruction policies.

ATTACHMENT A-6

LIAISON OFFICER

EMERGENCY ACTION CHECKLIST

Initial Response (To Most Emergencies)

- ❑ Report to EOC (or other designated reporting location), check-in and obtain briefing from EOC Director:
  - o Location, magnitude and scope of event
  - o Areas of city impacted
  - o Actions taken
  - o Existing or anticipated problems/issues
- ❑ Initiate and maintain a function log. Record the following:
  - o By date and time, note arrival time, decisions made, positions activated, personnel assigned to report to the Liaison position, directions given, and actions taken.
  - o Information to be shared with other EOC functions
  - o Items that require follow-up
  - o Information/data needed for recovery operations
  - o Issues that involve potential liability
- ❑ Identify available internal and external communications capabilities.
- ❑ Ensure completeness and accuracy of emergency contact list.
- ❑ Make notifications as directed by the EOC Director.
- ❑ Ensure the following agencies/representatives have been notified of EOC activation:
  - o Involved local cities, special districts and key Voluntary Agency partners
  - o Kings County/OA Emergency Operations Center (REOC)
- ❑ Determine if liaison is required with external agencies such as:
  - o Local cities and special districts agencies
  - o Schools
  - o Volunteer organizations
  - o Private sector organizations
  - o Utilities not already represented
- ❑ Identify Agency Representatives from involved agencies, including communications links and locations and brief, as necessary.
- ❑ Provide a point-of-contact for assisting and cooperating Agency Representatives:
  - o Assisting Agency - directly contributing support or service resources to another agency.

- Cooperating Agency - supplying assistance other than direct support or service functions to incident control efforts.

- ❑ Participate in regular briefings conducted by EOC Director.
- ❑ Forward requests from other local jurisdictions and external agencies to appropriate EOC staff.
- ❑ Monitor incident operations to identify current or potential inter-organizational problems and advise EOC Director.
- ❑ Provide Situation Reports to County OA/EOC and key external agency partners on a regular basis.
- ❑ Assist the PIO with arrangements for visiting dignitaries, as available.
- ❑ Upon EOC deactivation, make notifications in accordance with Deactivation Procedure or as directed by EOC Director.

Post Emergency

- ❑ Contact County/OA EOC to identify where Local Assistance Centers (LACs) will be located and advise EOC Director and PIO.
- ❑ Confer with the EOC Director to identify staff to assist at the LAC.
- ❑ Participate in post-emergency debriefing and critique session.
- ❑ Submit log and other incident-related documentation to Planning/Intelligence Section Documentation Unit.
- ❑ Submit Expenditure Tracking and Timekeeping forms to Finance/Administration Section.
- ❑ Participate in After Action Report and Corrective Action Plan meetings.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the incident.

ATTACHMENT A-7

PUBLIC INFORMATION OFFICER

EMERGENCY ACTION CHECKLIST

Initial Response (To Most Emergencies)

- ❑ Report to EOC, check-in and receive briefing from the EOC Director, including:
  - o Magnitude and scope of event
  - o Current situation and statistics (number and type of casualties, displaced, etc.)
  - o Areas of city impacted
  - o Incident objectives and priorities
  - o Actions taken
  - o EOCs activated
  - o Limits on information to be released
  - o Existing or anticipated problems/issues
  - o Immediate emergency information or instructions to be disseminated
- ❑ Initiate and maintain a function log.
- ❑ Identify available internal and external communications capabilities.
- ❑ Determine the need for PIO support and activate PIO activities as indicated.
- ❑ Prepare the following guidelines for EOC staff:
  - o Nature of information to be released
  - o Personnel authorized to give interviews
- ❑ Establish a Media Information Center, as appropriate, in the vicinity of, but separate from, the EOC.
- ❑ If media/press representatives are present, introduce yourself as the Public Information Officer and, if assigned by the EOC Director, official Spokesperson for the emergency:
  - o Advise media/press that updated information will be provided as soon as it is available.
  - o Request the support of radio and TV in communicating lifesaving information to the public as quickly as possible.
- ❑ Identify public information priorities, particularly those that involve life safety, reducing injuries, and protecting property.
- ❑ Develop a plan to disseminate emergency information immediately using radio and TV, with secondary priority key print media on deadline.

Extended Operations

- ❑ Request PIO support staff to assist with proactive call down of all appropriate media.
- ❑ Brief all media on the emergency, including response actions underway and planned. **Do not** release names or identities of casualties.
- ❑ Request media to relay life safety information, such as evacuations and shelter locations, shelter-in-place instructions, etc.
- ❑ Establish a regular media briefing schedule:
  - o Use a written fact sheet whenever possible.
  - o Clear ALL information prior to release with the EOC Director.
  - o Document media questions and present to EOC Director for response.
  - o Provide as much information as possible, but do not speculate.
- ❑ Ensure that all departments, agencies and response organizations in the City are aware that they must coordinate the release of emergency information through the City PIO and that all press releases must be cleared with the EOC Director before releasing information to the media.
- ❑ Provide rumor control, as necessary:
  - o Immediately correct any misinformation presented by the media.
  - o Establish a Public Information Hotline and Information Center, activate a phone bank, and ask media to publish the number if there are large numbers of inquiries from the public anticipated.
  - o Direct the public to radio, TV, press and City website, if operable, to receive most information.
  - o Arrange for interviews with key City personnel **IF** this does not interfere with response operations.
- ❑ Confer with the EOC Director and the PIO at the Incident Command Post (ICP) to identify areas where the media may safely view the incident:
  - o Arrange media tours for more hazardous areas.
  - o Request the media's cooperation regarding hazardous areas.
  - o Authorities (usually a law enforcement agency) may deny the media access to the incident if:
    - The area has been declared a crime scene. (CPC 409.5)
    - The area has been declared a National Defense Area (NDA) by military authorities.
    - The media is obstructing or interfering with emergency operations.
  - o Establish a media pool to visit the incident site.
- ❑ Document information released and contacts made in activity log.
- ❑ Submit copies of all press releases and other written records to the Planning/Intelligence Section Documentation Unit.
- ❑ Provide periodic status reports to EOC Director.
- ❑ Participate in regular briefings with EOC Director.
- ❑ Ensure that translators are available for multi-lingual public.

- ❑ Provide input to the EOC Action Plan.
- ❑ Establish special briefings at a central location in the morning and evening to inform employees of daily activities.
- ❑ Prepare media briefing packet containing:
    - Nature and scope of event
    - Time of occurrence
    - How and/or why event occurred
    - Situation summary
    - Statistics:
        - Casualties
        - Damage estimates
        - Number of homeless
        - Number of shelters, occupants and locations
        - Locations of other types of services (feeding centers, etc.)
        - Cost estimates for damages and response costs
        - Listing of all agencies involved, including responsibilities or current assignments
        - Number of people committed to event
        - Key areas of concern (current event objectives)
        - Actions underway
        - Location of Local Assistance Centers (LACs)
        - Major problems associated with:
            - Response (e.g., steep terrain, no water pressure, difficult extrication, severe weather, resource acquisition, etc.).
            - Transportation difficulties or disruptions:
                - Cause and nature of disruption
                - Roads closed
                - Detour routes
                - Impacts to mass transit
                - Repairs required
                - Estimated time for repairs
                - Long-term outlook
            - Event related information:
                - Event avoidance methods
                - Frequency of similar events in jurisdiction
                - "Myth and rumor correcting" information
                - Sources/locations for counseling
                - Volunteer opportunities
                - Special instructions regarding current hazards
- ❑ Distribute media briefing packet to all departments via e-mail.
- ❑ Periodically update media briefing packets.
- ❑ Consult with the EOC Director regarding establishing schedule for routine media tour of affected areas and/or news conference:
    - Obtain representation from other jurisdictions for tours, as appropriate.

- Schedule one photo walk per day of affected area(s) for freelance and other professional photographers.
- Establish a relationship with video and still photography journalists and collect business cards.
- Attempt to get pictures and video footage donated to jurisdiction for:
  - Developing a video on event for training and general education
  - City visual displays
- Remember to credit the source of the material.

❑ Schedule tours for the media of the EOC with the EOC Director.

Post Emergency

❑ Distribute 24-hour number for further public information.

❑ Advise departments to provide information to Emergency Public Information (EPI) Team regarding progress of department recovery operations:

- Identify department Spokespersons as necessary.

❑ Participate in post-emergency debriefing and critique sessions.

❑ Submit log and other emergency-related documentation to Documentation Unit in the Planning/Intelligence Section.

❑ Submit Expenditure Tracking and Timekeeping forms to Finance/Administration Section.

❑ Participate in After Action Report and Corrective Action Plan meeting.

❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

❑ Consider publishing a newsletter or bulletin for distribution to staff and general public on the recovery process, or ask local press to include a Recovery Bulletin Board in the daily newspaper.

❑ Establish a hotline for government employees regarding:

- Office closures or relocations
- New hours of operation

❑ Establish a hotline for the general public regarding:

- County office closures or relocations
- New hours of operation
- Location and type of disaster-related assistance available
- Changes in operations or services provided
- Permitting and rebuilding

❑ Ensure that all agencies involved in doing outreach and individual assistance are identified and are providing the same accurate information:

- Government agencies (local, state, federal)

- American Red Cross
- Religious organizations
- Spontaneously created organizations (grassroots) as a result of the event
- Community organizations
- Request space in the newsletter of any of these groups that currently publish or develop as a way of publicizing recovery services and activities.

- ❑ Develop a list of resource phone numbers to be disseminated by all media.

- ❑ Request all media to publish the availability of information on local cable-access channel.

- ❑ Develop press releases regarding issues relevant to cleanup and recovery on such topics as (this may be an on-going project – one year or more):

  - Cautions to be taken with hazardous materials involved with property cleanup
  - Locations for assistance
  - Reconstruction
  - Insurance
  - Permitting
  - Utilities replacement
  - Other issues

ATTACHMENT A-8

SAFETY & SECURITY OFFICER(S)

EMERGENCY ACTION CHECKLIST

Initial Response (To Most Emergencies)

- ❑ Report to EOC (or other designated reporting location), check-in and obtain briefing from EOC Director:
  - o Location, magnitude and scope of event
  - o Areas of City impacted
  - o Actions taken
  - o Local city/special district EOCs activated
  - o Existing or anticipated problems/issues
- ❑ Initiate and maintain a function log. Record the following:
  - o Information to be shared with other EOC functions
  - o Items that require follow-up
  - o Information/data needed for recovery operations
  - o Issues that involve potential liability
- ❑ Identify available internal or external communications capabilities.
- ❑ Monitor incident operations to identify current or potential inter-organizational problems.
- ❑ Evaluate conditions and advise EOC Director of any conditions and actions which might result in liability.
  - o Coordinate with the Logistics Personnel Unit to ensure training for personnel includes safety and security hazard awareness and is in compliance with OSHA.
- ❑ Monitor Operations Section and Planning/Intelligence Section Situation Status Boards to identify current or potential safety problems.
- ❑ Study the facility to learn the location of all fire extinguishers, fire alarms and exits.
- ❑ Identify location of hazardous or potentially hazardous conditions in the facility.
- ❑ Ensure the EOC location is free from hazardous and environmental threats.
- ❑ Assist in sealing off any dangerous or unsecure areas.
- ❑ Participate in regular EOC Briefings.
- ❑ Work through normal lines of authority to stop any unsafe practices.
- ❑ Provide safety and security message for inclusion in the EOC Action Plan.

- ❑ Investigate accidents.
- ❑ Forward all safety and security-related reports to the EOC Director.

Post-Emergency

- ❑ Identify staff to assist in safety and security assessments at the Local Assistance Center, as needed.
- ❑ Arrange for onsite-security at LAC, if directed to do so by EOC Director.
- ❑ Participate in post-emergency debriefing and critique session.
- ❑ Submit log and other incident-related documentation to Documentation Unit of the Planning/ Intelligence Section.
- ❑ Submit Expenditure Tracking and Timekeeping forms to Finance/Administration Section.
- ❑ Participate in After Action Report and Corrective Action Plan meeting.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the incident.

ATTACHMENT A-9

AGENCY REPRESENTATIVE

EMERGENCY ACTION CHECKLIST

Initial Response (To Most Emergencies)

- ❑ Obtain briefing from EOC Director.
  - o Ensure EOC staff is aware of available agency resources.
  - o Be prepared to participate in regular briefings.
  - o Establish and maintain communication and coordination link with assigned agency EOC.
- ❑ Establish working location. Establish schedule for regular situation updates with assigned jurisdiction or agency EOC.
- ❑ Initiate and maintain an incident log.
- ❑ Attend EOC briefings as scheduled.
- ❑ Provide input on use of agency resources.
- ❑ Cooperate fully with the EOC Director on agency's involvement in the emergency.
- ❑ Advise Liaison Officer of any special agency needs or requirements.
- ❑ Determine if any special reports or documents are required and complete, as necessary.
- ❑ Report to jurisdiction/agency dispatch or EOC on prearranged schedule.
- ❑ Advise agency EOC when City EOC is deactivated.
- ❑ Ensure that all agency personnel and/or equipment are property accounted for and released prior to departure.
- ❑ Ensure that all required agency forms, reports and documents are completed prior to departure from the EOC. Submit copies of all forms and log to the City Planning/Intelligence Section Documentation Unit.
- ❑ Participate in EOC post-event debriefing and critique sessions.
- ❑ Participate in After Action Report and Corrective Action Plan meeting.
- ❑ Provide input to the After Action Report and Corrective Action Plan, as indicated.

ANNEX B-1[1]

OPERATIONS SECTION CHIEF

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Attachments

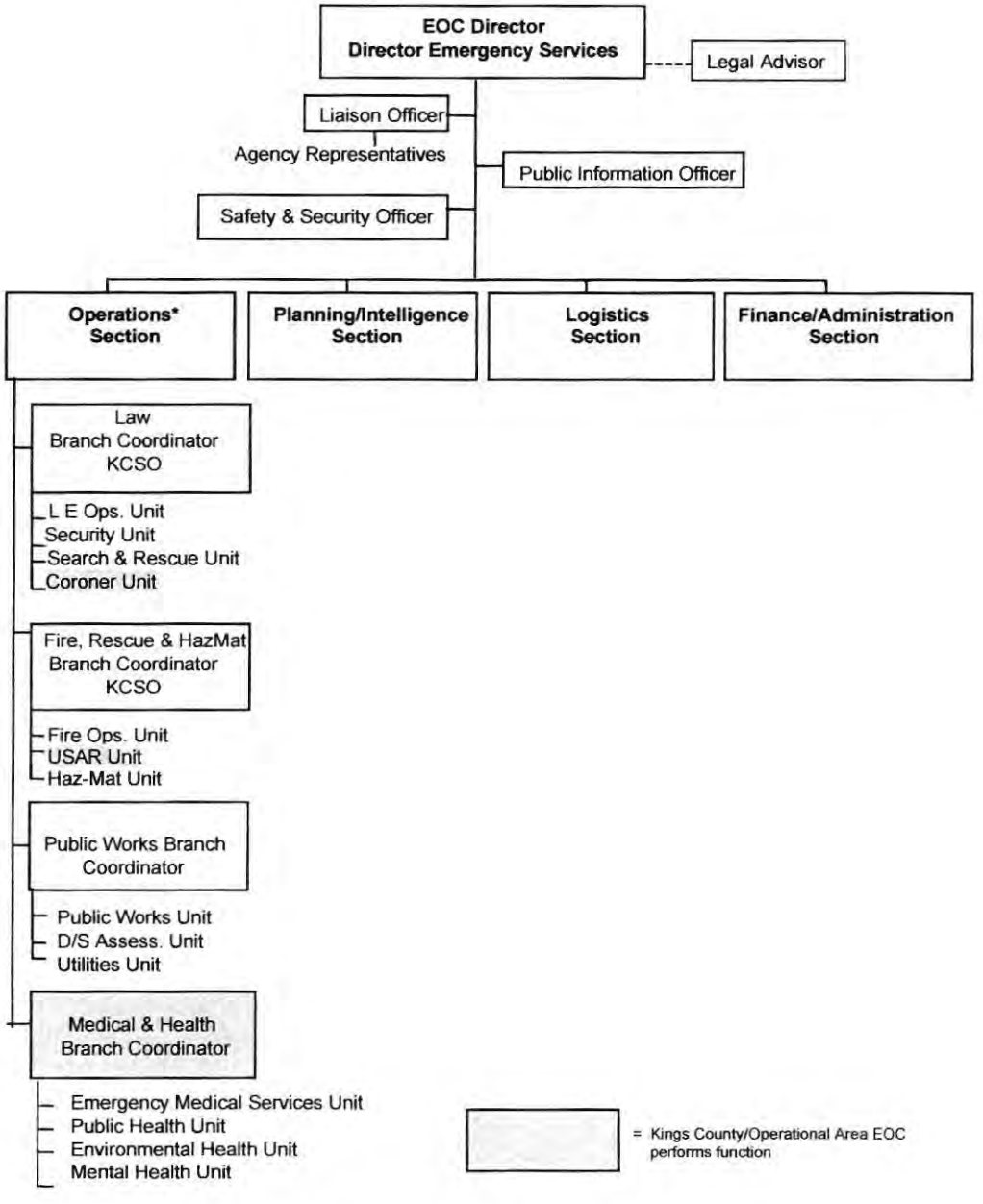
Emergency Action Checklists

B-1-1 Operations Section Chief 3-B-1-1

[1] This Annex is supplemented by appropriate procedures in Part 3, EOC Procedures Manual.

ANNEX B-1

OPERATIONS SECTION CHIEF



* The Operations Section Chief position will be staffed by Fire or Law Enforcement staff, depending on the nature of the event.

Figure B-1-1 EOC Operations Section

1.0 PURPOSE

The Operations Section Chief is a member of the General Staff and reports to the Director of Emergency Services (hereafter referred to as EOC Director). The Operations Section Chief oversees and coordinates the Operations Section Branch activities in support of the field response units; coordinates the Citywide deployment and allocation of resources; provides input to the EOC Director on incident strategies and priorities; assists in the preparation of the EOC Action Plan and directs its execution; and makes changes to the Action Plan when necessary, based on the incident needs.

2.0 STAFFING

The demands placed on the Operations Section Chief to manage multiple disciplines and agencies in response to a disaster requires skills at managing crisis conditions. The nature of the emergency and the demands of the situation may dictate who performs the Operations Section Chief function. In the case of a law enforcement event, designated KCSO personnel may fill the role. In the event of a fire or hazmat incident, KCFD personnel may be assigned. At the time of the event, the EOC Director will determine which discipline will be assigned as the Operations Section Chief. When fully activated, the Operations Section may include one or all of the following Branches:

- Law Enforcement (KCSO)
- Fire, Rescue & HazMat (KCFD)
- Public Works

The Medical & Health Branch functions will be performed by the County/OA EOC. Depending on the size of the emergency, these Branches may be further divided into divisions, units or groups. The level of organization will depend on the needs of the emergency, available resources and span of control.

3.0 DUTIES

The Operations Chief is responsible for directing and managing the activities of the Operations Section to:

- Assign and brief Section staff as indicated.
- Define the Operations Section organization and required response entities, and supervise its activities to ensure implementation of the EOC Action Plan.
- Establish and maintain communication and coordination link with other local jurisdictions and the Kings County/OA EOC.
- Assist the Planning/Intelligence Section Chief (Planning Chief) with development of the EOC Action Plan.
- Through the Action Planning process, establish Citywide strategic response objectives and priorities.
- Coordinate the activities of the various Ciy response units to ensure an effective response.

- Oversee and coordinate the activities of the Operations Branches and ensure that copies of all status and situation reports and damage assessment information are forwarded to the Planning/Intelligence Section.
- Negotiate any conflicts between responding agencies.
- Notify the EOC Director of unresolved conflicts.
- Identify resource needs to the Logistics Section Chief and/or the appropriate County/OA Mutual Aid Coordinator.

4.0 OPERATIONS SECTION FUNCTIONS

The Medical & Health Branch functions will be performed by the County/OA EOC.

4.1 Law Enforcement Branch

The Law Enforcement Branch, staffed by one or more KCSO representatives, coordinates the activities of Law Enforcement personnel involved in response to the incident; establishes and maintains communications link with the KCSO Department Operations Center (DOC); coordinates the movement/evacuation of people from hazardous or threatened area(s) to lower risk reception area(s); reviews and evaluates status reports; makes decisions regarding priorities for the deployment and allocation of available Law resources; and determines when assistance is needed from outside the City and makes request via the County Law Mutual Aid Coordinator. The Coroner function will be performed by the County/OA EOC Law Branch.

4.2 Fire, Rescue & HazMat Branch

The Fire, Rescue & Hazmat Branch, staffed by one or more KCFD representatives, coordinates the activities of all personnel engaged in fire, rescue and hazardous materials (hazmat) response to the incident; establishes and maintains communications link with the KCFD DOC; coordinates operations associated with the location, immediate care and safe removal of endangered, trapped, and/or isolated casualties; reviews and evaluates status reports; makes decisions regarding priorities for the deployment and allocation of available Fire, Rescue & HazMat resources; determines when mutual assistance is needed from other local fire departments and Kings County/OA and makes request via the Fire Regional Mutual Aid Coordinator.

4.3 Public Works Branch

Coordinates the citywide allocation and deployment of Public Works resources (personnel, equipment, materials, services) and private contractors to conduct Windshield Surveys, Rapid Safety Assessments, Detailed Safety Assessments and Engineering Evaluations of roads, highways, bridges, over/underpasses, tunnels and other critical city facilities; establishes and maintains communications link with DPW DOC; reviews status reports from the DPW DOC, if activated; determines strategies and priorities for debris clearance, disaster route recovery and emergency repair and restoration of critical facilities; confers with other local jurisdictions and the County/OA EOC on debris clearance strategies and priorities; and conducts flood fighting operations, when necessary.

5.0 CONCEPT OF OPERATIONS

To respond to disasters effectively, each person assigned an emergency management function has specific duties to complete before, during and after a disaster. These tasks are outlined in the City Emergency Operations Plan (EOP), Part 1 - Basic Plan. More detailed information about each function in the Emergency Operations Center (EOC) is presented in this and other annexes to the EOP.

5.1 Preparedness

Preparedness actions allow staff to prepare for disaster operations, become familiar with the contents of this plan, develop and update procedures and resource lists, and participate in training drills and exercises. The duties of the assigned Operations Section Chief include:

- Participate in regular meetings of the Emergency Operations Center (EOC) staff to maintain familiarity with the role and responsibilities of the assigned EOC function and to discuss emergency management issues.
- Review the EOP, applicable department plans, standard operating procedures (SOPs), and the materials contained in this annex. Submit recommended revisions, updates and enhancements to this annex to the City Director of Emergency Services.
- Develop any additional information to be incorporated into the assigned annex and submit to the City Director of Emergency Services.
- Participate in training, exercises and post-exercise critiques conducted by the State OES.

5.2 Initial Response

Specific activities to be performed by the Operations Section Chief are listed in Attachment B-1-1 to this annex. The Section Chief is responsible to:

- Report to the EOC and obtain a briefing from the EOC Director.
- Determine the extent to which the Section should be activated and notify assigned staff, as indicated.
- Initiate and maintain a function log.
- Implement activities outlined in the checklist contained in Attachment B-1-1.

5.3 Extended Operations

- Coordinate activities of staff within the assigned Section, with other Section Chiefs, and with local cities, special districts, the Kings County/OA EOC, and state and federal agencies, as indicated.
- Consult with EOC Director regarding any unresolved conflicts.

- Ensure that all status, situation and damage information compiled by the Operations Branches is forwarded to the Planning Section.
- Participate in regular EOC briefings and development of the EOC Action Plan.
- Conduct Section briefings as indicated.
- Track all activities and major decisions in function log.

5.4 Post Emergency

- Close out function logs and submit to Documentation Unit to be filed in permanent incident record.
- Upon deactivation of the EOC, make notifications as indicated.
- Provide Logistics Section Supply Unit with a list of any expendable supplies to be replenished.
- Ensure that non-expendable supplies/equipment are serviced and returned to proper locations.
- Participate in EOC debriefing and critique sessions.
- Provide input to After Action Report and Corrective Action Plan.

6.0 COORDINATION AMONG EMO LEVELS/ORGANIZATIONS

The Standardized Emergency Management System (SEMS) on the state level and the National Incident Management System (NIMS) on the national level, both based on the nationally-recognized and –utilized Incident Command System (ICS), provide a standard emergency response system and organization that enhances the ability of all levels of government to work together in a coordinated manner. In California, NIMS elements have been incorporated into SEMS, and Government Code (CGC) § 8607 requires all local public agencies (cities, special districts and counties) to use SEMS at the scene of multi-agency emergencies, in Department Operations Centers (DOCs) and in the EOC.

In a major emergency, the County/OA EOC serves as the central point for coordination and communication among all local response levels, including cities', special districts' and school districts' EOCs, County Department Operations Centers (DOCs), the Inland REOC, and through the REOC, with state and federal agencies. At each response level, the same five major ICS management functions are employed to facilitate interagency communication and coordination - Command in the field and Management in the DOC and EOC, Operations, Planning/Intelligence, Logistics, and Finance/Administration.

6.1 City and Special District Level

Cities, special districts and school districts within Kings County's boundaries may contact the County/OA EOC for information and/or to request assistance. Such requests are typically submitted via the County/OA EOC Liaison, or directly to the corresponding EOC

Section (e.g., City EOC Operations Section to County/OA Operations Section). The Kings County/OA EOC Liaison serves as the initial point of contact for these and other external agencies. The Liaison refers requests for mutual aid to the appropriate discipline (e.g., Law, Fire, etc.).

Cities and special districts are asked to submit RIMS Major Incident Reports and Situation Reports to the County/OA EOC on an agreed upon schedule. In some cases, these reports will be submitted via RIMS to the County/OA EOC Planning/Intelligence Section; in other cases, verbal or facsimile reports will be submitted by the City or district EOC Director or Liaison to the County/OA EOC Director or Liaison.

6.2 Field Response Level

6.2.1 INCIDENT COMMAND

At the field level, the various response disciplines and agencies coordinate their response efforts as part of an integrated Incident Command System (ICS) organization. The Incident Commander (IC) reports status to and requests resources from the City EOC Operations Section directly, or through a City Dispatch Center or a DOC, which is organized around the same five SEMS management functions as the City EOC.

6.2.2 AREA COMMAND

An Area Command may be established between multiple Incident Command Posts (ICPs) and the City EOC. The Area Commander reports to and requests assistance from the City EOC Operations Section Chief, on behalf of each ICP.

For incidents in which both the County and a City or special district have primary responsibility for some aspect of the response, a Unified Area Command would be established to oversee incidents in general proximity to each other. The Unified Area Commander coordinates with the City and County/OA EOC Operations Section Chief.

6.3 Department Operations Center Level

The activities of most, if not all, City field response units is overseen and coordinated by discipline-specific Department Operations Centers (DOCs). The DOCs support their field units and coordinate and communicate with the City EOC via their respective representatives (e.g., Branch Coordinators) in the EOC Operations Section.

6.4 Operational Area Level

In accordance with Kings County Code, Chapter 6, Kings County and its political subdivisions (cities and special districts) become an Operational Area (OA) for emergency response purposes during multi-agency disaster events. The Kings County/OA EOC coordinates emergency operations and manages resources throughout the county, and serves as a communication and coordination link between all public agencies in the county and the State Regional EOC (REOC). In accordance with state and local EOPs, the County/OA EOC, on behalf of all cities and special districts, and the County, submits regular situation reports and requests for support and resources not available within the County to the Inland REOC.

6.5 Regional Level

Kings County and the City of Avenal are within the State Office of Emergency Services (OES) Inland Administrative Region and Mutual Aid Region V. During incidents in which a Local Emergency or State of Emergency has been proclaimed for Kings County, the Inland Region activates an REOC to coordinate response by regional mutual aid resources. The County/OA EOC submits status and situation reports to the REOC and Operational Area Mutual Aid Coordinators request regional mutual aid from Regional Mutual Aid Coordinators or the Inland REOC.

6.6 State and Federal Levels

Under certain conditions, such as major floods, earthquakes, oil spills, aircraft accidents, etc., state and/or federal agencies may deploy field response units to incidents in Kings County. At the field level, state and federal units may be found in any ICS section, branch or unit, or as part of a Unified Command (UC) structure. Reporting and coordination with the County/OA EOC follows the usual Field Level response. (It should be noted that military assets remain under the direction and control of the military at all times.)

Depending upon the nature and scope of the incident, the level of Emergency/Disaster proclaimed, and the need for multi-agency coordination, State OES and/or the Federal Emergency Management Agency (FEMA) may assign representatives to report to the County/OA EOC to provide a direct coordination and communication link. These representatives will be assigned Agency Representatives and will report to the Liaison Officer function in the EOC Management Section.

6.7 Private and Voluntary Agencies

Private contractors and firms support specific government operations on a daily basis. During disasters, their support is often essential to an effective emergency response.

Voluntary agencies play an important role in responding to disasters of all types and levels. The agency most involved with emergency response in Kings County is the American Red Cross (ARC). The ARC responds on a countywide basis and has a representative assigned to the Kings County/OA EOC to provide direct communications and coordination. The ARC supports the Care & Shelter Unit in the Logistics Section.

Other community-based organizations (CBOs) may provide assistance as requested by the Volunteer Coordinator in the County/OA EOC Logistics Section.

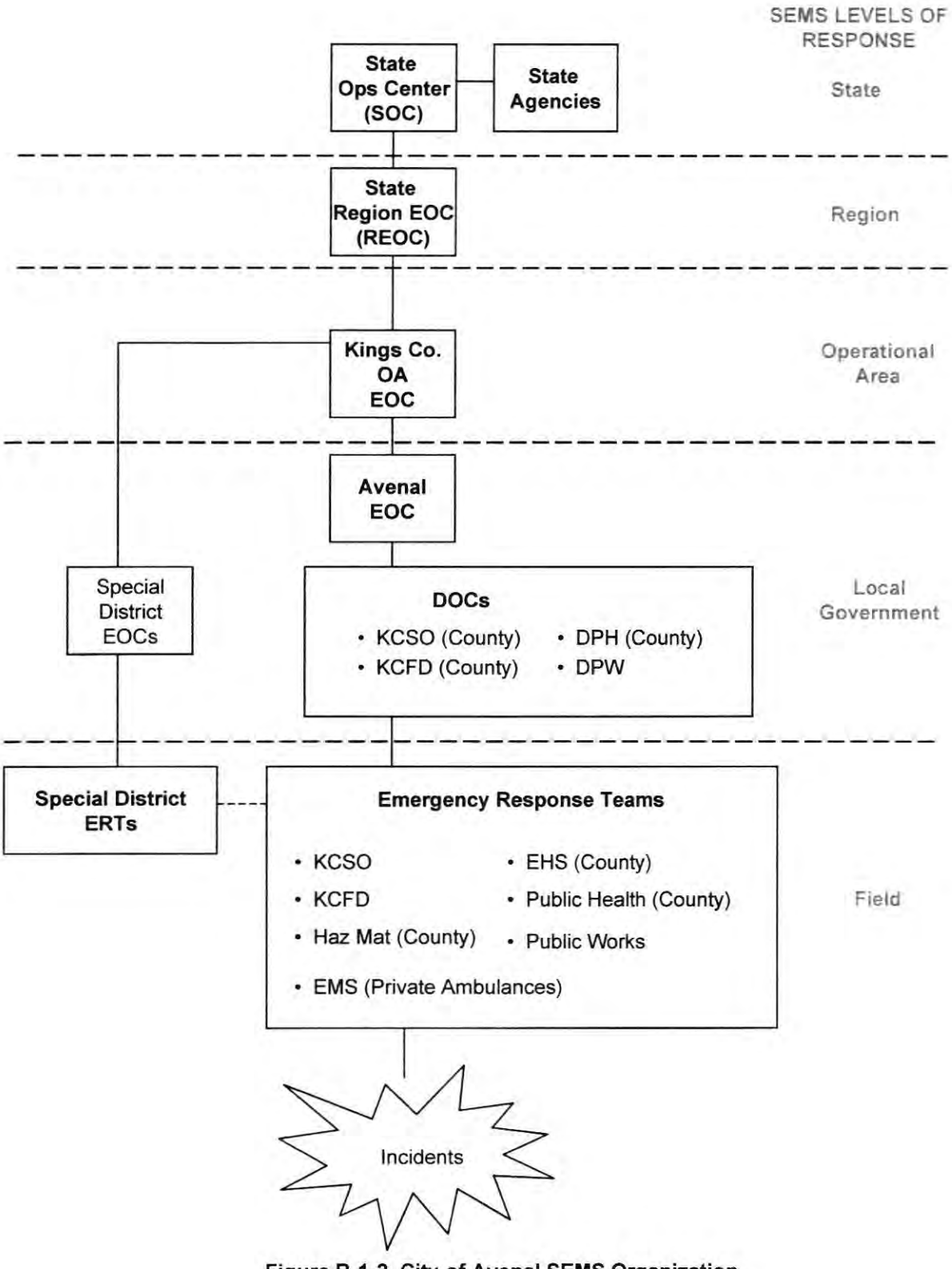


Figure B-1-2 City of Avenal SEMS Organization

7.0 POLICIES AND PROCEDURES

Policies and procedures associated with the Operations Section are described below. A checklist of activities to be performed by the Operations Section Chief is contained in Attachment B-1-1.

- Field operations will be organized and conducted using the Incident Command System (ICS).
- City and County emergency management operations shall be organized and conducted consistent with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).
- When the Operational Area level of the Kings County EMO is activated, the County EOC Director will function as the Operational Area Manager and will have overall responsibility for coordinating the emergency operations of all local jurisdictions, including cities, special districts, and the county.
- City-wide emergency response priorities will be established by the City EOC Director, according to the following:
    - Actions required to protect life safety (e.g., evacuation, medical care, shelter, etc.) will receive the highest priority for available resources.
    - Temporary restoration of facilities essential for health, safety and welfare, whether publicly or privately owned, will receive second priority for available resources (e.g., water, sanitation, power, transportation routes).
    - Addressing rehabilitation needs for temporary housing, food stamps, employment, etc., will receive third priority for available resources.
- All on-duty employees are expected to remain on duty until properly relieved. Off-duty personnel are expected to report to work consistent with this plan and department assignments.
- Employees with pre-established emergency assignments will report to a pre-designated reporting location for the assigned shift. Those without emergency assignments will report to the usual work location for the next normally scheduled shift. If unable to reach the assigned location, employees will report to the closest local jurisdiction and attempt to contact the work supervisor to report status.
- Depending on the scope of the emergency and its impact on City operations, all EOC staff may be placed on 12-hour work shifts. Normal work shifts may resume when conditions warrant.
- Operations Section Law Enforcement and Fire, Rescue & HazMat personnel will make manpower and mutual aid requests directly to their respective Operational Area Mutual Aid Coordinators. The Logistics Section Personnel Unit will request non-operations mutual aid personnel from the Inland County/OA EOC.
- When the Kings County EMO Operational Area response level is activated, all requests for assistance by cities and special districts will be submitted to the County/OA EOC. Requests for operations personnel and/or equipment will be forwarded to the appropriate OA Mutual Aid

Coordinator. If assistance from outside the County is required, the request will be forwarded to the Regional Mutual Aid Coordinator or the REOC, as indicated.

ATTACHMENT B-1-1

OPERATIONS SECTION CHIEF

EMERGENCY ACTION CHECKLIST

Initial Response (To Most Emergencies)

- ❑ Report to EOC and obtain briefing from the EOC Director:
    - Magnitude and scope of event
    - Areas of City impacted
    - Current situation and priorities
    - Actions taken
    - Existing or anticipated problems/issues
- ❑ Initiate and maintain a function log. Record the following:
    - By date and time, note arrival time, decisions made, positions activated, personnel assigned to report to the Operations Chief, directions given, and actions taken.
    - Information to be shared with other EOC functions
    - Items that require follow-up
    - Information/data needed for recovery operations
    - Issues that involve potential liability
- ❑ Confer with Safety & Security Officer to develop and implement accountability and safety measures for Section staff and resources.
- ❑ Identify available internal and external communications capabilities.
- ❑ Determine the extent to which Section functions should be activated and initiate staff notification procedure.
- ❑ Assign and brief incoming staff:
    - Initial incident objectives and priorities
    - Resources deployed
    - Reporting requirement
    - Accountability and safety measures
    - Communications capability
    - Issues that require follow-up
- ❑ Compile status reports and safety/damage assessments from DOCs and/or Incident Commanders (ICs) and refer to appropriate Branch Coordinator. Ensure that copies are forwarded to the Planning/ Intelligence Section.
- ❑ Confer with Branch Coordinators to evaluate the need for Critical Incident Stress Management for emergency response personnel and arrange for debriefings through the Medical & Health Branch, if necessary.

- ❑ Confer with Law Enforcement and Fire, Rescue & HazMat Branch Coordinators to determine if evacuation or Shelter In Place of any impacted areas is warranted:
    - o Advise all Section staff and the EOC Director
    - o Identify the boundaries of the evacuation area(s)
    - o Designate primary and alternate evacuation routes
    - o Identify any need for Transportation assistance and advise the Logistics Section Transportation Unit
- ❑ Participate in regular EOC General Staff briefings.
- ❑ Conduct regular Section briefings.
- ❑ Participate in Action Planning meetings and provide input to the EOC Action Plan.
- ❑ Monitor response activities and identify any potential issues that require prompt attention.
- ❑ Monitor and supervise the activities of Branch Coordinators:
    - o Implement any changes needed to activities
    - o Coordinate the activities of all assigned resources
    - o Manage unresolved problems
    - o Ensure the welfare of the field and EOC Operations personnel
- ❑ Review Operations and Planning Section status displays and identify any issues that may pertain to or affect one or more Operations Branches; provide information to appropriate Branches.
- ❑ Based on the situation as known or forecast, determine likely future Operations Section needs.
- ❑ Determine status of transportation system into and within the affected area in coordination with the Transportation Unit of the Logistics Section. Identify schedule and priorities for disaster route recovery and advise Branch Coordinators.
- ❑ On a routine basis, report information about activities, events and occurrences to the EOC Director.

Extended Operations

- ❑ Work closely with the Planning/Intelligence Section Coordinator in the development of the EOC Action Plans.
- ❑ Work closely with each Branch Coordinator to ensure that Operation Section objectives as defined in the current EOC Action Plan are being addressed.
- ❑ Identify any need for Staging Areas:
    - o Identify appropriate location and advise Branch Coordinators
    - o Assign and brief Staging Area Manager
    - o Identify number and type of resources to be assembled
    - o Advise the Logistics Section of resource needs
- ❑ Confer with Branch Coordinators to evaluate resources and determine which resources may be released for re-assignment.

- ❑ Make sure that all contacts with the media by the City PIO are fully coordinated with the County/OA Public Information Officer (PIO).
- ❑ Upon EOC deactivation, make notifications in accordance with Deactivation Procedure.
    - Supervise demobilization of Operations personnel, including storage of supplies.
    - Provide Logistics Section Purchasing & Supply Staff with a list of supplies to be replenished.

Post-Emergency

- ❑ Assign staff to assist at Local Assistance Center(s) (LAC), and Disaster Recovery Center (DRC) if necessary.
- ❑ Provide Logistics Section Purchasing & Supply Staff with a list of supplies to be replenished.
- ❑ Submit log and other emergency-related documentation to Planning/Intelligence Section Documentation Unit.
- ❑ Submit Expenditure Tracking and Timekeeping forms to Finance/Administration Section.
- ❑ Participate in post-emergency debriefing and critique session.
- ❑ Participate in After Action Report and Corrective Action Plan meetings.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the incident.

ANNEX B-2[1]

LAW BRANCH

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[1] This Annex is supplemented by appropriate procedures in Part 3 - EOC Procedures Manual.

ANNEX B-2

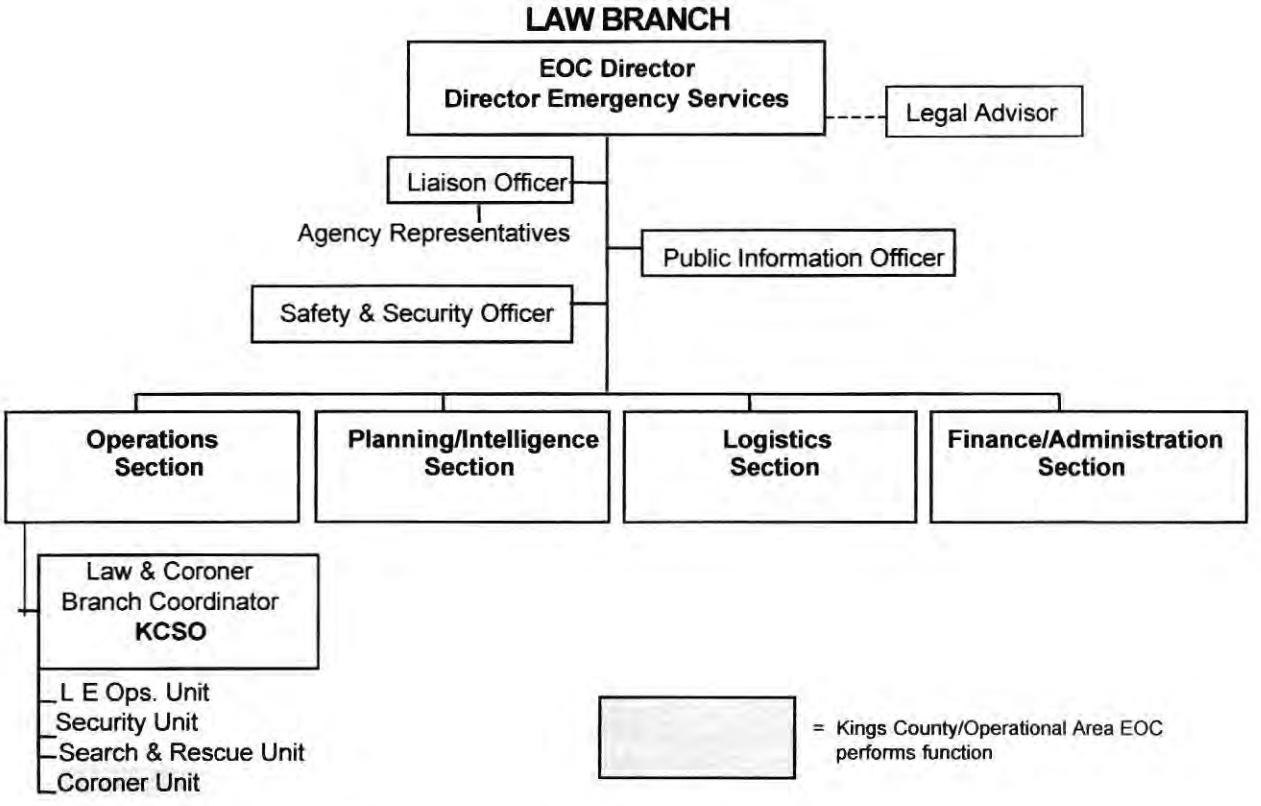


Figure B-2-1 EOC Operations Section

1.0 PURPOSE

The Law Branch in the City EOC Operations Section, staffed by one or more KCSO representatives, coordinates the activities of Law Enforcement personnel involved in response to the incident; establishes and maintains communications link with the Kings County Sheriff's Office (KCSO) Department Operations Center (DOC) and the City Law DOC; coordinates the movement/evacuation of people from hazardous or threatened area(s) to lower risk reception area(s); reviews and evaluates status reports; makes decisions regarding the deployment and allocation of available Law resources; reviews and acts on requests for Law mutual aid; determines when additional assistance is needed; and makes requests via the Kings County/Operational Area Law Enforcement Mutual Aid Coordinator.

2.0 STAFFING

The EOC Director determines the extent to which the EOC will be activated and staffed at the time of the incident. The Operations Section Chief decides which Section functions to activate. The Law Branch will typically be activated whenever the City EOC is activated.

This function is staffed by a Law Enforcement Branch Coordinator from the KCSO who determines if other functional support staff are required and makes the notifications, as indicated. When requested by the Law Branch Coordinator, private contractors and/or state and federal agencies

may provide specific support under certain conditions.

3.0 UNIT DUTIES

The Law Enforcement Branch is comprised of a Branch Coordinator and three Units supervised by individual Unit Leaders. The Coroner function is performed by the Kings County/OA EOC.

3.1 Branch Coordinator

The Law Branch Coordinator, who reports to the Operations Section Chief, oversees and coordinates all Branch activities, and is responsible to:

- Establish and maintain communications link with KCSO DOC.
- Establish law enforcement priorities, based on the incident conditions.
- Coordinate the deployment of law enforcement, crowd control, traffic management, and other resources, as necessary, on a city-wide basis.
- Request and coordinate emergency medical services (EMS) response with the Kings County/OA Medical & Health Branch, as necessary.
- In coordination with Fire, Rescue & HazMat Branch, determine geographic boundaries of evacuation area(s).
- Implement alert and warning of the general public or threatened populations, if indicated.
- Coordinate evacuation planning, identification of evacuation routes, and movement of threatened populations, with assistance from other City EOC staff, the Kings County Sheriff's Office, CHP, Caltrans, and other local jurisdictions, as necessary.
- Request assistance from other Operations Branches and City EOC staff to evacuate and transport persons with special needs. Coordinate any transportation needs with the Logistics Section.
- Advise the EOC Logistics Section of the need and locations for temporary shelter sites.
- Receive, review, evaluate and process request for mutual aid to the Kings County/OA Law Enforcement Mutual Aid Coordinator.
- Prepare RIMS-based Law Enforcement Status Report and submit to Planning Section for submission to the Kings County/OA EOC and Inland Region EOC (REOC).

3.2 Law Enforcement Unit

- Determine law response needs and issues by conferring with field and Law DOC personnel.
- Identify any life safety and/or security threats that require immediate action.
- Recruit, orient and assign available City, KCSO, and other auxiliary personnel and volunteers to assist with disaster response activities, as indicated.

- Request law mutual aid resources from the Kings County/OA Law Mutual Aid Coordinator, if necessary.
- Monitor and track law enforcement resources.
- Advise the Field Law Branch Coordinator of response objectives identified in the EOC Action Plan, including any limitations or restrictions on available resources.
- Provide general support to field and DOC personnel, as requested.
- Ensure that incident facilities are established (e.g., Staging Area), if necessary, to coordinate incoming mutual aid resources.
- Compile status reports, windshield surveys, and safety assessments fromfield units or Law DOC, if activated, including any road closures, bridge failures, collapsed buildings, casualty and fatality estimates, and any other pertinent information. Forward copies of all status and damage reports to the Planning Section.
- Coordinate the acquisition of any resources needed to conduct evacuation operations with the EOC Logistics Section.
- If necessary, coordinate the evacuation of threatened population; establish an Evacuation Unit and appoint a Unit Leader.
- Establish procedures to allow rapid access by authorized personnel to controlled areas. Pre-determine accreditation procedures for vital services and disaster service personnel.
- Assist in establishing Multipurpose Staging Areas for incoming mutual aid, supplies, equipment, food, medical resources, etc., if necessary.
- Establish traffic control.

3.3 Security Unit

- Determine EOC security requirements and arrange staffing as indicated.
- Provide shelter security, vehicle and parking security, and crowd control support at mass care facilities, Multipurpose Staging Areas, Casualty Staging Areas, vacated areas, key facilities and vital institutions.
- Coordinate executive and VIP security as required.
- Confer with the EOC Director regarding the advisability of establishing a curfew, if indicated.
- Provide security protection of personal effects and assist with identification of the dead, as necessary.

3.4 Search & Rescue Unit

- Assist Fire, Rescue & HazMat Unit with search & rescue activities, as indicated.
- Request any necessary search & rescue mutual aid resources (e.g., Dog Search Teams, etc.) from Kings County/OA Law Enforcement Mutual Aid Coordinator.

- Coordinate search & rescue activities with USAR Unit Leader.

4.0 CONCEPT OF OPERATIONS

To respond to disasters effectively, each person assigned an emergency management function has specific duties to complete before, during and after a disaster. These tasks are outlined in the Kings County Emergency Operations Plan (EOP), Basic Plan. More detailed information about each function in the Emergency Operations Center (EOC) is presented in this and other annexes to the EOP.

4.1 Preparedness

Preparedness actions allow City staff to prepare for disaster operations, become familiar with the contents of this plan, develop and update procedures and resource lists and participate in training drills and exercises. The duties of the assigned Law Enforcement Branch staff include:

- Participate in regular meetings of the Emergency Operations Center (EOC) staff to maintain familarity with the role and responsibilities of the assigned EOC functions and to discuss emergency management issues.
- Review the EOP, applicable department plans, standard operating procedures (SOPs), and the materials contained in this annex. Submit recommended revisions, updates and enhancements to this annex to the Emergency Services Director.
- Identify a source of interoperable communications with all local law enforcement agencies, California Highway Patrol (CHP), and other mutual aid law enforcement agencies.
- Develop any additional information to be incorporated into this annex and submit to the Emergency Services Director.
- Participate in training, exercises and post-exercise critiques conducted by Kings County/OA Office of Emergency Services (OES).

4.2 Initial Response

Specific activities to be performed by the Law Branch staff are listed in the Attachments to this annex. The general responsibilities include:

- Report to the EOC and obtain a briefing from the Operations Section Chief or Branch Coordinator, as appropriate.
- Determine the extent to which the Branch should be activated and notify assigned staff, as indicated.
- Confer with KCSO Department Operations Center (DOC) Coordinator and/or the Field Law Enforcement Branch Coordinator to identify any immediate need to disseminate public warnings, conduct evacuation and/or rescue operations, and implement appropriate activities.
- Identify response objectives and strategies and establish response priorities.

- Make any additional notifications as necessary.

4.3 Extended Operations

As early lifesaving and property protection activities continue, focus attention on lower priority activities, such as providing law enforcement support to mass care shelters, assisting with detailed damage assessment activities, etc.

- Establish strategies and priorities for conducting detailed damage and engineering assessments, as directed by the EOC Action Plan.
- Identify all security needs and establish and implement priorities for addressing each need.
- Coordinate activities of all Branch staff with other Operations Branches, and with other local state and/or federal law enforcement agencies.
- Consult with Operations Section Chief regarding any unresolved conflicts.
- Ensure that all status, situation and damage information compiled by the Branch/Unit is forwarded to the Planning Section.
- Participate in regular Section/Branch briefings and development of the EOC Action Plan.
- Track all activities and major decisions in function log.

4.4 Post Emergency

- Continue to provide essential law enforcement services and initiate recovery operations, as indicated.
- Close out function logs and submit to Documentation Unit to be filed in permanent incident record.
- Provide Logistics Section Purchasing & Supply Unit with a list of any expendable supplies to be replenished.
- Ensure that non-expendable supples/equipment are serviced and returned to proper locations.
- Participate in EOC debriefing and critique sessions.
- Provide input to After Action Report and Corrective Action Plan.
- Revise and update emergency plans and procedures to reflect lessons learned.

5.0 COORDINATION AMONG EMO LEVELS/ORGANIZATIONS

The Standardized Emergency Management System (SEMS) on the state level and the National Incident Management System (NIMS) on the national level, both based on the nationally-recognized and –utilized Incident Command System (ICS), provide a standard emergency response system and organization that enhances the ability of all levels of government to work together in a coordinated manner. In California, NIMS elements have been incorporated into

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In a major emergency, the County/OA EOC serves as the central point for coordination and communication among all local response levels, including cities', special districts' and school districts' EOCs, County DOCs, the Inland REOC, and through the REOC, with state and federal agencies. At each response level, the same five major ICS management functions are employed to facilitate interagency communication and coordination - Command in the field and Management in the DOC and EOC, Operations, Planning/Intelligence, Logistics, and Finance/Administration.

5.1 City and Special District Level

Cities, special districts and school districts within Kings County's/Operational Area's boundaries may contact the County/OA EOC for information and/or to request assistance. Such requests are typically submitted via the County/OA EOC Liaison, or directly to the corresponding EOC Section (e.g., City EOC Operations Section to County/OA Operations Section). The Kings County/OA EOC Liaison serves as the initial point of contact for these and other external agencies. The Liaison refers requests for mutual aid to the appropriate discipline (e.g., Law, Fire, etc.).

Cities and special districts are asked to submit RIMS Major Incident Reports and Situation Reports to the County/OA EOC on an agreed upon schedule. In some cases, these reports will be submitted via RIMS to the County/OA EOC Planning/Intelligence Section; in other cases, verbal or facsimile reports will be submitted by the City or district EOC Director or Liaison to the County/OA EOC Director or Liaison.

5.2 Field Response Level

5.2.1 INCIDENT COMMAND

At the field level, the various response disciplines and agencies coordinate their response efforts as part of an integrated Incident Command System (ICS) organization. The Incident Commander (IC) reports status to and requests City resources from the City/OA EOC Operations Section directly, or through a City Dispatch Center or a DOC, which is organized around the same five SEMS management functions as the EOC.

5.2.2 AREA COMMAND

An Area Command may be established between multiple Incident Command Posts (ICPs) and the City EOC. The Area Commander reports to and requests assistance from the EOC Operations Section Chief, on behalf of each ICP.

For incidents in which both the County and a City or special district have primary responsibility for some aspect of the response, a Unified Area Command would be established to oversee incidents in general proximity to each other. The Unified Area Commander coordinates with the City and County/OA EOC Operations Section Chief.

5.3 Department Operations Center Level

The activities of most, if not all, City field response units is overseen and coordinated by discipline-specific Department Operations Centers (DOCs). The DOCs support their field units and coordinate and communicate with the City EOC via their respective

representatives (e.g., Branch Coordinators) in the EOC Operations Section.

5.4 Operational Area Level

In accordance with Kings County Code, Chapter 6, Kings County and its political subdivisions (cities and special districts) become an Operational Area (OA) for emergency response purposes during multi-agency disaster events. The Kings County/OA EOC coordinates emergency operations and manages resources throughout the county, and serves as a communication and coordination link between all public agencies in the county and the State Regional EOC (REOC). In accordance with state and local EOPs, the County/OA EOC, on behalf of all cities, special districts, and the County, submits regular situation reports and requests for support and resources not available within the County/OA to the appropriate Regional Mutual Aid Coordinator or to the Inland Region EOC (REOC).

5.5 Regional Level

Kings County and the City of Avenal are within the State Office of Emergency Services (OES) Inland Administrative Region and Mutual Aid Region V. During incidents in which a Local Emergency or State of Emergency has been proclaimed for Kings County, the Inland Region activates an REOC to coordinate response by regional mutual aid resources. The County/OA EOC submits status and situation reports to the REOC and Operational Area Mutual Aid Coordinators request regional mutual aid from Regional Mutual Aid Coordinators or the REOC.

5.6 State and Federal Levels

Under certain conditions, such as major floods, earthquakes, oil spills, aircraft accidents, etc., state and/or federal agencies may deploy field response units to incidents in Kings County. At the field level, state and federal units may be found in any ICS section, branch or unit, or as part of a Unified Command (UC) structure. Reporting and coordination with the County/OA EOC follows the usual Field Level response. (It should be noted that military assets remain under the direction and control of the military at all times.)

Depending upon the nature and scope of the incident, the level of Emergency/Disaster proclaimed, and the need for multi-agency coordination, State OES and/or the Federal Emergency Management Agency (FEMA) may assign representatives to report to the County/OA EOC to provide a direct coordination and communication link. These representatives will be assigned Agency Representatives and will report to the Liaison Officer function in the EOC Management Section.

5.7 Private and Voluntary Agencies

Private contractors and firms support specific government operations on a daily basis. During disasters, their support is often essential to an effective emergency response.

Voluntary agencies play an important role in responding to disasters of all types and levels. The agency most involved with emergency response in Kings County is the American Red Cross (ARC). The ARC responds on a countywide basis and has a representative assigned to the Kings County/OA EOC to provide direct communications and coordination. The ARC supports the Care & Shelter Unit in the Logistics Section.

Other community-based organizations (CBOs) may provide assistance as requested by the Volunteer Unit in the County/OA Logistics Section.

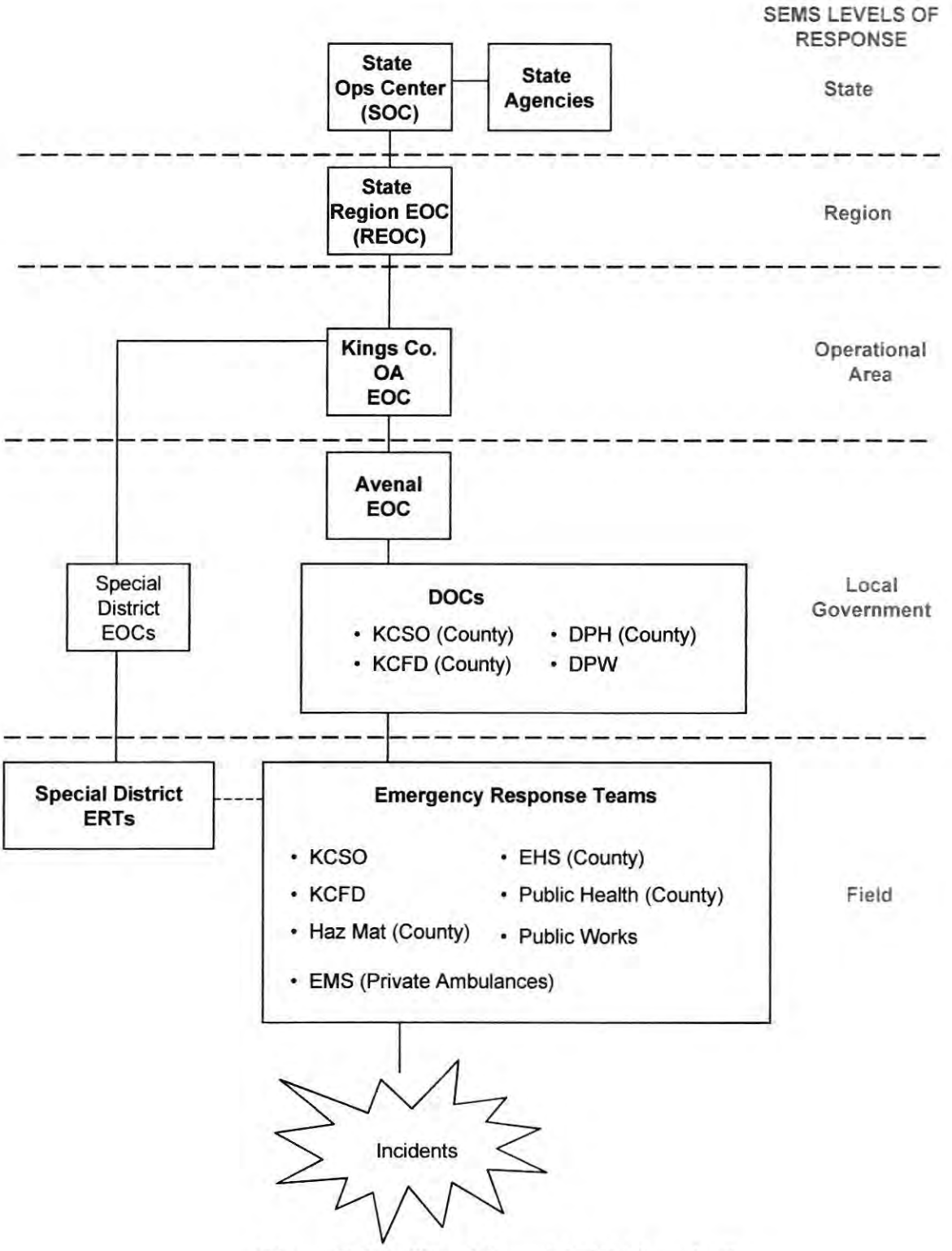


Figure B-2-2 City of Avenal SEMS Organization

6.0 POLICIES AND PROCEDURES

- Field operations will be organized and conducted using the Incident Command System (ICS).
- City and County emergency management operations shall be organized and conducted consistent with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).
- When the Operational Area level of the Kings County EMO is activated, the County EOC Director will function as the Operational Area Manager and will have overall responsibility for coordinating the emergency operations of all local jurisdictions, including cities, special districts, and the county.
- City-wide emergency response priorities will be established by the City EOC Director, according to the following:
  - Actions required to protect life safety (e.g., evacuation, medical care, shelter, etc.) will receive the highest priority for available resources.
  - Temporary restoration of facilities essential for health, safety and welfare, whether publicly or privately owned, will receive second priority for available resources (e.g., water, sanitation, power, transportation routes).
  - Addressing rehabilitation needs for temporary housing, food stamps, employment, etc., will receive third priority for available resources.
- All on-duty employees are expected to remain on duty until properly relieved. Off-duty personnel are expected to report to work consistent with this plan and department assignments.
- Employees with pre-established emergency assignments will report to a pre-designated reporting location for the assigned shift. Those without emergency assignments will report to the usual work location for the next normally scheduled shift. If unable to reach the assigned location, employees will report to the closest local jurisdiction and attempt to contact the work supervisor to report status.
- Depending on the scope of the emergency and its impact on City operations, all EOC staff may be placed on 12-hour work shifts. Normal work shifts may resume when conditions warrant.
- Operations Section Law Enforcement and Fire, Rescue & HazMat personnel will make manpower and mutual aid requests directly to their respective Operational Area Mutual Aid Coordinators. The Logistics Section Personnel Unit will request non-operations mutual aid personnel from the County/OA EOC.
- When the Kings County EMO Operational Area response level is activated, all requests for assistance by cities and special districts will be submitted to the County/OA EOC. Requests for operations personnel and/or equipment will be forwarded to the appropriate OA Mutual Aid Coordinator. If assistance from outside the County is required, the request will be forwarded to the Regional Mutual Aid Coordinator or the REOC, as indicated.
- The law enforcement officer responsible for the maintenance of law and order in a particular jurisdiction shall be in command of these operations. He shall meet and confer with the Chief Law Enforcement officer of a requesting jurisdiction about the problem. If an agreement

cannot be reached to resolve necessary decisions, the final responsibility shall rest with the Sheriff.

- Security patrols will be maintained in evacuated areas when feasible. Appropriate precautions will be taken to protect Law Enforcement and other emergency response personnel from potential hazards.
- Priority for movement to and within impacted areas will be given to essential activities such as public safety, medical and health services, and the delivery of essential provisions and other resources.
- If evacuation is ordered, attention should be directed to relocating detainees from jail and prison facilities in the hazard area to similar facilities nearby. The decision regarding evacuation of such facilities should be made by the jurisdiction responsible for the facility.
- If access control must be established to facilitate ingress and egress; control points will be established to assure that only authorized personnel are permitted to enter, pass through or remain within controlled areas.
- Auxiliary and reserve personnel will be utilized for low risk duties, such as security and traffic control. Shifts and patrol areas will be reconfigured, as necessary, to meet the demands of the situation.
- Due to the incompatibility of radio communications equipment that may exist with some jurisdictions from outside Kings County, incoming mutual aid forces will be provided with portable radios using local frequencies, whenever possible.
- Coordination of mutual aid support will be accomplished through established channels (cities to Operational Areas, to Mutual Air Regions, to State). Requests should include, as applicable:
    - Number of personnel needed.
    - Type and amount of equipment.
    - Reporting time and location.
    - Authority to whom they report.
    - Access routes.
    - Estimated duration of operations.

All law enforcement mutual aid support will, to the maximum extent possible, be provided in accordance with the California Law Enforcement Mutual Aid Plan.

Whenever a **STATE OF EMERGENCY** exists within a region or area, the following personnel within the region or area or who may be assigned to duty therein, have full peace officer powers and duties as provided by Section 830.1 of the Penal Code:

- All members of the California Highway Patrol.
- All deputies of the Department of Fish and Game who have been appointed to enforce the provisions of the Fish and Game Code.

- The State Forester and the Classes of the Department of Forestry who are designated by the State Forester as having the powers of peace officers.
- Peace officers who are State employees within the provisions of Section 830.5 of the Penal Code.

- California Highway Patrol (CHP) support of mutual aid operations is normally provided after local and adjacent governmental resources within a given Operational Area have been reasonably committed. Such support may also be provided earlier if the Governor determines it to be in the best interest of the public. CHP personnel committed to the support of local authorities shall remain under the command and control of their department. Commanders and designated supervisors may accept missions from the responsible local authorities. Requests for support by the CHP will be submitted to the appropriate Area Commander who may commit half of the Area's on-duty forces. (Note: All local law enforcement resources do not necessarily have to be committed prior to requesting such support.)

- State Military Forces (National Guard) in support of local law enforcement will accept and execute broad mission-type orders from the civil officer in charge, but will at all times remain under the military chain of command. The provisions of Section 365 of the Military and Veteran's Code place solely on the military commander, all decisions as to tactical direction and troops, kind and extent of force to be used, and particular means to be employed to accomplish the objective specified by the civil officer in charge. (Note: The Department of the Army has issued certain regulations regarding temporary loan of Federal military resources to National Guard Units and local civil authorities.)

- When the State has committed all of its available forces, including State Military Forces, and when such forces are unable to control the emergency, only the Governor may request that the President assign Federal troops to assist in restoring or maintaining law and order.

7.0 SUPPORTING ORGANIZATIONS

In addition to other EOC Branches, County departments, and local jurisdictions and external agencies, a number of state and federal agencies may be requested to provide support via the Law Enforcement Mutual Aid System.

7.1 State

7.1.1 OFFICE OF EMERGENCY SERVICES (OES)

Coordinates the procurement of State resources required to support local jurisdictions during an emergency. The OES Director, through the State Law Enforcement Coordinator (a member of the OES Staff), has the responsibility for law enforcement mutual aid coordination at the State level.

7.1.2 CALIFORNIA HIGHWAY PATROL (CHP)

Provides assistance to local jurisdictions to restore and maintain law and order.

7.1.3 MILITARY DEPARTMENT

When ordered by the Governor, provides available military equipment and personnel in support of civil law enforcement operations.

7.1.4 DEPARTMENT OF JUSTICE

Provides intelligence and support information and communications assistance through the California Law Enforcement Telecommunications System (CLETS) to OES and local jurisdictions. May also furnish law enforcement personnel in support of local law enforcement operations.

7.1.5 DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL

Provides available vehicles and personnel who have peace officer powers, to support State and local law enforcement activities.

7.1.6 DEPARTMENT OF CORRECTIONS

Provides available personnel who have peace officer powers to assist with local law enforcement activities.

7.1.7 DEPARTMENT OF FORESTRY

Provides available personnel who have peace officer powers to assist with local law enforcement activities.

7.1.8 DEPARTMENT OF FISH AND GAME

Provides available personnel who have peace officer powers to assist with local law enforcement activities.

7.1.9 DEPARTMENT OF GENERAL SERVICES

Provides for the protection of constitutional officers, personnel, including State officials, property, equipment, supplies and records, and provides for general security at designated State facilities.

7.1.10 DEPARTMENT OF TRANSPORTATION

Assists the CHP in implementing evacuation and traffic control plans.

7.2 Federal

7.2.1 U.S. DEPARTMENT OF DEFENSE

The various agencies coordinated by the Department of the Army may provide defensive equipment in support of State and local law enforcement operations; and, when ordered by the President, may provide military personnel and offensive weapons.

7.2.2 DEPARTMENT OF THE TREASURY

May temporarily assign to State and local governments law enforcement personnel who can be spared from essential departmental activities.

7.2.3 DEPARTMENT OF JUSTICE (U.S. MARSHAL'S SERVICE)

May provide personnel needed for law enforcement on all Federal lands, to

assist agencies such as the National Park Service and the U.S. Forest Service, which normally manage such property.

ATTACHMENT B-2-1

ACCESS CONTROL

1.0 INTRODUCTION

In the event of a pending or existing natural disaster, technological incident or a human-caused incident, such as terrorism, it may be necessary to evacuate persons from a hazard area. During and following an evacuation, perimeter access controls will be necessary to eliminate re-entry of the hazard area by unauthorized persons.

2.0 OBJECTIVES

The overall objectives of access control operations will be to:

- Provide a controlled area from which evacuation will take place and entry will be prevented by unauthorized persons.
- Protect lives by controlling entry into extreme hazard areas, thus, reducing public exposure to the current or pending hazard.
- Maintain law and order in the hazard area as well as the normal areas of responsibility.
- Media access is governed by Penal Code section 409.5.

3.0 SITUATION

A hazard or potential hazard situation could justify the need for evacuation for a short period of a few hours to several days or weeks, depending on the hazard and its severity. In order to limit access to the hazard area, various personnel and devices will be required, such as the following:

- Personnel to direct traffic and staff control points.
- Signs to control or restrict traffic.
- Two-way radios to communicate to personnel within and outside the secured area.
- Adjacent highway markers indicating closure of area.
- Markers on surface roads leading into the secured area.
- Patrols within and outside the secured areas.
- An established pass system for entry and exit of secured area(s).

4.0 RESPONSIBILITIES

4.1 Local

LAW ENFORCEMENT AGENCIES

- Handles law enforcement duties within and outside secured areas.
- Directs the placement of barricades and traffic control devices.
- Initiates the entry pass system.

PUBLIC WORKS AGENCIES

- Provides for traffic control devices and their placement.
- Staffs roadblocks as requested by law enforcement agencies.

4.2 County/Operational Area

COUNTY SHERIFF

- Handles law enforcement duties within all unincorporated areas.
- Directs placement of barricades and traffic control devices in unincorporated areas.
- Channels requests for mutual aid.
- Coordinates and cooperates with law enforcement agencies, in accordance with the law enforcement mission.

COUNTY TRANSPORTATION MANAGEMENT

- Provides for traffic control devices and their placement in unincorporated areas.
- Staffs roadblocks as requested by the County Sheriff and the California Highway Patrol (CHP).

4.3 State

CALIFORNIA HIGHWAY PATROL

- Manages and directs access control on the State and Federal highway system(s).
- Works with other government agencies to establish a pass system for authorized persons to enter controlled areas.

DEPARTMENT OF TRANSPORTATION

- Stockpiles and prepositions barricades at designated locations on State roads.
- Supports local public works agencies.
- Staffs roadblocks as requested by CHP.

4.4 Federal

U.S. FOREST SERVICE, BUREAU OF LAND MANAGEMENT AND NATIONAL PARK SERVICE

- Denies entry on Federal land to the general public.
- Notifies persons already in the area to leave if evacuation is ordered.

5.0 POLICIES AND PROCEDURES

- Criteria for allowing entry into closed areas will be established for each incident. Two basic options are available:

  NO ACCESS

  Prohibits public from entering the closed area. Authorized personnel (e.g., local, State and Federal emergency personnel) will be allowed entry to perform emergency work as necessary. Media representatives will be allowed access on a controlled basis.

  LIMITED ACCESS

  Allows persons into closed area according to criteria established by the Incident Commander. Entry criteria should define the persons who will be allowed entry and whether motor vehicles are allowed. Persons allowed entry might include residents with valid identification and owners, managers and employees of businesses located in closed area. All persons allowed access will be required to sign a waiver of liability and complete an entry permit (see form attached).

- Penal Code Section 409.5 (Authority of Peace Officers to Close Areas in Emergencies) indicates that any unauthorized person who willfully and knowingly enters an area closed by a peace officer and who willfully remains within such area, after receiving notice to evacuate or leave, shall be guilty of a misdemeanor.

  Nothing in Penal Code Section 409.5 prevents a duly authorized representative of any news service, newspaper, radio or television station or network from entering a closed area.

- A record will be maintained of all vehicles and personnel who enter a closed area.
- If hazardous conditions are present in the closed area, all personnel will be advised of the conditions and appropriate precautions.

ENTRY PERMIT TO ENTER RESTRICTED AREAS

1. Reason for entry (if scientific research, specify objectives, location, length of time needed for study, methodology, qualifications, sponsoring party, NSF grant number and date on separate page).

_____

_____

2. Name, address and telephone of applicant, organization, university, sponsor or media group. Also contact person if questions should arise.

_____

_____

3. Travel (fill out applicable sections: if variable call information to dispatcher for each entry).

Method of Travel (vehicle, aircraft)_____

Description of Vehicle/Aircraft _____

Route of Travel if by Vehicle _____

Destination by legal location or landmark _____

Alternate escape route if different from above _____

_____

4. Type of 2-way radio system to be used, operating frequency and your base station telephone number we can contract in emergency (a CB radio or radio telephone will not be accepted)._____

Entry granted into hazard area.

Authorizing Signature _____ **Date** _____**Expiration Date**_____

The conditions for entry are attached to and made a part of this permit. Any violation of the attached conditions for entry can result in revocation of this permit. The Waiver of Liability is made a part of and attached to this permit. All persons entering the closed area under this permit must sign the Waiver of Liability before entry.

WAIVER OF LIABILITY

(TO BE SIGNED AND RETURNED WITH APPLICATION FORM)

I, the undersigned, hereby understand and agree to the requirements stated in the application form and in the safety regulations and to further understand that I am entering a high hazard area with full knowledge that I do so at my own risk and I do hereby release and discharge the Federal Government, the State of California and all its political subdivisions and their officers, agents and employees from all liability for any damages or losses incurred while within the Closed Area.

I understand that the entry permit is conditioned upon this waiver. I understand that no public agency shall have any duty to attempt any search and rescue efforts on my behalf while I am in the Closed Area.

Signatures of applicant and members of his field party **Date**
Print full name first, then sign

_____
I have read and understand the above waiver of liability

_____
I have read and understand the above waiver of liability

_____
I have read and understand the above waiver of liability

_____
I have read and understand the above waiver of liability

_____
I have read and understand the above waiver of liability

ATTACHMENT B-2-2

LAW BRANCH COORDINATOR

EMERGENCY ACTION CHECKLIST

Increased Readiness

- ❑ Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- ❑ Review this annex, checklist, department operations plans, guidelines and mutual aid agreements.
- ❑ Document preparedness activities, monitor the situation, and maintain readiness posture:
    - o Establish and maintain an activity log.
    - o Notify alternates of situation.
    - o Notify other key management personnel of situation.
    - o Develop a potential Action Plan based on the impending emergency.
- ❑ Establish contact with Kings County/Operational Area (OA) law enforcement agencies, to advise of the situation.
- ❑ Consider alerting/recalling off-duty personnel and specialized teams:
    - o Establish an emergency work schedule.
    - o Determine clothing suitability for personnel.
- ❑ Assess the availability and condition of resources:
    - o Determine the number of properly staffed units:
        - ▪ Determine vehicle suitability for conditions.
    - o Determine department logistics needs:
        - ▪ Feeding and lodging requirements
        - ▪ Anticipate potential re-supply needs
        - ▪ Emergency power
    - o Determine specialized equipment needs:
        - ▪ Riot gear
        - ▪ Specialty vehicles
    - o Request additional emergency supplies, as necessary.
- ❑ Preposition equipment in strategic locations to meet expected needs.
- ❑ Coordinate Emergency Public Information with the City and County Public Information Officers (PIOs).

Initial Response

- ❑ Report to EOC (or other designated reporting location), check-in, and obtain briefing from the Operations Section Chief.
  - Location, magnitude and scope of event
  - Areas of City impacted
  - Current situation and priorities
  - Actions taken
  - Existing or anticipated problems/issues

- ❑ Initiate and maintain a function log. Record the following:

  - By date and time, note arrival time, decisions made, positions activated, personnel assigned to report to the Law Enforcement position, directions given, and actions taken.
  - Information to be shared with other EOC functions
  - Items that require follow-up
  - Information/data needed for recovery operations
  - Issues that involve potential liability

- ❑ Assign and brief Law Enforcement Operations Unit Leader, Security Unit Leader and Search & Rescue Unit Leader, as indicated.

- ❑ Participate in regular Section briefings and provide input to the EOC Action Plan.

- ❑ Monitor response activities and identify any potential issues that require prompt attention.

- ❑ Coordinate Emergency Public Information with the City PIO.

- ❑ Receive and process or refer, as appropriate, requests for personnel, supplies and/or equipment, as indicated.

- ❑ Based on conditions, activate the appropriate plan, if not already activated.

  - Law Enforcement Search and Rescue, including Dive Teams if needed
  - Heavy or Urban Heavy Search and Rescue
  - Swift Water Rescue
  - Multi-Casualty Incident (MCI) Plan
  - Hazardous Materials Emergency Response Plan
  - Explosive Ordnance Disposal Response Plan

- ❑ Ensure the following actions according to the above noted plan:

  - Make notifications to other agencies for response or stand-by as appropriate
  - Maintain contact with the KCSO DOC, if activated, and with field Law Branch Coordinator and field personnel
  - Gather intelligence and pass to Planning Section
  - Coordinate with other emergency responders
  - Notify adjoining law enforcement agencies of the local problem and current status
  - Coordinate mutual aid
  - Consider restricting airspace, if necessary
  - Recall off-duty personnel, as needed

- ❑ Coordinate evacuation of population in hazardous area(s), as needed, and in conjunction with Fire, Rescue & HazMat Branch Coordinator, establish an Evacuation Unit and appoint an Evacuation Unit Leader:

- ❑ In consult with the Fire, Rescue & HazMat Branch Coordinator, determine where hazardous chemicals, flammable substances, and explosives are stored or being used near the hazard area.

    - o Notify County OES if evacuation is being considered or becomes necessary.
    - o Notify the American Red Cross if evacuation is being considered or becomes necessary.
    - o Determine evacuation area and establish evacuation routes; coordinate with Traffic Control Unit Leader.
    - o Locate a rendezvous point for evacuees that is out of harm's way if a shelter is not immediately identified.
    - o Consider the impact of adverse weather conditions on evacuations
    - o Request Mass Care staff to manage shelter needs.
    - o Alert threatened population(s).
    - o Coordinate custody of minors with Child Protective Services.
    - o Determine the condition and welfare of dependent care facilities (board & care, day care, hospitals, convalescent facilities) and advise County EOC Care & Shelter Unit, if activated or County OES; assist with evacuation, as indicated.
    - o Determine the condition and welfare of detention facilities and assist with evacuation, as requested and able.
    - o Ensure that searched areas are appropriately marked.
    - o When evacuation orders are lifted:
        - Coordinate the transportation of evacuated persons back to their homes when possible. Determine effects on public transportation.
        - Provide for storage and establish a recovery process for large numbers of impounded vehicles.
        - Coordinate with the Public Works Branch, CHP and Caltrans on the priority(ies) for the repair and reopening of roads to assist with large numbers of evacuees returning to the area.

- ❑ In conjunction with the CHP, coordinate Traffic Control, as needed, establish a Traffic Control Unit and appoint a Traffic Control Unit Leader:

    - o Survey status of major evacuation routes and identify alternate routes.
    - o Coordinate with the Public Works Branch and/or Caltrans for barricades and signs.
    - o Pre-position tow trucks on evacuation routes to assist disabled vehicles; determine disposition procedures for disabled vehicles (full-tow & impoundment vs. clearing roadways).
    - o Determine evacuation time estimates if time allows.
    - o Coordinate with the Logistics Section on transportation for those requiring it.
        - Ensure non-ambulatory people are provided with appropriate evacuation assistance.
        - Assist with evacuating the incarcerated.
        - Assist evacuees with transportation back to their homes as necessary.
    - o Facilitate the movement of emergency vehicles with CHP.
    - o Monitor traffic flow on evacuation routes.

- ❑ Establish security patrols and perimeter access controls; as needed:

    - o Secure damaged and evacuated areas.
    - o Establish security for vital facilities and essential supplies.
    - o Consider the need to procure temporary fencing and contract with private security firms.
    - o Implement "Access Control Procedures."
    - o Provide crowd control at assembly locations.
    - o Impose and enforce curfews as directed.

- ❑ Coordinate light search and rescue operations and assist Fire, Rescue & HazMat Branch where needed with Urban or Heavy Search and Rescue operations.
- ❑ Coordinate with County Animal Services and Agriculture Commissioner in County EOC Logistics Section to implement required animal control measures.
- ❑ Consult with the County EOC Medical & Health Branch – Mental Health Unit on the need for Crisis Incident Stress Management for emergency personnel.
- ❑ Arrange for rest periods for crews and safety checks of apparatus prior to demobilization.

Post Emergency

- ❑ Upon EOC deactivation, release resources, as directed.
- ❑ Notify the agencies and groups with whom communications have taken place and provide contact name and number(s) for any follow up issues.
- ❑ Provide Logistics Section Purchasing & Supply staff with list of supplies to be replenished.
- ❑ Submit log and other emergency-related documentation to Planning/Intelligence Section Documentation Unit.
- ❑ Submit Expenditure Tracking and Timekeeping forms to Finance/Administration Section.
- ❑ Participate in post-emergency debriefing and critique session.
- ❑ Participate in After Action Report and Corrective Action Plan meetings.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

ATTACHMENT B-2-3

LAW ENFORCEMENT UNIT LEADER

EMERGENCY ACTION CHECKLIST

Increased Readiness

- ❑ Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- ❑ Review this annex, checklist, department operations plans, guidelines and mutual aid agreements.
- ❑ Document preparedness activities, monitor the situation, and maintain readiness posture:
    - o Establish and maintain an activity log.
    - o Notify alternates of situation.
    - o Notify other key management staff of situation.
    - o Develop a potential Action Plan based on the impending emergency.
- ❑ Establish contact with the KCSO DOC, if activated or with Field Law Branch Coordinator to determine status.
- ❑ Assess availability of law enforcement personnel for emergency assignments.
- ❑ Determine availability and suitability of available vehicles.
- ❑ Identify any specialized equipment needs and availability.
- ❑ Preposition equipment in strategic locations to meet expected needs.

Initial Response

- ❑ Report to EOC or other location designated by Law Enforcement Branch Coordinator.
- ❑ Initiate and maintain a function log. Record the following:
    - o By date and time, note arrival time, decisions made, positions activated, personnel assigned to report to the Law Enforcement Unit, directions given, and actions taken.
    - o Information to be shared with other EOC functions
    - o Items that require follow-up
    - o Information/data needed for recovery operations
    - o Issues that involve potential liability
- ❑ Establish and maintain communications links with KCSO DOC and field Law Enforcement Unit; obtain status reports.
- ❑ Assess the impact of the event and identify law enforcement operations needs.
- ❑ Establish response objectives and priorities based on the nature and scope of the event and review with the Law Enforcement Branch Coordinator prior to the first EOC Action Planning Meeting.
- ❑ Provide input to development of the EOC Action Plan.

- ❑ Advise KCSO (Avenal Substation) and Kings County Sheriff's Office (KCSO) DOC, if activated, of response objectives and priorities and ensure that appropriate incident facilities are established (e.g., Staging Area) to coordinate incoming mutual aid resources.
- ❑ If requested by the KCSO Law Mutual Aid Coordinator, request assistance from the EOC Logistics Section to arrange for shelter, feeding, vehicle fueling and other support needs for mutual aid crews.
- ❑ Advise Care & Shelter Unit in the County/OA EOC Logistics Section of the need for shelters for any evacuated populations, including location(s).
- ❑ Provide Law Enforcement Branch Coordinator with updated status reports on agreed upon schedule.
- ❑ Participate in regular Branch briefings and assign and brief any subordinates.
- ❑ Monitor response activities and identify any potential unmet needs.

Post Emergency

- ❑ Upon EOC deactivation, release resources, as directed.
- ❑ Notify the agencies and groups with whom communications have taken place and provide contact name and number(s) for any follow up issues.
- ❑ Provide City EOC Logistics Section Purchasing & Supply staff with list of supplies to be replenished.
- ❑ Submit log and other emergency-related documentation to Planning/Intelligence Section Documentation Unit.
- ❑ Submit Expenditure Tracking and Timekeeping forms to Finance/Administration Section.
- ❑ Participate in post-emergency debriefing and critique session.
- ❑ Participate in After Action Report and Corrective Action Plan meetings.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

ATTACHMENT B-2-4

SECURITY UNIT LEADER

EMERGENCY ACTION CHECKLIST

Increased Readiness

- ❑ Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- ❑ Review this annex, checklist, department operations plans, guidelines and mutual aid agreements.
- ❑ Document preparedness activities, monitor the situation, and maintain readiness posture:
    - o Establish and maintain an activity log.
    - o Notify alternates of situation.
    - o Notify other key management of situation.
    - o Develop a potential Action Plan based on the impending emergency.
- ❑ Identify available security resources (personnel and equipment) for emergency assignment and advise of situation.

Initial Response

- ❑ Report to EOC or to other location designated by Law Enforcement Branch Coordinator.
- ❑ Establish and maintain communications link with KCSO DOC, if activated, or with field Security Unit; and obtain status report.
- ❑ Determine City EOC Security requirements and arrange staffing as indicated.
- ❑ Identify any needs for special access to City EOC and make necessary arrangements.
- ❑ Provide executive and VIP security as required.
- ❑ Provide Law Enforcement Branch Coordinator with regular status reports.

Post Emergency

- ❑ Upon EOC deactivation, release resources, as directed.
- ❑ Notify the agencies and groups with whom communications have taken place and provide contact name and number(s) for any follow up issues.
- ❑ Provide City EOC Logistics Section Purchasing & Supply staff with list of supplies to be replenished.
- ❑ Submit log and other emergency-related documentation to Planning/Intelligence Section Documentation Unit.
- ❑ Submit Expenditure Tracking and Timekeeping forms to Finance/Administration Section.
- ❑ Participate in post-emergency debriefing and critique session.

- ❑ Participate in After Action Report and Corrective Action Plan meetings.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

ATTACHMENT B-2-5

SEARCH & RESCUE UNIT LEADER

EMERGENCY ACTION CHECKLIST

Increased Readiness

- ❑ Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- ❑ Review this annex, checklist, department operations plans, guidelines and mutual aid agreements.
- ❑ Document preparedness activities, monitor the situation, and maintain readiness posture:
    - o Establish and maintain an activity log.
    - o Notify alternates of situation.
    - o Notify other key management of situation.
    - o Develop a potential Action Plan based on the impending emergency.
- ❑ Identify available Search & Rescue resources (personnel and equipment) for emergency assignment and advise of situation.
- ❑ Consider alerting/recalling off-duty Search & Rescue personnel.
    - o Establish emergency work schedule.
    - o Determine clothes/personal protective equipment (PPE) needs.

Initial Response

- ❑ Report to City EOC or to other location designated by Law Enforcement Branch Coordinator.
- ❑ Establish and maintain communications link with KCSO DOC, if activated, or with field Search & Rescue Unit and obtain status report.
- ❑ Assist Fire, Rescue & HazMat Unit with search & rescue activities as indicated.
- ❑ Request any necessary search & rescue resources (e.g., Search and Cadaver Dog Teams, etc.) from Law Branch Coordinator or from the Kings County/OA Law Mutual Aid Coordinator, if necessary.
- ❑ Coordinate search & rescue activities with USAR Unit Leader.

Post Emergency

- ❑ Upon EOC deactivation, release resources, as directed.
- ❑ Notify the agencies and groups with whom communications have taken place and provide contact name and number(s) for any follow up issues.
- ❑ Provide Logistics Section Purchasing & Supply staff with list of supplies to be replenished.
- ❑ Submit log and other emergency-related documentation to Planning/Intelligence Section Documentation Unit.

- ❑ Submit Expenditure Tracking and Timekeeping forms to Finance/Administration Section.
- ❑ Participate in post-emergency debriefing and critique session.
- ❑ Participate in After Action Report and Corrective Action Plan meetings.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

ATTACHMENT B-2-6

LAW BRANCH

HAZARD SPECIFIC RESPONSES

This Appendix includes Emergency Action Checklists to be accomplished as appropriate in response to the events listed below. There is no significance in the order of checklist items since many actions will have to be accomplished concurrently.

B-2-6-a Response to a Major Earthquake
B-2-6-b Response to Hazardous Material Incident
B-2-6-c Response to Imminent/Actual Flooding

ATTACHMENT B-2-6-a

LAW ENFORCEMENT BRANCH

RESPONSE TO A MAJOR EARTHQUAKE

ASSIGNED ACTION	RESPONSIBILITY
Dispatch units to survey damage, particularly predesignated key facilities.	Incident Commander Communications
Assure that all emergency equipment under cover has been moved to prevent damage in the event of aftershocks.	All Departments

IF LITTLE OR NO DAMAGE IS REPORTED, PREPARE TO SUPPORT MORE HEAVILY DAMAGED JURISDICTIONS.

IF EXTENSIVE DAMAGE IS REPORTED, TAKE THE FOLLOWING ACTIONS AS APPROPRIATE.

Provide alternate communications, if telephone or radio communications are not operational.	Communications
Call in regular personnel and reserves; assign responsibilities according to Plan.	Incident Commander Records and non-sworn
Provide information to the Public Information Officer on matters relative to public safety.	Incident Commander
Continue surveys for further damage or hazards.	Incident Commander Plans/Intelligence Section
Enforce curfew, as directed.	Operations Section
Protect inmates within detention facilities.	Detentions Bureau Chief Deputy
Assist with the evacuation of institutionalized persons, as necessary.	Sheriff-Coroner Public Administrator
Request mutual aid from the Kings County/OA Law Enforcement Mutual Aid Coordinator.	Sheriff
Assist in search and rescue operations.	Incident Commander County Fire Law Enforcement

ASSIGNED ACTION	RESPONSIBILITY
Assure that searched buildings are appropriately marked.	Incident Commander Operations Section
Relocate people to safe areas.	Logistics Section County OES
Provide security to protect people remaining in area.	Incident Commander Operations Section
Provide traffic control.	Incident Commander Operations Section
Assist fire units in entering or leaving area.	Incident Commander Operations Section
Establish perimeter access control, as required.	Incident Commander Operations Section
Coordinate the evacuation of hazardous areas with other agencies.	Incident Commander
Coordinate with Construction and Engineering operations.	Incident Commander
Establish security for vital facilities and essential supplies.	Incident Commander Operations Section
Coordinate with traffic engineering to determine capacity and safety of evacuation routes.	Incident Commander Plans/Intelligence Section
Coordinate with other departments for debris clearance and rescue operations.	Incident Commander Operations Section
Evacuate persons if dam failure is possible.	Incident Commander Operations Section

ATTACHMENT B-2-6-b

LAW ENFORCEMENT BRANCH

RESPONSE TO HAZARDOUS MATERIAL INCIDENT

ASSIGNED ACTION	RESPONSIBILITY
Dispatch units to survey damage and to estimate the extent of the affected area.	Incident Commander Communications
Notify appropriate local, State and Federal hazard response agencies.	County OES Communications
Contact National Weather Service for wind direction and other weather information.	Incident Commander Fire Department
Ensure that all personnel remain upwind or upstream of the incident site. This may require repositioning of personnel and equipment as conditions change.	Incident Commander Fire Department
Direct designated hazardous incident responders to the incident site.	Incident Commander
Assist in efforts to identify spilled substance. This would include locating shipping papers and placards and contacting, as required: - Shipper - Manufacturer - Caltrans - County Environmental Health Dept. - CHEMTREC	Incident Commander Fire Department
Establish traffic and perimeter control for affected area.	Incident Commander Operations Section
Assist in the coordination of medical assistance.	County EMS Operations Section
Provide assistance in the warning dissemination and search and rescue operations.	Incident Commander Operations Section
Establish command post with other emergency responders.	Incident Commander
Search vacated areas to ensure that all people have received warnings.	Incident Commander Operations Section

ASSIGNED ACTION	RESPONSIBILITY
Direct and monitor population evacuation.	Incident Commander Operations Section
Provide law enforcement and crowd control services at mass care facilities.	Operations Section
Determine if the use of aircraft will make hazardous conditions worse. If so, convey information to Meadows Field Tower.	Fire Department Incident Commander
Establish traffic and other controls to permit re-entry when safe.	Incident Commandeer Operations Section
Request mutual aid from the Kings County/OA Law Enforcement Mutual Aid Coordinator.	Sheriff

ATTACHMENT B-2-6-c

LAW ENFORCEMENT BRANCH

RESPONSE TO IMMINENT/ACTUAL FLOODING

ASSIGNED ACTION	RESPONSIBILITY
Prepare to move personnel from detention facilities subject to flooding.	Detention Bureau Chief Deputy
Prepare to relocate personnel and equipment from stations that are subject to flooding.	Incident Commander
Arrange for emergency electric power for law enforcement facilities.	Incident Commander Logistics Section
Place reserves and auxiliaries on standby.	Incident Commander Logistics Section
Alter patrol areas to accommodate flood conditions.	Incident Commander Operations Section
Review evacuation routes and warning Procedures.	Incident Commander Plans Intelligence Section
Place towing services on standby to assist disabled vehicles on evacuation routes.	Incident Commander Logistics Section
Warn population in threatened areas, if evacuation ordered.	Incident Commander Public Information Officer
Provide traffic control for evacuation.	Incident Commander CHP
Provide assistance in evacuating institutionalized persons.	Sheriff-Coroner Public Administrator
Provide security for vacated areas.	Incident Commander Operations Section
Establish access controls to vacated areas.	Incident Commander Operations Section

ASSIGNED ACTION	RESPONSIBILITY
FLOODING OCCURS	
Activate warning procedures.	Incident Commander
Implement evacuation plans	Incident Commander Operations Section
Reconfigure patrol areas.	Incident Commander Operations Section
Coordinate with fire agencies for the rescue of persons trapped in flooded areas.	Incident Commander Operations Section
Establish access controls around perimeter of inundation areas.	Incident Commander Operations Section
Provide security patrols for flooded areas.	Incident Commander Operations Section
Provide law enforcement and crowd control services at mass care facilities.	Incident Commander Operations Section
Request mutual aid from the Kings County/OA Law Enforcement Mutual Aid Coordinator.	Sheriff

ANNEX B-3[1]

FIRE, RESCUE & HAZMAT BRANCH

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Attachments

3-B-3-1 - Search & Rescue Structure Triage, Assessment & Marking System 3-B-3-1-1

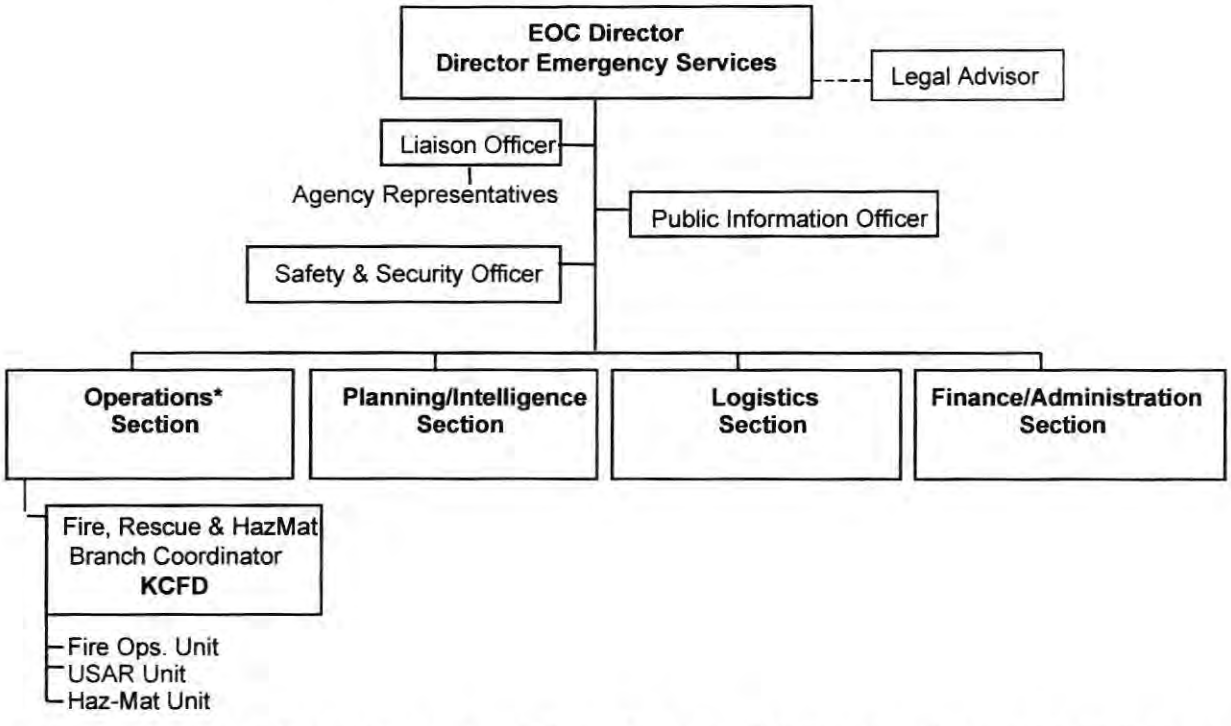
Emergency Action Checklists

3-B-3-2 - Fire, Rescue, & HazMat Branch Coordinator 3-B-3-2-1
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[1] This Annex is supplemented by appropriate procedures in Part 3 - EOC Procedures Manual.

ANNEX B-3

FIRE, RESCUE & HAZMATBRANCH



* The Operations Section Chief position will be staffed by Fire or Law Enforcement staff, depending on the nature of the event.

Figure B-3-1 EOC Operations Section

1.0 PURPOSE

The Fire, Rescue & HazMat Branch in the City EOC Operations Section, staffed by one ore more KCFD representatives, coordinates the activities of all personnel engaged in fire, rescue and hazardous materials (hazmat) response to incidents within the City; establishes and maintains communications link with the Kings County Fire Department (KCFD) Department Operations Center (DOC); coordinates operations associated with the location, immediate care and safe removal of endangered, trapped, disabled, and/or isolated casualties; reviews and evaluates status reports; makes decisions regarding strategies for the deployment and allocation of available fire, rescue, and hazmat resources; and submits requests for Fire, Rescue & HazMat mutual aid to Kings County/Operational Area (OA) Fire Mutual Aid Coordinator.

2.0 STAFFING

The EOC Director determines the extent to which the EOC will be activated and staffed at the time of the incident. The Operations Section Chief decides which Section functions to activate, based on the nature and scope of the emergency. The Fire, Rescue & HazMat Branch will typically be activated whenever the City EOC is activated.

This function is staffed by a Fire, Rescue & HazMat Branch Coordinator from the KCFD who determines if other functional or technical support staff are required and makes the notifications,

as indicated. When requested by the Fire, Rescue & HazMat Branch Coordinator, private contractors and/or several state and federal agencies may provide specific support under certain conditions.

2.1 Heavy Rescue

When indicated, rescue efforts are undertaken to search for trapped and injured persons and to extricate them safely and quickly. Rescue operations might well require personnel and equipment from Fire, Law Enforcement and Public Works Branches and from the private sector. Operations associated with this situation may require the total spectrum of rescue operations, from evacuation, to debris tunneling, shoring and stabilization of structures.

Both fire and law enforcement disciplines bear responsibility for heavy rescue operations and typically manage such incidents using a Unified Command structure in the field and Multi-Agency Coordination in the City EOC. In Kings County, the KCSO has management responsibility for river rescue and wilderness search and rescue, while the KCFD has responsibility for vehicle rescue and rescue from burning or collapsed structures. Specialized Urban Search & Rescue (USAR) Teams may be requested ron the Kings County/OA EOC via mutual aid for trench and other technical rescues. Dog search and rescue (S&R) Teams may also be requested to assist with searches.

2.2 HazMat

In California, authority for on-scene management of hazmat incidents on highways and public roadways is assigned to the California Highway Patrol (CHP) by California Vehicle Code Section 2454, which vests management authority in the law enforcement agency having primary traffic investigative authority. Management for such incidents not on highways or public roadways is typically vested via local ordinance in the local fire department/district. In Kings County, the Kings County Fire Department (KCFD) and Hanford Fire Department (HFD) jointly provide Type II hazmat response to incidents on a countywide and regional basis. The County's Environmental Health Department also responds to hazmat incidents to assist with substance identification, mitigation and cleanup.

3.0 DUTIES

The Fire, Rescue & HazMat Branch is comprised of a Branch Coordinator and three Units supervised by individual Unit Leaders.

3.1 Fire, Rescue & HazMat Branch Coordinator

The Fire, Rescue & HazMat Branch Coordinator, who reports to the Operations Section Chief, oversees and coordinates all Branch activities on a City-wide basis, and is responsible to coordinate activities through its DOC, as appropriate, to:

- Establish and maintain communications link with KCFD DOC and field units.
- Establish fire, rescue and hazmat priorities, based on the incident conditions.
- Coordinate the deployment of fire, rescue and hazmat resources, as necessary, on a City-wide basis.
- In coordination with the Law Enforcement Branch, determine geographic boundaries of incident and any evacuation area(s).

- Compile report of conditions, number of casualties, needs, observations of damage, resource status and progress from the DOC.
- Coordinate with Public Works to provide assistance with rescue operations.
- Coordinate with Kings County/OA EOC Medical & Health Branch to provide assistance to extricated victims requiring medical treatment.

3.2 Fire Operations Unit

- Mobilize and deploy fire resources and assume command and control of fire suppression, rescue and hazmat operations.
- Coordinate fire department response to medical emergencies and assume scene control in absence of law enforcement.
- Coordinate and initiate fire safety measures appropriate to mitigation of fire hazards.
- Perform initial triage of the injured, tag injured and deceased, and administer emergency medical care.
- Request mutual aid resources from the Kings County/OA Fire Mutual Aid Coordinator under the California Fire Mutual Aid System.

3.3 Urban Search & Rescue Unit (USAR)

- Determine scope of search and rescue assistance required and availability of USAR resources (e.g., search dog units through mutual aid channels).
- Determine missions for search and rescue teams, based on established priorities.
- As necessary and when able, assist law enforcement to:
  - Alert and notify the general public;
  - Perimeter access control; and
  - Search and rescue efforts.
- Locate and gain access to endangered, trapped, disabled, and/or isolated persons, extricate trapped and injured and move to safety.
- Mark premises which have been searched, consistent with the Federal Emergency Management Agency (FEMA) marking system (Attachment B-3-1).

3.4 Haz Mat Unit

- Determine scope of hazmat incidents throughout the City.
- Coordinate with Fire, Rescue & HazMat Branch Coordinator to determine missions for hazmat teams, based on established priorities.
- Coordinate containment activities associated with hazardous material incidents.
- Coordinate the mitigation and cleanup with County Environmental Health Services (EHS) and the responsible party.

4.0 CONCEPT OF OPERATIONS

Fire, rescue and hazmat operations are conducted by County and City fire departments, Cal Fire, and, when necessary, any federal agencies having fire fighting capabilities and functions relevant to the situation. All agencies responding to incidents within California are required to utilize the Standardized Emergency Management System (SEMS), which is based on the nationally-recognized and –utilized Incident Command System (ICS). The on-scene management of facilities, equipment, personnel, procedures and communications is based on ICS. For incidents in which more than one discipline or jurisdiction has some primary responsibility, a Unified Command structure is employed.

To respond to disasters effectively, each person assigned an emergency management function has specific duties to complete before, during and after a disaster. These tasks are outlined in the Kings County Emergency Operations Plan (EOP), Basic Plan. More detailed information about each function in the Emergency Operations Center (EOC) is presented in this and other annexes to the EOP.

4.1 Preparedness

Preparedness actions allow staff to prepare for disaster operations, become familiar with the contents of this plan, develop and update procedures and resource lists and participate in training drills and exercises. The duties of the assigned Branch include the following:

- Participate in regular meetings of the Emergency Operations Center (EOC) staff to maintain familiarity with the role and responsibilities of the assigned EOC function and to discuss emergency management issues.
- Review the EOP, applicable department plans, standard operating procedures (SOPs), and the materials contained in this annex. Submit recommended revisions, updates and enhancements to this annex to the Director of Emergency Services (DES).
- Conduct inter-discipline and – jurisdiction planning to reach consensus on response assignments and procedures for rescue and hazmat incidents.
- Identify a source of interoperable communications with all appropriate local and mutual aid agencies and organizations with fire, rescue and hazmat response capabilities.
- Develop any additional information to be incorporated into the assigned annex and submit to the DES.
- Participate in training, exercises and post-exercise critiques conducted by the County Office of Emergency Services (OES) and provide appropriate training for volunteer firefighters.

4.2 Initial Response

Specific activities to be performed by the Branch Coordinator are listed in Attachment B-3-1 to this annex.

Actions taken during this phase will be concentrated on the well-being of people impacted by the event. Priority activities will include fire suppression and rescue operations, assisting in containment of hazardous materials when such procedures can be carried out safely, and assisting in any traffic or access control when requested and resources are available. Fire and rescue personnel may also be involved in assisting law

enforcement in moving persons from potentially hazardous areas to safer reception areas.

The Branch Coordinator is responsible to:

- Report to the EOC and obtain a briefing from the Operations Section Chief.
- Determine the extent to which the Branch should be activated and notify assigned staff, as indicated.
- Initiate and maintain a function log.
- Confer with KCFD Department Operations Center (DOC) Coordinator and/or the Field Fire, Rescue & HazMat Branch Coordinator to identify any immediate need to conduct evacuation and/or rescue operations, and implement appropriate actions.
- Make any additional notifications as necessary.
- Implement activities outlined in the checklist contained in Attachment B-3-1.

4.3 Extended Operations

As early lifesaving and property protection activities continue, attention may focus on lower priority activities, such as assuring that all searched area have been cleared; checking that all persons are accounted for and safe from ensuing hazards; and assisting with detailed damage assessment activities, as time and resources permit.

- Coordinate activities of staff within the assigned Branch, with other Operations Branches, and with Kings County and other cities and special districts, as indicated.
- Compile regular status ad situation reports from the KCFD DOC.
- Consult with Operations Section Chief regarding any unresolved conflicts.
- Ensure that all status, situation and damage information compiled by the Branch is forwarded to the Planning Section.
- Participate in regular Section briefings and development of the EOC Action Plan.
- Track all activities and major decisions in function log.

4.4 Post Emergency

Priorities during this period will be focused on continuing to provide essential fire services and assisting with recovery operations.

- Close out function logs and submit to Documentation Unit to be filed in permanent incident record.
- Upon deactivation of the EOC, make notifications as indicated.
- Provide Logistics Section Purchasing & Supply Unit with a list of any expendable supplies to be replenished.
- Ensure that non-expendable supplies/equipment are serviced and returned to proper locations.

- Participate in EOC debriefing and critique sessions.
- Provide input to After Action Report and Corrective Action Plan.

5.0 COORDINATION AMONG EMO LEVELS/ORGANIZATIONS

The Standardized Emergency Management System (SEMS) on the state level and the National Incident Management System (NIMS) on the national level, both based on the nationally-recognized and –utilized Incident Command System (ICS), provide a standard emergency response system and organization that enhances the ability of all levels of government to work together in a coordinated manner. In California, NIMS elements have been incorporated into SEMS, and Government Code (CGC) § 8607 requires all local public agencies (cities, special districts and counties) to use SEMS at the scene of multi-agency emergencies, in Department Operations Centers (DOCs) and in the EOC.

In a major emergency, the County/OA EOC serves as the central point for coordination and communication among all local response levels, including cities', special districts' and school districts' EOCs, County DOCs, the Inland REOC, and through the REOC, with state and federal agencies. At each response level, the same five major ICS management functions are employed to facilitate interagency communication and coordination - Command in the field and Management in the DOC and EOC, Operations, Planning/Intelligence, Logistics, and Finance/Administration.

5.1 City and Special District Level

Cities, special districts and school districts within Kings County's Operational Area's (OA's) boundaries may contact the County/OA EOC for information and/or to request assistance. Such requests are typically submitted via the County/OA EOC Liaison, or directly to the corresponding EOC Section (e.g., City EOC Operations Section to County/OA Operations Section). The Kings County/OA EOC Liaison serves as the initial point of contact for these and other external agencies. The Liaison refers requests for mutual aid to the appropriate discipline (e.g., law, fire, etc.).

Cities and special districts are asked to submit RIMS Major Incident Reports and Situation Reports to the County/OA EOC on an agreed upon schedule. In some cases, these reports will be submitted via RIMS to the County/OA EOC Planning/Intelligence Section; in other cases, verbal or facsimile reports will be submitted by the City or district EOC Director or Liaison to the County/OA EOC Director or Liaison.

5.2 Field Response Level

5.2.1 INCIDENT COMMAND

At the field level, the various response disciplines and agencies coordinate their response efforts as part of an integrated Incident Command System (ICS) organization. The Incident Commander (IC) reports status to and requests resources from the City EOC Operations Section directly, or through a City Dispatch Center or a DOC, which is organized around the same five SEMS management functions as the EOC.

5.2.2 AREA COMMAND

An Area Command may be established between multiple Incident Command Posts (ICPs) and the City EOC. The Area Commander reports to and requests assistance from the EOC Operations Section Chief, on behalf of each ICP.

For incidents in which both the County and a City or special district have primary responsibility for some aspect of the response, a Unified Area Command would be established to oversee incidents in general proximity to each other. The Unified Area Commander coordinates with the City and County/OA EOC Operations Section Chief.

5.3 Department Operations Center Level

The activities of most, if not all, City field response units is overseen and coordinated by discipline-specific Department Operations Centers (DOCs). The DOCs support their field units and coordinate and communicate with the City EOC via their respective representatives (e.g., Branch Coordinators) in the EOC Operations Section.

5.4 Operational Area Level

In accordance with Kings County Code, Chapter 6, Kings County and its political subdivisions (cities and special districts) become an Operational Area (OA) for emergency response purposes during multi-agency disaster events. The Kings County/OA EOC coordinates emergency operations and manages resources throughout the county, and serves as a communication and coordination link between all public agencies in the county and the State Regional EOC (REOC). In accordance with state and local EOPs, the County/OA EOC, on behalf of all cities, special districts, and the County, submits regular situation reports and requests for support and resources not available within the County/OA to the appropriate Regional Mutual Aid Coordinator or to the Inland Region EOC (REOC).

5.5 Regional Level

Kings County and the City of Avenal are within the State Office of Emergency Services (OES) Inland Administrative Region and Mutual Aid Region V. During incidents in which a Local Emergency or State of Emergency has been proclaimed for Kings County, the Inland Region activates an REOC to coordinate response by regional mutual aid resources. The County/OA EOC submits status and situation reports to the REOC and Operational Area Mutual Aid Coordinators request regional mutual aid from Regional Mutual Aid Coordinators or the REOC.

5.6 State and Federal Levels

Under certain conditions, such as major floods, earthquakes, oil spills, aircraft accidents, etc., state and/or federal agencies may deploy field response units to incidents in Kings County. At the field level, state and federal units may be found in any ICS section, branch or unit, or as part of a Unified Command (UC) structure. Reporting and coordination with the County/OA EOC follows the usual Field Level response. (It should be noted that military assets remain under the direction and control of the military at all times.)

Depending upon the nature and scope of the incident, the level of Emergency/Disaster proclaimed, and the need for multi-agency coordination, State OES and/or the Federal Emergency Management Agency (FEMA) may assign representatives to report to the County/OA EOC to provide a direct coordination and communication link. These representatives will be assigned as Agency Representatives and will report to the Liaison Officer function in the EOC Management Section.

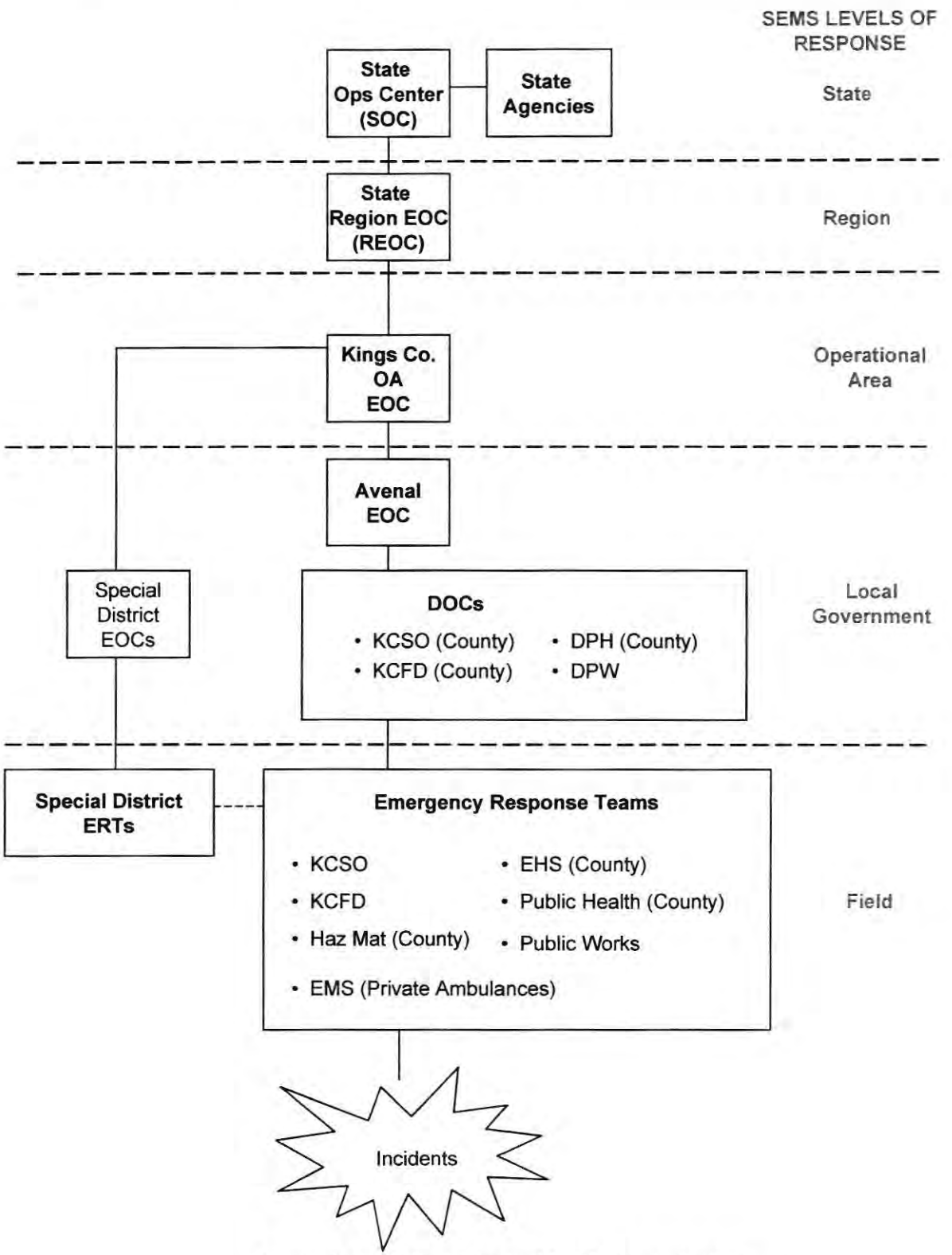


Figure B-3-2 City of Avenal SEMS Organization

5.7 Private and Voluntary Agencies

Private contractors and firms support specific government operations on a daily basis. During disasters, their support is often essential to an effective emergency response.

Voluntary agencies play an important role in responding to disasters of all types and levels. The agency most involved with emergency response in Kings County is the American Red Cross (ARC). The ARC responds on a countywide basis and has a representative assigned to the Kings County/OA EOC to provide direct communications and coordination. The ARC supports the Care & Shelter Unit in the Logistics Section.

Other community-based organizations (CBOs) may provide assistance as requested by the Volunteer Unit in the Logistics Section.

6.0 POLICIES AND PROCEDURES

- Field operations will be organized and conducted using the Incident Command System (ICS).
- City and County emergency management operations shall be organized and conducted consistent with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).
- When the Operational Area level of the Kings County EMO is activated, the County EOC Director will function as the Operational Area Manager and will have overall responsibility for coordinating the emergency operations of all local jurisdictions, including cities, special districts, and the county.
- City-wide emergency response priorities will be established by the EOC Director, according to the following:
    - Actions required to protect life safety (e.g., evacuation, medical care, shelter, etc.) will receive the highest priority for available resources.
    - Temporary restoration of facilities essential for health, safety and welfare, whether publicly or privately owned, will receive second priority for available resources (e.g., water, sanitation, power, transportation routes).
    - Addressing rehabilitation needs for temporary housing, food stamps, employment, etc. will receive third priority for available resources.
- All on-duty employees are expected to remain on duty until properly relieved. Off-duty personnel are expected to report to work consistent with this plan and department assignments.
- Employees with pre-established emergency assignments will report to a pre-designated reporting location for the assigned shift. Those without emergency assignments will report to the usual work location for the next normally scheduled shift. If unable to reach the assigned location, employees will report to the closest local jurisdiction and attempt to contact the work supervisor to report status.
- Depending on the scope of the emergency and its impact on City operations, all EOC staff may be placed on 12-hour work shifts. Normal work shifts may resume when conditions warrant.
- Operations Section Law Enforcement and Fire, Rescue & HazMat personnel will make manpower and mutual aid requests directly to their respective Operational Area Mutual Aid

Coordinators. The Logistics Section Personnel Unit will request non-operations mutual aid personnel from the County/OA EOC.

- When the Kings County EMO Operational Area response level is activated, all requests for assistance by cities and special districts will be submitted to the County/OA EOC. Requests for operations personnel and/or equipment will be forwarded to the appropriate OA Mutual Aid Coordinator. If assistance from outside the County is required, the request will be forwarded to the Regional Mutual Aid Coordinator or the REOC, as indicated.

- All requests for mutual aid support will be submitted through established channels (local fire chief to Operational Area Coordinator to Mutual Aid Region to State). Requests should include, as applicable:

  - Reason for request.
  - Specifics on the number of resources needed and what type.
  - When needed.
  - Where and to whom the resources are to be dispatched.
  - Fiscal basis of the request (Master Mutual Aid, AFH, etc.).

- Fire and rescue personnel will coordinate their services with law enforcement agencies to assist in any search and rescue functions, outside normal fire service rescue functions.

- Fire and rescue personnel will assist in any evacuation and/or warning functions, as resources permit.

- As necessary, fire and rescue personnel will conduct fire inspections of mass care facilities and initiate fire safety training.

- As necessary, fire and rescue organizations may organize and train a fire watch for mass care facilities.

- Due to incompatibility of radio communications equipment that may exist with some jurisdictions from outside the county, incoming mutual aid forces should be provided with portable radios using local frequencies, when necessary.

- Resources and circumstances permitting, mutual aid agreements will be honored.

7.0 SUPPORTING ORGANIZATIONS

In addition to other EOC Branches, County departments, and local jurisdictions and external agencies, a number of state and federal agencies may be requested to provide support via the Fire, Rescue & HazMat Mutual Aid System.

7.1 State

7.1.1 CAL FIRE

Assists with personnel and equipment, including conservation camp crews in fire suppression, rescue and cleanup, communications, radiological monitoring and personnel care, as emergencies may require and dependent upon their normally assigned fire protection responsibility.

7.1.2 STATE FIRE MARSHAL

Assists OES Fire and Rescue Division by providing personnel to facilitate coordination of mutual aid fire and rescue operations.

7.1.3 DEPARTMENT OF FISH AND GAME

Assists other agencies in hazardous materials and search and rescue missions.

7.1.4 MILITARY DEPARTMENT

At the direction of the Governor, assists civil authorities in protecting life and property from fires and conducts support operations designed to minimize devastation by fire (e.g., communications, transportation, evacuation and engineering assistance) and provides personnel and equipment for rescue operations.

7.2 Federal

7.2.1 DEPARTMENT OF AGRICULTURE (U.S. FOREST SERVICE)

Provides fire protection within the National Forest System and, under existing agreements, provides assistance to State and local fire suppression agencies upon request.

7.2.2 DEPT. OF THE INTERIOR (BUREAU OF LAND MANAGEMENT)

The Bureau of Land Management may provide for fire protection on Federal reservations.

7.2.3 DEPARTMENT OF DEFENSE (DOD)

Upon specific request for emergency assistance from local jurisdictions, military commanders have the authority to commit military resources where a situation is of such imminent seriousness that delay in awaiting instructions from higher authority is unwarranted and such action is justified in order to save human life, prevent immediate human suffering or mitigate major property damage or destruction. Such support might include fire fighting vehicles, equipment, supplies, personnel, aircraft and crews and other related personnel and material.

ATTACHMENT B-3-1

SEARCH & RESCUE

STRUCTURE TRIAGE, ASSESSMENT & MARKING SYSTEM

1.0 INTRODUCTION

The Structure Triage, Assessment, and Marking System is designed to help identify, select, and prioritize the building(s) with the highest probability of success with respect to finding and rescuing live victims. As such, this may not be the building(s) with the largest number of potential victims or the building in the best structural condition. It is important that information related to building identification, conditions, hazards, and victim status be posted in a standardized fashion.

2.0 INITIAL SIZE-UP

Many factors must be dealt with when a Task Force (TF) arrives at an incident and attempts to size-up the situation and begin operations. In general, it is anticipated that a TF may need to perform the following activities prior to beginning US&R operations:

- Identify buildings individually (i.e., by address, physical location, unique design, etc.);
- General area triage (i.e., to identify separate buildings, from many in a given area, that offer the highest potential for viable rescue opportunities);
- Hazard assessment and marking of any building prior to search and rescue operations; and At least two possibilities exist when TFs arrive at their assigned location within an affected jurisdiction.
  - First, local emergency response personnel may have identified viable search/rescue opportunities for the TF:
    - The location and/or identification of separate buildings may be clearly identified.
    - This information greatly reduces the number of considerations that the TFL must address.
    - Essentially, many of the general size-up issues may have been conducted (by the local personnel) and the TF managers would base their action plan and assignment of resources on this information.
    - Information provided by local sources must be reviewed for validity.
  - Second, there may be little or no reconnaissance information when the TF arrives:
    - The TF may be faced with a geographic area (several buildings/part of a block/several block area) with no tangible info as to where to concentrate their efforts.
    - In this case, the decision-making process and sizing-up of the situation becomes much more complex.

The following rationale may be used by a TFL during the first hours of arrival at an assigned location, if faced with the second situation of little or no information:

3.0 STRUCTURE ASSESSMENT

3.1 Structure Triage

- One or two TF Structure Triage Teams may be deployed into the area in question. A team should include:
  - One Structures Specialist
  - One Hazardous Materials Specialist.

- Each team will conduct a short triage (approximately one hour or less in duration) of the buildings in the area. The identification of structure location should be established during the triage process.

- This assignment could be conducted simultaneously at the inception of the mission, while the TFL deploys personnel to assess possible sites for locating the BoO.

3.2 Reconnaissance

- At the conclusion of the rapid structural triage, one or two TF Reconnaissance Team(s) should be deployed to evaluate each building deemed viable as a result of the rapid triage for continued search and/or rescue operations.

- A Reconnaissance Team is composed of nine TF personnel.

- Structure and search markings should be performed during this phase and prior to the initiation of rescue operations.

3.3 Structure Triage Assumptions

The following assumptions relate to the structure triage performed at the TF level:

- If a large area or many buildings are involved, triage would probably be performed by two Structure Triage Teams:
  - It would be imperative that the teams compare assessment criteria before and after triage.
  - This ensures that uniform evaluations are obtained.

- There will be some buildings that will have significant hazards so that operations cannot proceed until the hazards are mitigated:
  - These would be given "NO GO" assessments (i.e., structure on fire/collapse hazard/HAZMAT spill).
  - Follow-up marking of the structure must occur during the reconnaissance phase.

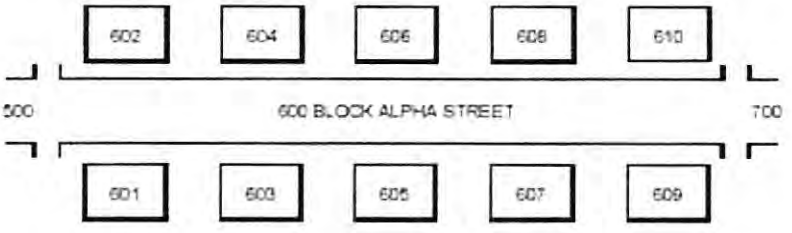
- Triage assessments will be made based on value judgments that are based on rapidly obtained information:
  - These should always be subject to a common sense review.
  - Adjustments may need to be made by the TF management personnel.

Triage criteria should be re-evaluated after the initial search, in light of live victim locations.

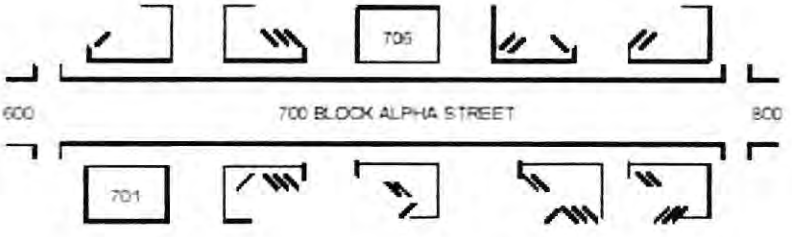
- It is not anticipated that structure marking would occur during the initial triage phase.

4.0 STRUCTURE IDENTIFICATION WITHIN A GEOGRAPHIC AREA

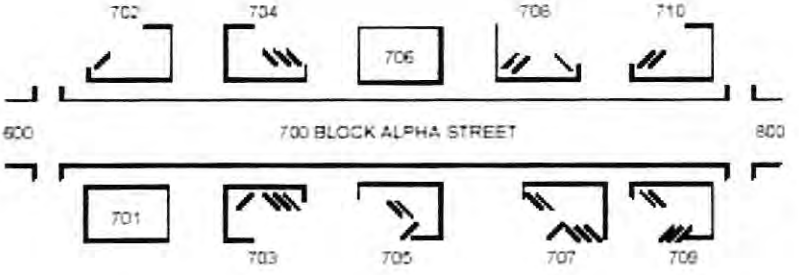
- An important duty of a Structure Triage Team is to clearly differentiate buildings in groupings such as by block(s) or jurisdictional areas/sectors.
- This geographic (area/sector) identification of buildings would be consolidated at the Command Post and used to:
  - Deploy search and rescue personnel; and
  - Track the structure and hazard evaluation and search assessment information.
- It is imperative that each structure within a geographic area is clearly identified. This identification will assist both in the specific ongoing search and rescue effort and, in the long term, post-disaster identification of the site.
- This identification is important from a technical documentation perspective regarding specific events at a given site.
- The system builds upon the normal pre-disaster street name, hundred block and building number. As TF personnel establish a need to identify a structure within a given block, they will identify each structure by existing street name and building number (see next page):



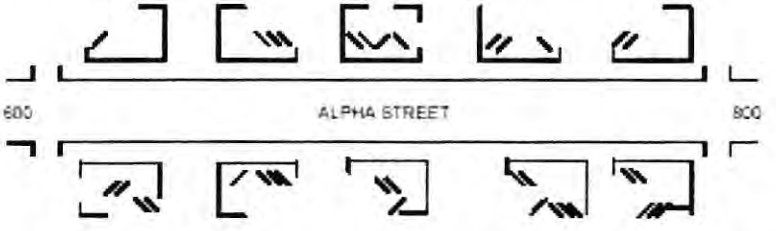
- If some previously existing numbers have been obliterated, an attempt should be made to reestablish the numbering system based upon one or more structures that still display an existing number.



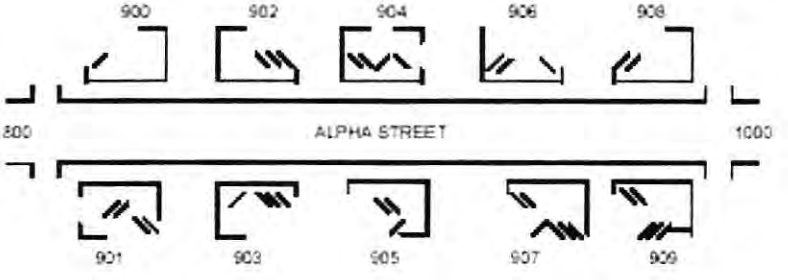
- The damaged building(s) would be assigned numbers to separately identify them as indicated. The front of the structure(s) in question should be clearly marked using International Orange spray paint with the new number being assigned.



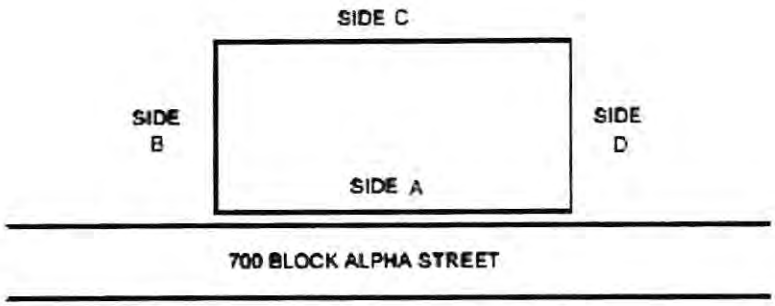
- If no number is identifiable in a given block then TF personnel will identify the street name and the hundred block for the area in question based on other structures in proximity to the site in question.



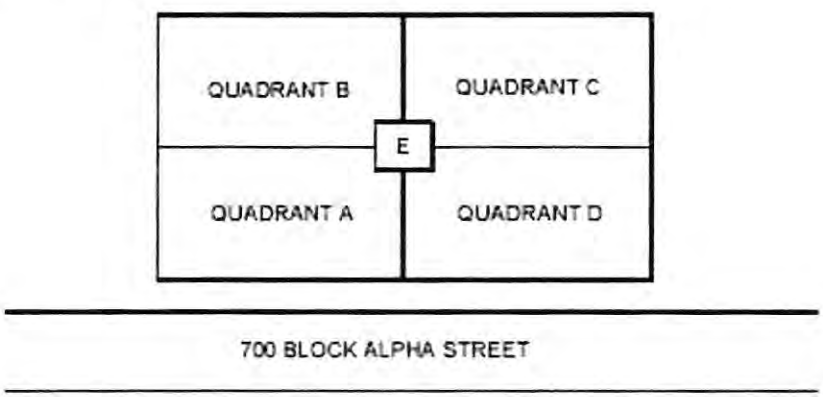
- In this case, structures will be assigned the appropriate numbers to designate and differentiate them. The front of the structure(s) in question should be clearly marked using International Orange spray paint with the new number being assigned.



- It is important to identify locations within a single structure.
- The address side of the structure shall be defined as SIDE A. Other sides of the structure shall be defined in a clockwise manner from SIDE A.



- The interior of the structure will be divided into QUADRANTS. They are identified ALPHABETICALLY, clockwise, starting where the SIDE A/SIDE B perimeters meet.
- The center core, where all four quadrants meet will be identified as Quadrant E (i.e., central core lobby, etc.).



- Multi-story building floors should be numbered as referenced from the exterior, if necessary. The grade-level floor is designated floor #1 and, moving upward, the 2nd floor would be floor #2, etc.
  Conversely, the first floor below grade level would be b-1, the second b-2, etc.

4.1 Structure Triage

- When a TF arrives at their assigned location, it may be necessary to deploy a Structure Triage Team to assess the affected area. A TF Structures Specialist and Hazardous Materials Specialist should be assigned to this team.
- The triage consists of a three-step process:
  - The concise identification and location of buildings for reference;
  - A rapid assessment of the affected area; and
  - The identification of potential building(s) that require a more detailed assessment.
- When evaluating an area encompassing several to many buildings, it is necessary to perform a rapid visual assessment of each building. This assessment should determine:
  General structural condition;
  Probable occupancy (i.e., office, commercial, retail, residential, etc.); and

Whether or not obvious access to the interior exists for each building.

- During this assessment the Structure Triage Team will prepare a rough sketch of the general area and identify each building.

- Once a general sweep and rapid assessment of the assigned area has been completed, the team should consult with the TF management personnel to identify a priority scheme for a more detailed analysis of opportune buildings.

- The following factors should be considered in the determination of the priorities for search and rescue operations:
  - Occupancy - refers to building use, not the number of occupants.
  - Collapse Mechanism - how the building failed will provide an indication of the potential for voids wherein a victim(s) could survive.
  - Time of Day - refers to the time of the event which caused the collapse: This is a critical factor when combined with the occupancy type. For example, if an earthquake occurs at 2100 hours and collapses an office building and an apartment building, the apartment building would normally represent the higher potential for a successful rescue than would the office building. If the event occurred at 1000 hours, the opposite would be true.
  - Prior Intelligence - information from the general public relating to known trapped victims.
  - Search and Rescue Resources Available - does the particular building require resources beyond what is readily available to the TF (is heavy equipment required to gain access).
  - Structural Condition of the Building - in general, can search and rescue operations proceed with a minimum of stabilization effort?

4.2 Triage Scoring

- The triage scoring process assesses various factors to obtain a numerical score for each structure assessed. The intent of the score is to calculate a figure, where a higher number represents a better risk/benefit ratio.

- A Structure Triage Evaluation Form has been developed for use during the triage phase. (See Appendix D).

- The following categories will be scored:
  - Total number of potentially trapped victims
  - Condition of voids
  - Time required to access victims
  - Chance of additional collapse
  - Special occupancy information
  - "No Go" conditions.

4.3 Triage Analysis

- The triage information must be consolidated, summarized, and presented to the TF management personnel for planning and tasking purposes.

- The TFL and appropriate specialists will then analyze the information and begin to:
  - Develop an action plan for strategy and tactics;
  - Prioritize the work sites;
  - Assign resources (Reconnaissance Teams);
  - Commence rescue operations, if appropriate; and
  - Make a final determination on the location of the TF BoO.

4.4 Reconnaissance

- At the conclusion of the rapid structure triage, TF Reconnaissance Teams should be deployed to evaluate each building deemed viable (as a result of the rapid triage) for continued search and/or rescue operations.
- Structure and search marking should be performed during this phase and prior to the initiation of rescue operations.

5.0 TASK FORCE MARKING SYSTEMS

- Information derived from a coordinated building triage and/or search and reconnaissance activities must be consolidated by the TF supervisory personnel.
- This is used to identify operational priorities and also must be forwarded to the local ICP (or other officials in charge) to assist with their overall assessment of the event.
- Information gathered by TF personnel must be represented in a standardized fashion to ensure uniformity and clarity. The TF Marking System is identified and divided into two sections:
- Structure/Hazards Evaluation Marking
- Search Assessment Marking.
- The marking procedures are designed to identify specific information pertinent to each affected building.
- Each component can be completed independent of the other, although normally the Structure and Hazards Evaluation would be completed first.
- It is expected that the TF Structures and HAZMAT Specialists on the Reconnaissance Team would address the Structure and Hazards Evaluation marking while the balance of the team would address the Search Assessment marking.

5.1 Structure/Hazards Evaluation Marking

- A 2' X 2' square box is outlined at any entrance accessible for entry into any compromised structure.
- Aerosol cans of spray paint (International Orange color only) will be used for this marking system.
- It is important that an effort is made to mark all normal entry points to a building under evaluation to ensure that TF personnel approaching the building can identify that it has been evaluated and discern its condition.
- Specific markings will be clearly made inside the box to indicate the condition of the structure and any hazards at the time of the assessment.
- Normally the square box marking would be made immediately adjacent to the entry point identified as safe. An arrow will be placed next to the box indicating the direction of the safe entrance if the Structure and Hazards Evaluation marking must be made somewhat remote from the safe entrance.
- The TIME, DATE, and SPECIALIST Identification (ID), will also be noted outside

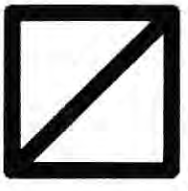
the box at the upper right-hand side. This information will be made with pieces of carpenter's chalk or lumber crayon (as noted in the Structure Specialist's Equipment List).

- All TF personnel must be aware of the possibility of, and look for other Structure and Hazards Evaluation markings made on the interior of the building.
- As each subsequent assessment is performed throughout the course of the mission, a new TIME, DATE, and SPECIALIST ID entry will be made (with carpenter's chalk) below the previous entry, or a completely new marking box made if the original information is now incorrect.

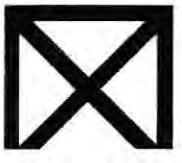
The depiction of the various markings is as follows:



Structure is accessible and safe for search and rescue operations. Damage is minor with little danger of further collapse.



Structure is significantly damaged. Some areas are relatively safe, but other areas may need shoring, bracing, or removal of falling and collapse hazards. The structure may be completely pancaked.



Structure is not safe for search and rescue operations and may be subject to sudden additional collapse. Remote search operations may proceed at significant risk. If rescue operations are undertaken, safe haven areas and rapid evacuation routes should be created.

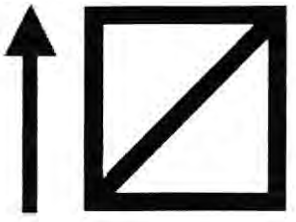


Arrow located next to a marking box indicates the direction to the safe entrance to the structure, should the marking box need to be made remote from the indicated entrance.



Indicates that a HAZMAT condition exists in or adjacent to the structure. Personnel may be in jeopardy. Consideration for operations should be made in conjunction with the Hazardous Materials Specialist. Type of hazard may also be noted.

- The TIME, DATE, and TF ID, are noted outside the box at the upper right-hand side. This info is made with carpenter's chalk or lumber crayon. An optional method is to apply duct tape on the exterior of the structure and write the information with a grease pencil or black marker.



7/15/91 1310 hrs.
HM - natural gas
CA-TF1

The example indicates that a safe point of entry exists above the marking (possibly a window, upper floor, etc.). The single slash means the structure may require some shoring and bracing. The assessment was made on July 15, 1991, at 1:10 PM. There is an apparent indication of natural gas in the structure. The evaluation was made by TF #1 out of the State of California.

- All TF personnel must be aware of the possibility of, and look for other Structure and Hazards Evaluation markings made on the interior of the building.
- As each subsequent assessment is performed throughout the course of the mission:
  - A new TIME, DATE, and TF ID entry will be made below the previous entry; and/or
  - A completely new marking box made if the original information is now incorrect.
- Marking boxes are also placed in each of the specific areas within the structure (i.e., rooms, hallways, stairwells, etc.) to denote conditions in separate parts of the building.

5.2 Search Assessment Marking

- A separate and distinct marking system is necessary to conspicuously denote information relating the victim location determinations in the areas searched.
- The Search Assessment marking system is designed to be used in conjunction with the Structure and Hazards Evaluation marking system.
- An "X" that is 2' X 2' in size will be made with International Orange color spray paint. This X will be constructed in two operations (see next page):



Single slash drawn upon entry to a structure or area indicates search operations are currently in progress. The time and TF identifier are posted as indicated.



Crossing slash drawn upon personnel exit from the structure or area.

- Distinct markings will be made inside the four quadrants of the X to clearly denote the search status and findings at the time of this assessment.
- The marks will be made with carpenter chalk, lumber crayon, or duct tape and black magic marker.



LEFT QUADRANT - US&R TF identifier



TOP QUADRANT - Time and date that the TF personnel left the structure.



RIGHT QUADRANT - Personal hazards.



BOTTOM QUADRANT - Number of live and dead victims still inside the structure. ["0" = no victims]

- It is important that markings are made specific to each area of entry or separate part of the building.
- If no victims are found, it is noted with a "0" below.
- Situation updates are noted as they are available:
  - Previous search markings are crossed out; and
  - New markings are placed below (or next to) their previous markings with the most recent information.

ATTACHMENT B-3-2

FIRE, RESCUE & HAZMAT BRANCH COORDINATOR

EMERGENCY ACTION CHECKLIST

Increased Readiness

- ❑ Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- ❑ Review this annex, checklists, department operations plans, guidelines and mutual aid agreements.
- ❑ Document preparedness activities, monitor the situation, and maintain readiness posture:
    - o Establish and maintain an activity log.
    - o Notify alternates of situation.
    - o Notify other key management personnel of situation.
    - o Develop a potential Action Plan based on the impending emergency.
- ❑ Establish contact with Kings County/Operational Area (OA) Fire, Rescue & HazMat agencies, and advise of the situation.
- ❑ Consider alerting/recalling off-duty personnel and specialized teams:
    - o Establish an emergency work schedule.
    - o Determine clothing suitability for personnel.
- ❑ Assess the availability and condition of resources:
    - o Determine the amount of apparatus and equipment available for dispatch within or outside the County:
        - ▪ Determine vehicle suitability for conditions
    - o Determine department logistics needs:
        - ▪ Feeding and lodging requirements
        - ▪ Anticipate potential re-supply needs
        - ▪ Emergency power
    - o Determine specialized equipment needs:
        - ▪ Medical supplies
        - ▪ Rescue equipment and support materials
        - ▪ Firefighting materials
            - • Protective clothing
            - • Extra air bottles
        - ▪ Hazmat supplies
    - o Request additional emergency supplies, as necessary.
- ❑ Preposition equipment in strategic locations to meet expected needs.
- ❑ Coordinate Emergency Public Information with City and County Public Information Officer (PIO).

Initial Response

- ❑ Report to EOC (or other designated reporting location), check-in and obtain briefing from the Operation's Section Chief.
    - Location, magnitude and scope of event
    - Areas of City impacted
    - Current situation and priorities
    - Actions taken
    - Existing or anticipated problems/issues
- ❑ Initiate and maintain a function log. Record the following:
    - By date and time, note arrival time, decisions made, positions activated, personnel assigned to report to the Fire, Rescue & HaMat position, directions given, and actions taken.
    - Information to be shared with other EOC functions
    - Items that require follow-up
    - Information/data needed for recovery operations
    - Issues that involve potential liability
- ❑ Assign and brief Fire Operations Unit Leader, Urban Search & Rescue Unit Leader, and/or HazMat Unit Leader, as indicated.
- ❑ Participate in regular Section briefings and provide input to EOC Action Plan.
- ❑ Monitor response activities and identify any potential issues that require prompt attention.
- ❑ Receive and process or refer, as appropriate, requests for personnel, supplies and/or equipment, as indicated.
- ❑ Coordinate Emergency Public Information with all EOC staff and City departments.
- ❑ Determine if fire-fighting water system is functional.
- ❑ Test communications and determine additional needs.
- ❑ Compile and review status and damage reports from windshield surveys submitted by the Fire DOC. Ensure that copies of all reports are forwarded to the Planning Section Situation Status Unit.
- ❑ Consult with DOC regarding the need to evacuate or shelter-in-place and coordinate with the Law Enforcement Branch Coordinator.
- ❑ Coordinate the activation of multi-purpose Staging Areas and advise the Logistics Section of any supply or equipment needs.
- ❑ Prioritize repairs of damaged equipment and water lines, as necessary.
- ❑ Release mutual aid resources as need diminishes.
- ❑ Coordinate fire-related safety issues with Safety Officer:
- ❑ Coordinate fire inspections at congregate care facilities.

- ❑ Mitigate hazmat incidents; as needed:
    - Inspect facilities where hazardous chemicals, flammable substances, or explosives are stored once the hazard has been abated.
    - Determine where hazardous chemicals, flammable substances, and explosives are stored in the hazard area.
    - Coordinate activities with Kings County EHS, Medical & Health Branch.
    - Ensure personnel take precautionary actions to protect medical and fire personnel when caring for contaminated victims.
- ❑ Consider with the Red Cross representative in the Kings County/OA EOC Care & Shelter Unit or the Department Chaplain the need for Crisis Incident Stress Management.
- ❑ Arrange for rest of crews and safety checks of apparatus prior to demobilization.
- ❑ As available, assist with detailed damage assessment.

Post Emergency

- ❑ Upon EOC deactivation, release resources, as directed.
- ❑ Notify agencies and groups with whom communications have taken place. Provide contact name and number for any follow up issues.
- ❑ Provide Logistics Section Purchasing & Supply staff with list of supplies to be replenished.
- ❑ Submit log and other emergency-related documentation to Planning/Intelligence Section Documentation Unit.
- ❑ Submit Expenditure Tracking and Timekeeping forms to Finance/Administration Section.
- ❑ Participate in post-emergency debriefing and critique session.
- ❑ Participate in After Action Report and Corrective Action Plan meetings.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

ATTACHMENT B-3-3

FIRE OPERATIONS UNIT LEADER

EMERGENCY ACTION CHECKLIST

Increased Readiness

- ❑ Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- ❑ Review this annex, checklists, department operations plans, guidelines and mutual aid agreements.
- ❑ Document preparedness activities, monitor the situation, and maintain readiness posture:
    - o Establish and maintain an activity log.
    - o Notify alternates of situation.
    - o Notify other key management personnel of situation.
    - o Develop a potential Action Plan based on the impending emergency.
- ❑ Consider alerting/recalling off-duty personnel and specialized teams:
    - o Establish an emergency work schedule.
    - o Determine clothing suitability for personnel.
- ❑ Assess the availability and condition of resources.
- ❑ Determine the number of properly staffed vehicles and apparatus available for dispatch in the affected areas.
- ❑ Anticipate department logistical needs:
    - o Feeding and lodging requirements.
    - o Potential re-supply needs, etc.
- ❑ Anticipate specialized equipment needs:
    - o Emergency power.
    - o Medical supplies.
    - o Rescue equipment.
    - o Fire fighting materials, and equipment, etc.
- ❑ Stage equipment in strategic locations, as deemed necessary.
- ❑ Coordinate emergency public information with the City and County Public Information Officers.

Initial Response

- ❑ Report to EOC or other location designated by Fire, Rescue & HazMat Branch Coordinator.

- ❑ Initiate and maintain function log. Record the following:
    - By date and time, note arrival time, decisions made, positions activated, personnel assigned to report to the Fire, Rescue & HaMat position, directions given, and actions taken.
    - Information to be shared with other EOC functions
    - Items that require follow-up
    - Information/data needed for recovery operations
    - Issues that involve potential liability
- ❑ Establish and maintain communications link with Fire DOC and field Fire Units; obtain status reports.
- ❑ Establish response objectives and priorities based on nature and scope of event, and review with Fire, Rescue & HazMat Branch Coordinator prior to the first EOC Action Planning Meeting.
- ❑ Advise Fire DOC of response objectives and priorities and ensure that appropriate incident facilities are established (e.g., Staging Area) to coordinate incoming mutual aid resources.
- ❑ Request mutual aid under the California Fire Mutual Aid System.
- ❑ Provide Fire, Rescue & HazMat Branch Coordinator with regular status reports.
- ❑ Participate in regular Branch briefings and assign and brief any subordinates.
- ❑ Monitor response activities and identify any unmet needs.

Post Emergency

- ❑ Upon EOC deactivation, release resources, as directed.
- ❑ Notify agencies and groups with whom communications have taken place. Provide contact name and number for any follow up issues.
- ❑ Provide Logistics Section Purchasing & Supply staff with list of supplies to be replenished.
- ❑ Submit log and other emergency-related documentation to Planning/Intelligence Section Documentation Unit.
- ❑ Submit Expenditure Tracking and Timekeeping forms to Finance/Administration Section.
- ❑ Participate in post-emergency debriefing and critique session.
- ❑ Participate in After Action Report and Corrective Action Plan meetings.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

ATTACHMENT B-3-4

URBAN SEARCH & RESCUE UNIT LEADER

EMERGENCY ACTION CHECKLIST

Increased Readiness

- ❑ Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- ❑ Review this annex, checklists, department operations plans, guidelines and mutual aid agreements.
- ❑ Document preparedness activities, monitor the situation, and maintain readiness posture:
    - o Establish and maintain an activity log.
    - o Notify alternates of situation.
    - o Notify other key management personnel of situation.
    - o Develop a potential Action Plan based on the impending emergency.
- ❑ Consider alerting/recalling off-duty personnel and specialized teams:
    - o Establish an emergency work schedule.
    - o Determine clothing suitability for personnel.
- ❑ Assess availability and condition of local mutual aid USAR teams and equipment.
- ❑ Identify potential logistical needs of USAR resources.
- ❑ Preposition equipment in strategic locations to meet expected needs if indicated.

Initial Response

- ❑ Report to EOC or other location designated by Fire, Rescue & HazMat Branch Coordinator.
- ❑ Initiate and maintain function log. Record the following:
    - o By date and time, note arrival time, decisions made, positions activated, personnel assigned to report to the Fire, Rescue & HaMat position, directions given, and actions taken.
    - o Information to be shared with other EOC functions
    - o Items that require follow-up
    - o Information/data needed for recovery operations
    - o Issues that involve potential liability
- ❑ Establish and maintain communications link with Fire DOC and field USAR Unit; obtain status reports.
- ❑ Determine scope of search and rescue mission.

- ❑ Establish search and rescue objectives and priorities based on the nature and scope of the event and review with the Fire, Rescue & HazMat Branch Coordinator prior to the first EOC Action Planning Meeting.
- ❑ Advise Fire DOC of search & rescue objectives and priorities and ensure the appropriate incident facilities are established (e.g., Staging Area) to coordinate incoming mutual aid resources.
- ❑ Coordinate search & rescue activities with Law Enforcement Search & Rescue Unit Leader.
- ❑ If requested by Fire DOC, request assistance from EOC Logistics Section to arrange for shelter, feeding, vehicle fueling and other support needs for mutual aid teams.
- ❑ Provide Fire, Rescue & HazMat Branch Coordinator with updated status reports on agreed upon schedule.
- ❑ Participate in regular Branch briefings and assign and brief any subordinates.
- ❑ Monitor search & rescue activities and identify any potential unmet needs.

Post Emergency

- ❑ Upon EOC deactivation, release resources, as directed.
- ❑ Notify agencies and groups with whom communications have taken place. Provide contact name and number for any follow up issues.
- ❑ Provide Logistics Section Purchasing & Supply staff with list of supplies to be replenished.
- ❑ Submit log and other emergency-related documentation to Planning/Intelligence Section Documentation Unit.
- ❑ Submit Expenditure Tracking and Timekeeping forms to Finance/Administration Section.
- ❑ Participate in post-emergency debriefing and critique session.
- ❑ Participate in After Action Report and Corrective Action Plan meetings.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

ATTACHMENT B-3-5

HAZMAT UNIT LEADER

EMERGENCY ACTION CHECKLIST

Increased Readiness

- ❑ Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- ❑ Review this annex, checklists, department operations plans, guidelines and mutual aid agreements.
- ❑ Document preparedness activities, monitor the situation, and maintain readiness posture:
    - o Establish and maintain an activity log.
    - o Notify alternates of situation.
    - o Notify other key management personnel of situation.
    - o Develop a potential Action Plan based on the impending emergency.
- ❑ Consider alerting/recalling off-duty personnel and specialized teams:
    - o Establish an emergency work schedule.
    - o Determine clothing suitability for personnel.
- ❑ Assess availability and condition of local and mutual aid HazMat teams, vehicles and equipment.
- ❑ Identify potential logistical needs of HazMat teams.
- ❑ Preposition equipment in strategic locations to meet expected needs if indicated.

Initial Response

- ❑ Report to EOC or other location designated by Fire, Rescue & HazMat Branch Coordinator.
- ❑ Initiate and maintain function log. Record the following:
    - o By date and time, note arrival time, decisions made, positions activated, personnel assigned to report to the Fire, Rescue & HaMat position, directions given, and actions taken.
    - o Information to be shared with other EOC functions
    - o Items that require follow-up
    - o Information/data needed for recovery operations
    - o Issues that involve potential liability
- ❑ Determine scope of hazmat incidents throughout City.
- ❑ Establish hazmat objectives and priorities based on the nature and scope of the event and review with the Fire, Rescue & HazMat Branch Coordinator prior to the first EOC

Action Planning meeting.

- ❑ Advise Fire DOC of hazmat objectives and priorities and ensure the appropriate incident facilities are established (e.g., Staging Area) to coordinate incoming mutual aid resources.
- ❑ Coordinate with local Public Works and County/OA Health & Medical and Coroner Units to provide assistance to Haz Mat Teams, if necessary.
- ❑ If requested by Fire DOC, request assistance from EOC Logistics Section to arrange for shelter, feeding, vehicle fueling and other support needs for mutual aid teams.
- ❑ Provide Fire, Rescue & HazMat Branch Coordinator with updated status reports on agreed upon schedule.
- ❑ Participate in regular Branch briefings and assign and brief any subordinates.
- ❑ Monitor search & rescue activities and identify any potential unmet needs.

Post Emergency

- ❑ Upon EOC deactivation, release resources, as directed.
- ❑ Notify agencies and groups with whom communications have taken place. Provide contact name and number for any follow up issues.
- ❑ Provide Logistics Section Purchasing & Supply staff with list of supplies to be replenished.
- ❑ Submit log and other emergency-related documentation to Planning/Intelligence Section Documentation Unit.
- ❑ Submit Expenditure Tracking and Timekeeping forms to Finance/Administration Section.
- ❑ Participate in post-emergency debriefing and critique session.
- ❑ Participate in After Action Report and Corrective Action Plan meetings.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

ATTACHMENT B-3-6

FIRE, RESCUE & HAZMAT

HAZARD-SPECIFIC RESPONSES

This Attachment includes Emergency Action Checklists to be accomplished in response to the events listed below. There is no significance in the order of the checklist items since many actions will have to be accomplished concurrently.

B-3-6-a - Response to a Major Earthquake
B-3-6-b - Response to Hazardous Material Incident
B-3-6-c - Response to Imminent/Actual Flooding

ATTACHMENT B-3-6-a

FIRE, RESCUE & HAZMAT

RESPONSE TO A MAJOR EARTHQUAKE

ASSIGNED ACTION	RESPONSIBILITY
Assure that all emergency equipment under cover has been moved to open areas to prevent damage in the event of aftershocks.	Station Captains
Dispatch units to survey and report damage.	Station Captains

IF LITTLE OR NO DAMAGE IS REPORTED, PREPARE TO SUPPORT MORE HEAVILY DAMAGED JURISDICTIONS. STATION CAPTAINS NOTIFY BATTALION HEADQUARTERS. BATTALION CHIEFS REPORT TO FIRE DEPARTMENT DOC.

IF EXTENSIVE DAMAGE IS REPORTED, TAKE THE FOLLOWING ACTIONS AS APPROPRIATE.

Determine condition of predesignated locations where hazardous chemicals, flammable substances and explosives are stored or used.	Station Captains
Check communications to ensure dispatching and reporting system is operating.	Communications Station Captains
Dispatch units to provide alternate communications links if necessary.	Fire Duty Chief Communications
Determine if fire fighting water system is functional.	Station Captains Local Utility
Call back all regular personnel and reserves, including public and private ambulances.	Fire Chief County EMS
Organize rescue teams and available Equipment and assign to areas According to established priorities.	Fire Duty Chief

ASSIGNED ACTION	RESPONSIBILITY
Take suppression actions on reported fires.	Station Captains Battalion Chief Fire Duty Chief
Coordinate with EMS on care of injured.	Fire Duty Chief Battalion Chiefs
Keep other emergency forces informed of areas threatened by fire.	Fire Duty Chief
Clear debris from preplanned routes to support fire and rescue activities. Report to EOC priority road cleaning projects.	Local Roads State Highways Station Captains Transportation Management Cal Trans
Determine if current and forecast wind conditions will support large and intense fires.	Fire Duty Chief Battalion Chief
Give priority to lifesaving actions.	Fire Duty Chief Battalion Chief
Organize and direct light rescue of trapped people and perform first aid.	Station Captains Battalion Chief Fire Duty Chief
Call for EMS support as needed.	Fire Duty Chief Battalion Chief
Coordinate the activation of Multipurpose Staging Areas.	Fire Duty Chief Battalion Chief
Assist in alerting and disseminating self-help instructions to the public.	County PIO
Call for equipment needed for debris clearance and heavy duty rescue operations.	Fire Duty Chief
Establish access controls to damaged areas, assist people to safe areas, request needed EMS support.	CHP Police Department Battalion Chief
If any facility or area is reported to be unsafe because of damage, developing fires or other hazards, order evacuation.	Fire Duty Chief Battalion Chief Sheriff's Department
Request additional assistance from the Operational Region Fire and Rescue Coordinator.	Fire Duty Chief

ASSIGNED ACTION	RESPONSIBILITY
Coordinate any and all activity by fire districts.	Fire Duty Chief
Establish updated availability list of resources.	Fire Duty Chief
Keep OES Fire and Rescue Regional Coordinator updated as to resource availability and commitment.	Fire Duty Chief

ATTACHMENT B-3-6-b

FIRE, RESCUE & HAZMAT

RESPONSE TO HAZARDOUS MATERIAL INCIDENT

ASSIGNED ACTION	RESPONSIBILITY
Ensure that operations are conducted from an upwind position, if incident involves fire or material subject to blowing in the wind.	Incident Commander Fire Duty Chief
Identify spilled or leaked substance.	Fire Haz Mat Response Team Incident Commander County Environmental Heath
Notify Dispatch of incident (Dispatch contacts Health, Fish & Game, etc.)	Incident Commander
Take steps necessary to protect or save human life; safeguard property insofar as practical.	Incident Commander Fire Duty Chief
Coordinate with the Law Enforcement On-Scene Manager to ensure that public is kept as far from the scene as reasonably possible.	Incident Commander Liaison Officer
Reevaluate perimeters as the hazardous commodity is identified and/or environmental conditions change.	Fire Haz Mat Response Team Incident Commander County Environmental Health
Assist medical personnel in isolating, decontaminating and removing contaminated or injured persons from the scene.	Incident Commander County EMS
Take action to contain and/or prevent the spread of the material.	Incident Commander Fire Haz Mat Response Team Station Captain
Avoid attempts to neutralize large volumes of chemical spills (except for contaminated personnel).	Incident Commander Fire Haz Mat Response Team
Avoid diluting or washing away spills.	Incident Commander Fire Haz Mat Response Team

ASSIGNED ACTION	RESPONSIBILITY
Secure services of the designated governmental or private hazardous materials cleanup agency.	County Environmental Health
Provide Incident Commander and other decision makers as to the hazards involved with each incident.	Fire Haz Mat Response Team County Environmental Health
Identify responsible party and document actions taken.	Incident Commander County Environmental Health

ATTACHMENT B-3-6-c

FIRE, RESCUE & HAZMAT

RESPONSE TO IMMINENT/ACTUAL FLOODING

FLOODING EXPECTED

ASSIGNED ACTION	RESPONSIBILITY
Establish liaison with the Emergency Emergency Operations Center (EOC) and any mutual aid providers.	Fire Duty Chief
Prepare to relocate fire equipment from stations in flood plain.	Fire Duty Chief Battalion Chief Station Captains
Assist in warning and evacuation, if directed	Fire Duty Chief City PIO Station Captains
Assist in flood fighting activities.	Battalion Chief Station Captains
Establish communications links with law enforcement agencies.	Fire Duty Chief Communications
Assist in evacuating non-ambulatory persons.	Station Captains County EMS
Coordinate with predesignated facility operators to ensure that actions are taken to prevent any hazardous materials release.	Battalion Chief Station Captains

FLOODING OCCURS

ASSIGNED ACTION	RESPONSIBILITY
Assist law enforcement in traffic control.	Station Captains
Continue to assist in warning areas not yet flooded.	Fire Chief City PIO
Assist in evacuation.	Sheriff's Department Law Enforcement
Aid in the rescue of persons trapped in flooded areas.	Station Captains

ACTION	RESPONSIBILITY
Administer first aid as required.	Station Captains
Assist in perimeter control.	Sheriff's Department Station Captains
Assist in flood fighting activities.	Station Captains

ANNEX B-4[1]

PUBLIC WORKS BRANCH

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Attachments

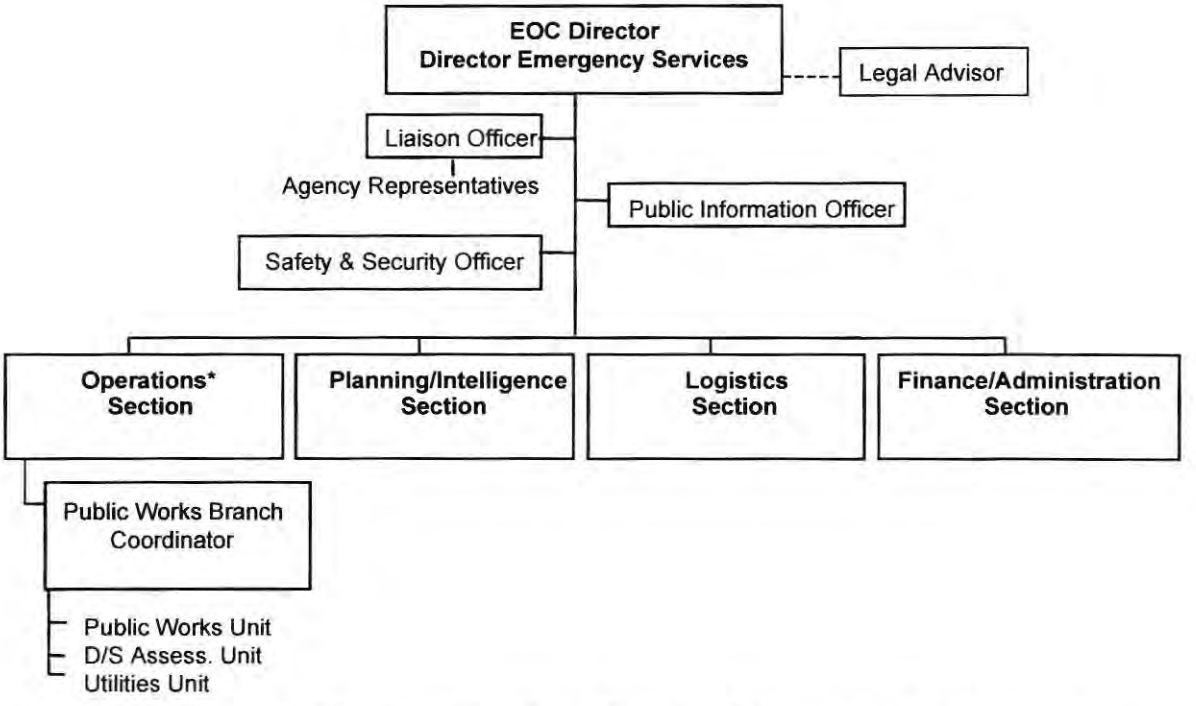
Emergency Action Checklists

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[1] This Annex is supplemented by appropriate procedures in Part 3 - EOC Procedures Manual.

ANNEX B-4

PUBLIC WORKS BRANCH



* The Operations Section Chief Position will be staffed by Fire or Law Enforcement staff, depending on the nature of the event.

Figure B-4-1 EOC Operations Section

1.0 PURPOSE

The Public Works Branch in the City EOC Operations Section, staffed by pre-assigned Avenal Department of Public Works staff, coordinates the City-wide allocation and deployment of Public Works resources (personnel, equipment, materials, services) and private contractors to conduct Rapid Safety Assessments, Detailed Safety & Damage Assessments, and Engineering Evaluations of roads, highways, bridges, over/underpasses, tunnels and critical facilities and structures; establishes and maintains a communications link with the Department of Public Works (DPW) Department Operations Center (DOC); reviews status, damage and situation reports from the DOC; determines strategies and priorities for disaster route recovery and emergency repair and restoration of critical facilities and structures; conducts debris clearance; establishes communications link with utilities to determine estimated duration of outages and restoration schedules and to coordinate and support restoration activities if necessary; and conducts flood fighting operations, when necessary.

2.0 STAFFING

The EOC Director determines the extent to which the EOC will be activated and staffed at the time of the incident. The Operations Section Chief decides which Section functions to activate. The

Public Works Branch will usually be activated following an emergency incident that results in flooding and/or damages to streets, roadways, facilities and/or structures.

This function is staffed by a Branch Coordinator and a minimum of three Unit Leaders - Public Works Unit, Safety/Damage Assessment Unit, and Utilities Unit - and function support staff as deemed necessary by the Branch Coordinator. Local private contractors and several state and federal agencies may also provide specific support under certain conditions.

3.0 DUTIES

The Public Works Branch in the EOC Operations Section is supervised by a Branch Coordinator.

3.1 Branch Coordinator

The Public Works Branch Coordinator, who reports to the Operations Section Chief, oversees and coordinates all Branch activities and is responsible to:

- Activate Units as indicated and assign available staff as Unit Leaders;
- Advise the DPW DOC on the deployment of DPW field units to conduct Rapid Safety Assessments.
- Brief the Public Works Departmental Operations Center (DOC) on the situation.
- Establish liaison with private contractors and heavy-equipment operators for assistance, as needed.
- Coordinate with the Purchasing & Supply Unit of the Logistics Section for fuel and other necessary resources.
- Mobilize Public Works and private contract repair crews, as indicated.
- 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 is 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 waterways, assist with utility restoration, and building temporary emergency structures as required.
- Coordinate all requests for engineers and building inspectors from various sources, including City residents, other local emergency response agencies, and City and Kings County staff.
- Communicate mutual aid resource needs to the Kings County/Operational Area (OA) EOC Public Works Branch.
- Compile status and damage reports from the DOC and forward copies to the Planning /Intelligence Section Situation Status Unit.
- In consult with the other Operations Section Branch Coordinators and Planning Section staff:

- Identify essential routes that require emergency debris clearance.
- Identify essential City structures that require evacuation and advise the Logistics Section on the need for alternate facilities and/or shelter sites.
- Establish priorities for detailed damage assessments, engineering evaluations, emergency repairs and restoration of damaged City facilities and structures, and assign appropriate City staff and private contractors to conduct emergency repairs.

3.2 Public Works Unit

- Clear debris from essential routes, as necessary.
- Coordinate flood fighting efforts when necessary.
- Prepare and maintain current lists of private contractors and firms, suppliers, equipment rental companies and other resources that may be needed at the time of an emergency or disaster
- Assess the need for specialized equipment and resources, such as barricades, bulldozers, skip loaders, traffic cones, sand bags, electrical generators, etc. Place equipment rental companies on call.
- Assist Law Enforcement and Fire Department with the utilization of barricades and cones to close off streets and hazardous areas.
- Assist the Law Enforcement Unit in establishing barricades and access routes to and from affected areas.
- Provide for repairs to emergency equipment in coordination with the Logistics Section.
- Restore, maintain and operate essential facilities.
- Monitor fuel supply and suppliers.
- Arrange for providing fuel for emergency vehicles and equipment, in coordination with the Logistics Section.
- Assist other agencies in hauling requested supplies and equipment to mass care facilities in order to feed and shelter disaster victims at mass care facilities. Coordinate with the Logistics Section.

3.3 Safety/Damage Assessment Unit

- Compile Windshield Survey findings from other Operations Branches and units and prepare a list and priorities for facilities requiring detailed damage assessment and/or engineering evaluations.
- Identify essential City facilities and structures that require Detailed Safety Assessments and assign Damage Assessment Teams (DATs) to conduct the assessments.
- Obtain initial damage/safety assessment information from the Fire, Rescue & HazMat Branch, Law Enforcement Branch, Utilities Unit, and other City departments, Branches and Units as necessary.

- Coordinate with the American Red Cross, utility service providers, and other sources to obtain additional damage/safety assessment information.
- Prepare detailed damage/safety assessment information, including estimate of value of the losses, and provide to the Planning/Intelligence and Finance Sections.
- Ensure that field crews clearly label each structure and/or facility inspected in accordance with ATC-20-2 standards and guidelines.
- Maintain a list of structures and facilities requiring immediate inspection or engineering assessment.
- Keep the Operations and Planning Sections informed of the inspection and engineering assessment status.

3.4 Utilities Unit

- Establish and maintain communications with the utility providers in the City of Avenal.
- Determine the extent of damage to utility systems within the City.
- Coordinate with the Liaison Officer to ensure that Agency Representatives from affected utilities are available to respond to the Operational Area EOC.
- Ensure that all information on utilities system outages is consolidated and provided to the Situation Status Unit in the Planning/Intelligence Section.
- Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems.
- Keep the Operations Section Chief informed of the restoration status.

4.0 CONCEPT OF OPERATIONS

4.1 Preparedness

Preparedness actions allow City staff to prepare for disaster operations, become familiar with the contents of this plan, develop and update procedures and resource lists, and participate in training drills and exercises. The preparedness duties of the assigned Public Works Branch staff include:

- Participate in regular meetings of the Emergency Operations Center (EOC) staff to maintain familiarity with the role and responsibilities of the assigned EOC function and to discuss emergency management issues.
- Review this EOP, applicable department plans, standard operating procedures (SOPs), and the materials contained in this annex. Submit recommended revisions, updates and enhancements to this annex to the Director of Emergency Services Coordinator (DES).
- Develop any additional information to be incorporated into the assigned annex and submit to the Avenal Director of Emergency Services (DES).

- Participate in training, exercises and post-exercise critiques conducted by County Office of Emergency Services (OES).
- Prepare a list of facilities and structures required to support emergency operations and prioritize for safety and damage assessment and repairs.
- Prepare and maintain current equipment inventories and resource (e.g., private contractors, engineers, draftsmen, etc.) contact lists.
- Incorporate an emergency response requirement in all contracts with equipment vendors and service providers.
- Negotiate agreements with private firms and individuals to ensure availability and response in the event of a major emergency or disaster.

4.2 Initial Response

Specific activities to be performed by the Public Works Branch are listed in the Attachments to this annex. The Branch staff is responsible to:

- Report to the EOC and obtain a briefing from the Operations Section Chief/Branch Coordinator.
- Initiate and maintain a function log.
- Implement activities outlined in the checklist contained in the assigned Attachment.
- Identify the key routes, facilities and structures to be assessed for damages and advise Safety/Damage Assessment Unit.
- Determine strategies and priorities for disaster route recovery and emergency repair and restoration of critical facilities and structures, in accordance with EOC Action Plan.
- Provide resource support (e.g., barricades, sand bags, generators, etc.) in clearing debris from priority routes.

4.3 Extended Operations

- Coordinate the allocation of available resources to conduct priority route recovery and restoration of essential facilities on a City-wide basis.
- Consult with the Operations Section Chief regarding any unresolved conflicts.
- Participate in regular Section briefings and provide input to the EOC Action Plan.
- Track all activities and major decisions in function log.
- Continue communications and coordination link with utilities to facilitate restoration.

4.4 Post-Emergency

Priorities during this period will focus on recovery operations such as the restoration of roads, bridges, essential services and long-term reconstruction.

5.0 COORDINATION AMONG EMO LEVELS/ORGANIZATIONS

The Standardized Emergency Management System (SEMS) on the state level and the National Incident Management System (NIMS) on the national level, both based on the nationally-recognized and –utilized Incident Command System (ICS), provide a standard emergency response system and organization that enhances the ability of all levels of government to work together in a coordinated manner. In California, NIMS elements have been incorporated into SEMS, and Government Code (CGC) § 8607 requires all local public agencies (cities, special districts and counties) to use SEMS at the scene of multi-agency emergencies, in Department Operations Centers (DOCs) and in the EOC.

In a major emergency, the County/OA EOC serves as the central point for coordination and communication among all local response levels, including cities', special districts' and school districts' EOCs, County DOCs, the Inland REOC, and through the REOC, with state and federal agencies. At each response level, the same five major ICS management functions are employed to facilitate interagency communication and coordination - Command in the field and Management in the DOC and EOC, Operations, Planning/Intelligence, Logistics, and Finance/Administration.

5.1 City and Special District Level

Cities, special districts and school districts within Kings County's/Operational Area's boundaries may contact the County/OA EOC for information and/or to request assistance. Such requests are typically submitted via the County/OA EOC Liaison, or directly to the corresponding EOC Section (e.g., City EOC Operations Section to County/OA Operations Section). The Kings County/OA EOC Liaison serves as the initial point of contact for these and other external agencies. The Liaison refers requests for mutual aid to the appropriate discipline (e.g., Law, Fire, etc.).

Cities and special districts are asked to submit RIMS Major Incident Reports and Situation Reports to the County/OA EOC on an agreed upon schedule. In some cases, these reports will be submitted via RIMS to the County/OA EOC Planning/Intelligence Section; in other cases, verbal or facsimile reports will be submitted by the city or district EOC Director or Liaison to the County/OA EOC Director or Liaison.

5.2 Field Response Level

5.2.1 INCIDENT COMMAND

At the field level, the various response disciplines and agencies coordinate their response efforts as part of an integrated Incident Command System (ICS) organization. The Incident Commander (IC) reports status to and requests resources from the City EOC Operations Section directly, or through a City Dispatch Center or a DOC, which is organized around the same five SEMS management functions as the EOC.

5.2.2 AREA COMMAND

An Area Command may be established between multiple Incident Command Posts (ICPs) and the City EOC. The Area Commander reports to and requests assistance from the EOC Operations Section Chief, on behalf of each ICP.

For incidents in which both the County and a City or special district have primary responsibility for some aspect of the response, a Unified Area Command would be established to oversee incidents in general City and County/OA EOC

Operations Section Chief.

5.3 Department Operations Center Level

The activities of most, if not all, City field response units is overseen and coordinated by discipline-specific Department Operations Centers (DOCs). The DOCs support their field units and coordinate and communicate with the City EOC via their respective representatives (e.g., Branch Coordinators) in the EOC Operations Section.

5.4 Operational Area Level

In accordance with Kings County Code, Chapter 6, Kings County and its political subdivisions (cities and special districts) become an Operational Area (OA) for emergency response purposes during multi-agency disaster events. The Kings County/OA EOC coordinates emergency operations and manages resources throughout the county, and serves as a communication and coordination link between all public agencies in the county and the State Regional EOC (REOC). In accordance with state and local EOPs, the County/OA EOC, on behalf of all cities, special districts, and the County, submits regular situation reports and requests for support and resources not available within the County/OA to the appropriate Regional Mutual Aid Coordinator or to the Inland Region EOC (REOC).

5.5 Regional Level

Kings County and the City of Avenal are within the State Office of Emergency Services (OES) Inland Administrative Region and Mutual Aid Region V. During incidents in which a Local Emergency or State of Emergency has been proclaimed for Kings County, the Inland Region activates an REOC to coordinate response by regional mutual aid resources. The County/OA EOC submits status and situation reports to the REOC and Operational Area Mutual Aid Coordinators request regional mutual aid from Regional Mutual Aid Coordinators or the REOC.

5.6 State and Federal Levels

Under certain conditions, such as major floods, earthquakes, oil spills, aircraft accidents, etc., state and/or federal agencies may deploy field response units to incidents in Kings County. At the field level, state and federal units may be found in any ICS section, branch or unit, or as part of a Unified Command (UC) structure. Reporting and coordination with the County/OA EOC follows the usual Field Level response. (It should be noted that military assets remain under the direction and control of the military at all times.)

Depending upon the nature and scope of the incident, the level of Emergency/Disaster proclaimed, and the need for multi-agency coordination, State OES and/or the Federal Emergency Management Agency (FEMA) may assign representatives to report to the County/OA EOC to provide a direct coordination and communication link. These representatives will be assigned as Agency Representatives and will report to the Liaison Officer function in the EOC Management Section.

5.7 Private and Voluntary Agencies

Private contractors and firms support specific government operations on a daily basis. During disasters, their support is often essential to an effective emergency response.

Voluntary agencies play an important role in responding to disasters of all types and

levels. The agency most involved with emergency response in Kings County is the American Red Cross (ARC). The ARC responds on a countywide basis and has a representative assigned to the Kings County/OA EOC to provide direct communications and coordination. The ARC supports the Care & Shelter Unit in the Logistics Section.

Other community-based organizations (CBOs) may provide assistance as requested by the Volunteer Unit in the Logistics Section.

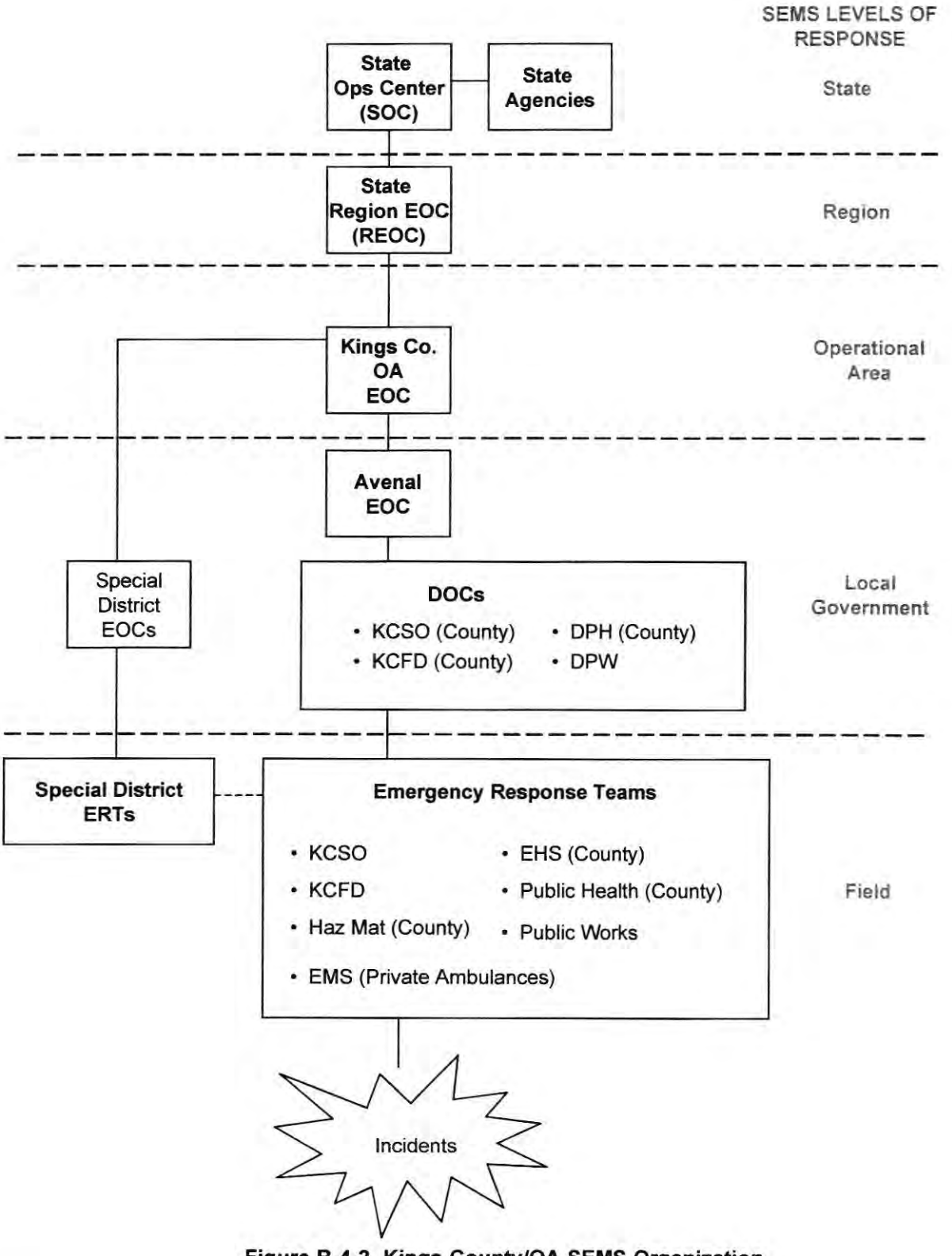


Figure B-4-2 Kings County/OA SEMS Organization

6.0 POLICIES AND PROCEDURES

6.1 General Emergency Operations

- Field operations will be organized and conducted using the Incident Command System (ICS).
- City and County emergency management operations shall be organized and conducted consistent with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).
- When the Operational Area level of the Kings County EMO is activated, the County EOC Director will function as the Operational Area Manager and will have overall responsibility for coordinating the emergency operations of all local jurisdictions, including cities, special districts, and the county.
- City-wide emergency response priorities will be established by the EOC Director, according to the following:
    - Actions required to protect life safety (e.g., evacuation, medical care, shelter, etc.) will receive the highest priority for available resources.
    - Temporary restoration of facilities essential for health, safety and welfare, whether publicly or privately owned, will receive second priority for available resources (e.g., water, sanitation, power, transportation routes).
    - Addressing rehabilitation needs for temporary housing, food stamps, employment, etc. will receive third priority for available resources.
- All on-duty employees are expected to remain on duty until properly relieved. Off-duty personnel are expected to report to work consistent with this plan and department assignments.
- Employees with pre-established emergency assignments will report to a pre-designated reporting location for the assigned shift. Those without emergency assignments will report to the usual work location for the next normally scheduled shift. If unable to reach the assigned location, employees will report to the closest local jurisdiction and attempt to contact the work supervisor to report status.
- Depending on the scope of the emergency and its impact on City operations, all EOC staff may be placed on 12-hour work shifts. Normal work shifts may resume when conditions warrant.

6.2 Post-Event Inspection of Facilities and Structures

The post-event inspection of facilities and structures to determine serviceability will be conducted by the Building Inspection Division of the City Public Works Department. Additional assistance may be implemented in accordance with the Damage Assessment Plan for Volunteer Engineers and the Damage Assessment Plan for California Building Officials (published and issued separately by the State Office of Emergency Services).

Priority will be given to conducting the assessments necessary to support emergency operations, followed by assessment of proposed shelter facilities.

6.3 Route Recovery

- Field employees of governmental agencies will survey damage to freeways, roads and streets in their vicinity and report information to their appropriate headquarters.
- Priorities will be given to:
  - A quick assessment of damage to highways, roads and streets, airport runways and immediate ingress/egress needs.
  - The identification, establishment and operation of alternate routes.
  - The reestablishment of service on essential highways, roads and streets.
  - Facilitating the earliest possible recovery.

7.0 SUPPORTING ORGANIZATIONS

7.1 State

The State agencies listed here have varied capabilities and responsibilities for providing or coordinating support to local jurisdictions upon request.

7.1.1 CALIFORNIA CONSERVATION CORPS

- Provides personnel to support emergency debris clearance operations.
- Provides work crews for flood fighting and other related support.

7.1.2 CALIFORNIA HIGHWAY PATROL

- Assesses damage to streets and highways.
- Closes dangerous routes.
- Removes obstructing vehicles.
- Implements strict traffic control into and around impacted areas.
- Assists Caltrans with route recovery priorities.

7.1.3 DEPARTMENT OF GENERAL SERVICES (OFFICE OF THE STATE ARCHITECT)

- Responsible for clearance of debris from state-owned buildings, sewers and water systems.

7.1.4 DEPARTMENT OF TRANSPORTATION (CALTRANS)

- Assesses damage to State highways.
- Establishes route recovery priorities.

- Removes debris.
- Makes repairs and establishes detours to restore highway transportation on selected routes.
- Assists local agencies, as required.
- Assists the California Highway Patrol with traffic regulation.

7.1.5 DEPARTMENT OF WATER RESOURCES

- Provides flood protection, flood control and flood fighting services and related support.
- Removes debris from and continues to operate the state's flood control works and the State Water Project.

7.1.6 MILITARY DEPARTMENT

- When directed by the Governor, provides assistance in emergency clearance of debris and rubble from roadways, bridges and other essential facilities.

7.1.7 OFFICE OF EMERGENCY SERVICES

- Coordinates debris clearance performed by State agencies.
- Provides guidance to local jurisdictions and State agencies in the preparation and submission of applications for Federal grants for emergency debris clearance.
- Receives, processes and forwards applications for the Federal grants for cost of debris clearance.
- Coordinates "Volunteer Structural Engineer" program.

7.1.8 OTHER STATE AGENCIES

- Provides for the clearance of debris or rubble to alleviate damage or destruction to State facilities under their jurisdiction.

7.2 Federal

7.2.1 U.S. ARMY CORPS OF ENGINEERS

- Conducts safety and damage assessment of dams under its jurisdiction.
- Assists in flood emergency preparation, flood fighting and rescue operations and flood control.
- Assists with emergency debris clearance, demolition and emergency repair or replacement of roads.

7.3 Private Sector

- The Associated General Contractors (AGC) of America and the Engineering and Grading Contractors Association (EGCA) are directly available to any legally constituted authority or authorities, undertaking emergency operations.

- The Structural Engineers Association of California (SEAOC) has a large number of volunteers who may be available to support governmental efforts directed towards damage assessment and determining the serviceability of damaged buildings. Through the Association, other types of engineers (civil, mechanical, electrical, safety, etc.) may be obtained.

- The Concrete Sawing and Drilling Association of California (CSDAC) may provide assistance in heavy-duty rescue operations.

ATTACHMENT B-4-1

PUBLIC WORKS BRANCH COORDINATOR

EMERGENCY ACTION CHECKLIST

Increased Readiness

- ❑ Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- ❑ Review this annex, checklists, department operations plans, guidelines and mutual aid agreements.
- ❑ Document preparedness activities, monitor the situation, and maintain readiness posture:
    - o Establish and maintain an activity log.
    - o Notify alternates of situation.
    - o Notify other key management of situation.
    - o Develop a potential Action Plan based on the impending emergency.
- ❑ Establish contact with Kings County/Operational Area (OA) DPW, and advise of the situation.
- ❑ Consider alerting/recalling off-duty personnel and specialized teams:
    - o Establish an emergency work schedule.
    - o Determine clothing suitability for personnel.
- ❑ Assess the availability and condition of resources likely to be requested:
    - o Determine the type and quantity of equipment available (barricades, sand bags, generators, traffic cones, etc.).
    - o Place equipment rental companies on call.
- ❑ Determine heavy equipment needs (bulldozers, skip loaders, fuel trucks, etc.).
- ❑ Consider pre-positioning equipment in strategic locations to meet expected needs.
- ❑ In concert with Logistics Section, determine fuel supply availability and access.

Initial Response

- ❑ Report to EOC, check-in and obtain briefing from the Operations Section Chief:
    - o Magnitude and scope of event
    - o Area(s) of City impacted
    - o Current situation and priorities
    - o Actions taken
    - o Existing or anticipated problems/issues
- ❑ Establish and maintain a communications link with the City Department of Public Works (DPW) Department Operations Center (DOC) Coordinator, if activated.

- Exchange briefing information
- Establish a schedule for regular status reports
- Identify available resources

❑ Assign and brief incoming staff on the following:

- Current situation assessment
- Specific job responsibilities
- Co-workers within the job function and/or geographical assignment
- Availability of communications
- Location of work area
- Eating and sleeping arrangements as appropriate
- Procedure for obtaining additional supplies, services and personnel
- Work shifts
- Current operational period

❑ Initiate and maintain a function log. Record the following:

- By date and time, note arrival time, decisions made, positions activated, personnel assigned to report to the Public Works Branch Coordinator, directions given, and actions taken.
- Information to be shared with other EOC functions
- Items that require follow-up
- Information/data needed for recovery operations
- Issues that involve potential liability
- Section personnel, time on duty, and assignment

❑ Compile status, damage and situation reports from DOC, confer regarding priorities for damage surveys, and identify any assistance needed. Request or arrange for assistance as necessary.

❑ Determine and document the status of transportation routes into and within the affected areas.

❑ From Planning/Intelligence Section, review major incident reports and additional operational information that may pertain to or affect Public Works Branch operations. Share this information with DOC, other Operations Branches, other involved cities and special districts, and the County/OA EOC DPW Branch as indicated.

❑ Based on the initial EOC Action Plan, and in concert with the DOC, prepare objectives, assignments and schedule for the Public Works Branch.

❑ Survey all utility systems to identify systems that have been disrupted; determine anticipated restoration schedule.

❑ Confer with the Operations Section Chief regarding utilities status and to determine if a representative from one or more utilities should respond to the City EOC to establish a direct communications and coordination link. Advise utility(ies) of decision.

❑ Advise DOC and Planning Section Situation Status Unit of utility status and restoration schedule.

❑ Compile damage survey findings on all critical public and private facilities and structures from DOC, and establish emergency repair and restoration priorities and schedule for public facilities.

Extended Operations

- ❑ Share information with other Sections, Branches and Units as indicated.
- ❑ Submit a request for any necessary mutual aid resources to the Kings County/OA Public Works Mutual Aid Coordinator and identify estimated time of arrival (ETA) of requested resource from County/OA EOC.
- ❑ Ensure that copies of all status and damage reports are forwarded to the Planning Section.
- ❑ Provide the Operations Section Chief and the Planning/Intelligence Section Chief with an overall summary of Public Works Branch operations 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 on the Response Information Management System (RIMS).
- ❑ Refer all contacts with the media to the City Public Information Officer (PIO).
- ❑ Ensure that all fiscal and administrative requirements are coordinated through the Public Works DOC.
- ❑ Prepare objectives for the Public Works Branch Coordinator for the subsequent operational period and submit to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.
- ❑ Provide relief with a briefing at shift change, advising of all ongoing activities, Branch objectives for the next operational period, and any other pertinent information.

Post Emergency

- ❑ Assign staff to assist at Local Assistance Center(s) (LAC), and Disaster Recovery Center (DRC) if necessary.
- ❑ Provide Logistics Section Purchasing & Supply Staff with a list of supplies to be replenished.
- ❑ Submit log and other emergency-related documentation to Planning/Intelligence Section Documentation Unit.
- ❑ Submit Expenditure Tracking and Timekeeping forms to Finance/Administration Section.
- ❑ Participate in post-emergency debriefing and critique session.
- ❑ Participate in After Action Report and Corrective Action Plan meetings.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the incident.

ATTACHMENT B-4-2

PUBLIC WORKS UNIT

EMERGENCY ACTION CHECKLIST

Increased Readiness

- ❑ Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- ❑ Review this annex, checklists, department operations plans, guidelines and mutual aid agreements.
- ❑ Document preparedness activities, monitor the situation, and maintain readiness posture:
    - o Establish and maintain an activity log.
    - o Notify alternates of situation.
    - o Notify other key management of situation.
    - o Develop a potential Action Plan based on the impending emergency.
- ❑ Consider alerting/recalling off-duty personnel and specialized teams:
    - o Establish an emergency work schedule.
    - o Determine clothing suitability for personnel.
- ❑ Assess availability and condition of equipment resources (e.g., barricades, sand bags, traffic cones, etc.).
- ❑ Consider pre-positioning equipment in strategic locations to meet expected needs.
- ❑ Update list of private contractors, equipment rental companies and other resources that may be needed.
- ❑ Consider placing private contractors and equipment rental companies on call.

Initial Response

- ❑ Report to EOC or other location designated by Public Works Branch Coordinator.
- ❑ Initiate and maintain a function log. Record the following:
    - o By date and time, note arrival time, decisions made, positions activated, personnel assigned to report to the Public Works Branch Coordinator, directions given, and actions taken.
    - o Information to be shared with other EOC functions
    - o Items that require follow-up
    - o Information/data needed for recovery operations
    - o Issues that involve potential liability

- Section personnel, time on duty, and assignment

- ❑ Assist Law Enforcement and Fire, Rescue & HazMat crews with utilization of barricades and cones to close off streets and hazardous areas.
- ❑ Provide for repairs of emergency equipment, in coordination with EOC Logistics Section.
- ❑ Restore, maintain and operate essential facilities.
- ❑ Monitor fuel supplies and suppliers.
- ❑ Arrange for providing fuel for emergency equipment and vehicles, in coordination with Logistics Section.
- ❑ Assist other agencies with hauling requested supplies and equipment to feed and shelter disaster victims at mass-care facilities. Coordinate with Logistics Section.

Post Emergency

- ❑ Upon EOC deactivation, release resources, as directed.
- ❑ Notify agencies and groups with whom communications have taken place. Provide contact name and number for any follow up issues.
- ❑ Provide Logistics Section Purchasing & Supply staff with list of supplies to be replenished.
- ❑ Submit log and other emergency-related documentation to Planning/Intelligence Section Documentation Unit.
- ❑ Submit Expenditure Tracking and Timekeeping forms to Finance/Administration Section.
- ❑ Participate in post-emergency debriefing and critique session.
- ❑ Participate in After Action Report and Corrective Action Plan meetings.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

ATTACHMENT B-4-3

SAFETY & DAMAGE ASSESSMENT UNIT

EMERGENCY ACTION CHECKLIST

Increased Readiness

- ❑ Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- ❑ Review this annex, checklists, department operations plans, guidelines and mutual aid agreements.
- ❑ Document preparedness activities, monitor the situation, and maintain readiness posture:
    - o Establish and maintain an activity log.
    - o Notify alternates of situation.
    - o Notify other key management of situation.
    - o Develop a potential Action Plan based on the impending emergency.
- ❑ Consider alerting/recalling off-duty personnel and specialized teams:
    - o Establish an emergency work schedule.
    - o Determine clothing suitability for personnel.
- ❑ Assess availability and condition of safety/damage assessment supplies (e.g., placards, forms, etc.).
- ❑ Update list of available volunteer engineers and other damage assessment personnel and consider placing on call.

Initial Response

- ❑ Report to EOC or other location designated by Public Works Branch Coordinator.
- ❑ Initiate and maintain a function log. Record the following:
    - o By date and time, note arrival time, decisions made, positions activated, personnel assigned to report to the Public Works Branch Coordinator, directions given, and actions taken.
    - o Information to be shared with other EOC functions
    - o Items that require follow-up
    - o Information/data needed for recovery operations
    - o Issues that involve potential liability
    - o Section personnel, time on duty, and assignment
- ❑ Compile Windshield Survey data from other Operations Branches.
- ❑ Prepare a list and priorities for facilities requiring detailed damage assessments and/or

engineering evaluations.

- ❑ Assign Damage Assessment Teams (DATs) to conduct detailed damage assessments, in accordance with established priorities.
- ❑ Consult with American Red Cross (ARC), utility service providers and other sources for additional safety/damage assessment information.
- ❑ Prepare detailed damage assessment information, including estimate of value of losses and submit to Planning/Intelligence Section.
- ❑ Ensure that DATs clearly post each assessed facility with ATC-20-2 placards.
- ❑ Keep Public Works Branch Coordinator informed of the status of inspections and engineering assessments.

Post Emergency

- ❑ Upon EOC deactivation, release resources, as directed.
- ❑ Notify agencies and groups with whom communications have taken place. Provide contact name and number for any follow up issues.
- ❑ Provide Logistics Section Purchasing & Supply staff with list of supplies to be replenished.
- ❑ Submit log and other emergency-related documentation to Planning/Intelligence Section Documentation Unit.
- ❑ Submit Expenditure Tracking and Timekeeping forms to Finance/Administration Section.
- ❑ Participate in post-emergency debriefing and critique session.
- ❑ Participate in After Action Report and Corrective Action Plan meetings.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

ATTACHMENT B-4-4

UTILITIES UNIT

EMERGENCY ACTION CHECKLIST

Increased Readiness

- ❑ Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- ❑ Review this annex, checklists, department operations plans, guidelines and mutual aid agreements.
- ❑ Document preparedness activities, monitor the situation, and maintain readiness posture:
    - o Establish and maintain an activity log.
    - o Notify alternates of situation.
    - o Notify other key management of situation.
    - o Develop a potential Action Plan based on the impending emergency.
- ❑ Consider alerting/recalling off-duty personnel and specialized teams:
    - o Establish an emergency work schedule.
    - o Determine clothing suitability for personnel.
- ❑ Prepare updated list of utility service provider contacts.

Initial Response

- ❑ Report to EOC or other location designated by Public Works Branch Coordinator.
- ❑ Initiate and maintain a function log. Record the following:
    - o By date and time, note arrival time, decisions made, positions activated, personnel assigned to report to the Public Works Branch Coordinator, directions given, and actions taken.
    - o Information to be shared with other EOC functions
    - o Items that require follow-up
    - o Information/data needed for recovery operations
    - o Issues that involve potential liability
    - o Section personnel, time on duty, and assignment
- ❑ Establish and maintain communications with utility providers in the City.
- ❑ Confer with other Operations Branches and with Situation Status Unit of Planning/Intelligence Section to determine the extent of damage to utility systems.
- ❑ Ensure that support is available to utility providers to facilitate restoration of damaged systems.

- ❑ Coordinate with Liaison Officer to ensure utility Agency Representatives are available to respond to EOC to serve as a communication link to provide an estimated restoration schedule and updates.
- ❑ Ensure that all system outage information is consolidated and provided to the Situation Status Unit in the Planning/Intelligence Section.

Post Emergency

- ❑ Upon EOC deactivation, release resources, as directed.
- ❑ Notify agencies and groups with whom communications have taken place. Provide contact name and number for any follow up issues.
- ❑ Provide Logistics Section Purchasing & Supply staff with list of supplies to be replenished.
- ❑ Submit log and other emergency-related documentation to Planning/Intelligence Section Documentation Unit.
- ❑ Submit Expenditure Tracking and Timekeeping forms to Finance/Administration Section.
- ❑ Participate in post-emergency debriefing and critique session.
- ❑ Participate in After Action Report and Corrective Action Plan meetings.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

ATTACHMENT B-4-5

PUBLIC WORKS BRANCH

HAZARD-SPECIFIC RESPONSES

This Attachment includes Emergency Action Checklists to be utilized as appropriate in response to the events listed below. There is no significance in the order of checklist items since many actions will have to be accomplished concurrently.

B-4-5-a - Response to a Major Earthquake
B-4-5-b - Response to Hazardous Material Incident
B-4-5-c - Response to Imminent/Actual Flooding

ATTACHMENT B-4-5-a

PUBLIC WORKS BRANCH

RESPONSE TO A MAJOR EARTHQUAKE

ASSIGNED ACTION	RESPONSIBILITY
Dispatch units to survey for damage due to fires, landslides and other effects.	Building Inspection
Identify hazardous materials contained In debris.	Environmental Health
Dispatch team to check dam(s).	Public Works
Check public and private facilities to determine the extent of damage and ability to operate.	Building Inspection
Check City owned Road Facilities and Yards for damage and ability to operate.	Public Works
Assure that equipment under cover has been moved to open areas to prevent damage in the event of aftershocks.	All Departments

IF LITTLE OR NO DAMAGE IS REPORTED, PREPARE TO SUPPORT MORE HEAVILY DAMAGED JURISDICTIONS.

IF EXTENSIVE DAMAGE IS REPORTED, TAKE THE FOLLOWING ACTIONS AS APPROPRIATE.

Mobilize personnel, heavy equipment and vehicles at designated Multipurpose Staging Areas.	All Departments
Mobilize hazardous materials personnel to identify hazardous material in debris.	Environmental Health
Mobilize debris estimators to estimate volume of debris to be cleared and transported for disposal.	Public Works
Determine priorities for construction and engineering activities.	Public Works

ASSIGNED ACTION	RESPONSIBILITY
Allocate Agency personnel and equipment in accordance with established priorities.	Public Works
Organize heavy equipment crews to assist in rescue of trapped people.	Public Works Fire Department
Organize crews to clear debris which hampers emergency response activities.	Public Works
Provide barricades for traffic and access controls.	Public Works
Assign engineering teams to determine capacity and safety of City maintained bridges, underpasses and roadways.	Public Works
Assign teams to inspect buildings and structures critical to emergency operations and public safety.	Building Inspection
Advise evacuation of hazardous structures.	Building Inspection
Cordon-off areas around hazardous structures.	Sheriff's Department Fire Department
Construct detours and alternate routes according to plans.	Roads Department
Repair damage to essential City routes.	Roads Department
Coordinate with utilities on repair efforts.	Public Works
Determine need for clearing debris from waterways to prevent flooding.	Public Works
Provide information to City Public Information Officer.	All Departments

ATTACHMENT B-4-5-c

PUBLIC WORKS BRANCH

RESPONSE TO IMMINENT/ACTUAL FLOODING

FLOODING EXPECTED

ASSIGNED ACTION	RESPONSIBILITY
Mobilize work crews for flood fighting operations.	Public Works
Estimate sandbag requirements and procure needed supplies.	Public Works
Coordinate sandbagging and levee reinforcement.	Public Works
Coordinate debris clearance from channels to prevent backups.	Public Works
Place damage assessment teams on standby.	Building Inspection
Establish and test communications net.	Communications
Move construction equipment to high ground.	All Departments
Provide barricades for traffic and access controls.	Roads Public Works

FLOODING OCCURS

Dispatch damage assessment teams to flooded areas.	Building Inspection
Continue sandbagging efforts as feasible.	Public Works
Provide barricades for access control.	Roads Public Works
Coordinate for the distribution of potable water where needed.	Environmental Health
Provide heavy equipment crews to assist in rescuing trapped persons from structures.	Public Works Fire Department

ATTACHMENT B-4-5-b

PUBLIC WORKS BRANCH

RESPONSE TO HAZARDOUS MATERIAL INCIDENT

ASSIGNED ACTION	RESPONSIBILITY
Check with Incident Commander to determine public works-related requirements.	Building Inspection
Request hazardous materials personnel respond to identify hazardous material in debris prior to removal.	Environmental Health
Provide heavy equipment and crews to support hazardous material team as requested.	Public Works
Ensure that personnel have adequate protective clothing for operations in hazardous areas.	Incident Commander Fire Safety Officer

ASSIGNED ACTION	RESPONSIBILITY
Allocate Agency personnel and material required to support emergency operations.	Public Works
When floodwater recedes, inspect structures for hazards.	Building Inspection
Organize crews to clear debris which hampers emergency response activities.	Roads Public Works

ANNEX C[1]

PLANNING/INTELLIGENCE SECTION

Section		Content	Page
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2.0	**Staffing**		3-C-3
3.0	**Duties**		3-C-3
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Attachments

C-1 - Critical Facilities Damage Summary Form 3-C-1-1
C-2 - Damage Assessment Summary Form 3-C-2-1

Emergency Action Checklists

C-3 - Planning/Intelligence Section Chief 3-C-3-1
C-4 - Situation Status Unit 3-C-4-1
C-5 - Documentation Unit 3-C-5-1
C-6 - Demobilization Unit 3-C-6-1
C-7 - Technical Specialists 3-C-7-1

[1] This Annex is supplemented by a separate Response Information Management System (RIMS) Manual containing instructions and hard copies of all report forms; and appropriate procedures in Part 3, EOC Procedures Manual.

ANNEX C

PLANNING/INTELLIGENCE SECTION

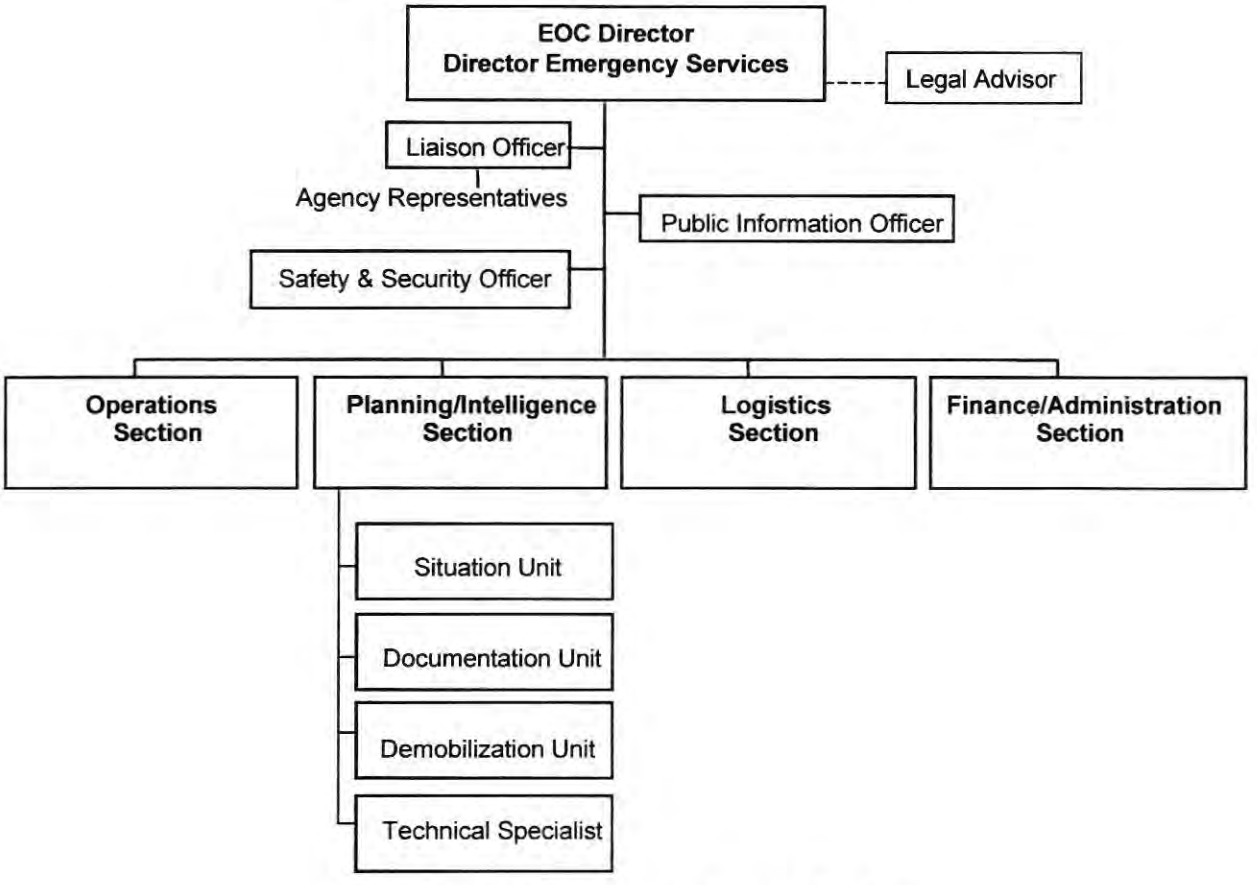


Figure C-1 EOC Planning/Intelligence Section

1.0 PURPOSE

The Planning/Intelligence Section (Planning Section) compiles, reviews, analyzes, posts, and disseminates status intelligence and damage information concerning the incident and its impact on City facilities and operations and on other local jurisdictions' operations; conducts Action Planning meetings and prepares and distributes EOC Action Plans; prepares and submits comprehensive situation reports to the Kings County/Operational Area (OA) EOC via the Response Information Management System (RIMS); establishes and maintains a central repository for incident documentation; arranges for technical specialists as necessary; prepares and implements the EOC demobilization plan; and identifies short-term recovery issues.

2.0 STAFFING

The EOC Director determines the extent to which the EOC will be activated and staffed at the time of an event. Upon activation of the Planning/Intelligence Section, the Section Chief determines the pre-designated Section functions and the pre-assigned staff to be activated.

If assigned primary or alternate personnel are not available to staff a function, the Section Chief may assign available staff to perform more than one function, or the tasks assigned to that function will be the responsibility of the person next highest in the organization, in this case, the Planning/Intelligence Section Chief.

When fully staffed, the Planning/Intelligence Section may include the following functions:

- Planning/Intelligence Section Chief
- Situation Status Unit (Unit Leader plus RIMS Operators)
- Documentation Unit
- Demobilization Unit
- Technical Specialists

This Section may also supervise Runners to distribute written messages and other documents within the EOC.

3.0 DUTIES

3.1 Planning/Intelligence Section Chief

The Planning/Intelligence Section Chief, who is a member of the General Staff and reports to the EOC Director, oversees all Planning Section activities and is responsible to:

- Assign and brief Section staff as indicated and oversee all Section activities.
- Ensure that copies of all status and situation reports submitted to the Operations Section are forwarded to the Planning Section for review, analysis and posting on EOC Status Boards.
- Confer with Section staff assigned to maintain RIMS, as necessary, and ensure that required reports are submitted to the County/OA EOC in a timely manner.
- Disseminate intelligence information to the EOC staff, City Department Operations Centers (DOCs), activated cities' and special districts' EOCs, and other key external partners.
- Consult with Operations Section Chief on the overall situation, response strategies and priorities, as necessary.
- Conduct EOC Action Planning meetings with EOC Section Chiefs and develop and disseminate an EOC Action Plan for each operational period.
- Maintain complete and accurate incident documentation, including a central incident repository to preserve all incident-related records for future use and State and Federal disaster assistance applications and other filing requirements.

- Recruit technical experts to address special issues/problems, as necessary.
- Conduct regular Planning/Intelligence Section briefings and assure all Planning Section functions are being performed.
- As the emergency response phase winds down, prepare EOC demobilization plan and identify short-term recovery issues to be addressed.
- At the conclusion of the incident, prepare the After Action Report and Corrective Action Plan.

3.2 Situation Status Unit

The Situation Status Unit Lead reports to the Planning Section Chief and, with assistance from assigned Section staff, is responsible to:

- Compile and analyze status and damage reports forwarded by the Operations Section from Incident Commanders (ICs), City DOCs, key external agency partners and other City EOC staff.
- Input status, damage and situation information into RIMS and compile required output reports and forward for review and approval by Planning Section Chief. (Refer to RIMS Manual for instructions, as necessary.
- Post and maintain pertinent status/damage information on EOC Status Boards.
- Assist Planning Section Chief in preparing and submitting required RIMS reports to the County EOC and disseminating City-wide Situation Reports to City EOC staff, City DOCs, and key external agencies.
- Assist Planning and Operations Sections with preparing EOC Action Plans.

3.3 Documentation Unit

The Documentation Unit Lead reports to the Planning Section Chief and is responsible to:

- Establish and maintain a central repository for all incident-related documentation, including all reports submitted to and disseminated from the EOC;
- Maintain accurate and complete electronic and hard copy files on the incident.
- Provide duplication services to EOC staff.
- Obtain Geographic Information System (GIS) support from the Planning Department as necessary.
- Assist Planning and Operations Section Chiefs with preparing After Action Report and Corrective Action Plan.

3.4 Demobilization Unit

The Demobilization Unit Lead reports to the Planning Section Chief and is responsible to:

- Assist Planning Section Chief and EOC Director in planning for demobilization of the EOC.
- Consult with EOC Section Chiefs regarding demobilization strategy and plan.
- Prepare a Demobilization Plan to ensure an orderly, safe and cost-effective release of personnel and equipment and monitor its implementation.

3.5 Technical Specialists

Technical Specialists report to the Planning Section Chief and are responsible to:

- Provide the EOC staff with subject matter information related to area of expertise.
- Review available damage and situation reports and identify subject-specific issues or problems that may need to be addressed.
- Provide written report of findings and any recommendations to Planning Section Chief.
- Provide input to the EOC Action Plan as indicated.

4.0 CONCEPT OF OPERATIONS

To respond to disasters effectively, each person assigned an emergency management function has specific duties to complete before, during and after a disaster. These tasks are outlined below; more detailed information about each EOC function is contained in the function-specific annexes to this Emergency Operations Plan (EOP). In general, the City EOC Planning Section staff is responsible to complete the preparedness and response activities listed here.

4.1 Preparedness

Preparedness actions allow City EOC staff to prepare for disaster operations, become familiar with the contents of this EOP and annex, develop and update procedures, resource lists, and other supporting information, and participate in training, drills and exercises. The preparedness duties assigned to all personnel in the Planning/Intelligence Section include:

- Participate in regular meetings of the EOC staff to maintain familiarity with roles and responsibilities of the assigned EOC function, and to discuss emergency management issues.
- Review this EOP, emergency procedures, and the materials contained in this annex. Consolidate any recommended revisions and updates to this annex and submit changes to the City Director of Emergency Services (DES).
- Develop any additional information needed to perform the assigned function and incorporate it into this annex.

- Revise status boards, if necessary, to address any revisions to EOC or function emergency procedures.
- Print hard copies of required RIMS, status and damage reports, and store with EOC documents, in the event that Internet access is disrupted and reports must be submitted via facsimile or phone.
- Attend RIMS orientation and review training on an annual basis.
- Participate in EOC training, exercises and post-exercise critiques.

4.2 Initial Response

Specific activities to be performed by the Planning Section functions are listed in the checklists attached to this annex. The Planning Section Chief is responsible to ensure that all Planning Section staff:

- Report to the EOC when indicated or directed and obtain a briefing from the Planning Section Chief.
- Initiate and maintain a function log and appropriate status displays.
- Implement activities outlined in the assigned Emergency Action Checklist.
- Compile, review, post and analyze incident status and damage reports.

4.3 Extended Operations

- Ensure the safety of emergency responders is considered when developing the EOC Action Plan.
- Coordinate activities with other EOC Sections' staff and with cities and special districts, if appropriate.
- Participate in regular Section briefings and provide input into the EOC Action Plan.
- Prepare function relief staffing schedule.
- Work with Public Works Branch staff to collect and consolidate damage information within the City.
- Ensure that files of the written documents generated in the EOC are maintained.
- Identify the need and arrange for technical specialists if indicated.
- Track and document all activities, costs and major decisions for disaster claims and assistance applications.

4.4 Post Emergency

- Close out function logs and submit to the Documentation Unit to be filed in the permanent Incident record.
- Provide Logistics Section Purchasing & Supply Staff with a list of any expendable supplies to be replenished.
- Ensure that non-expendable supplies/equipment are serviced and retuned to proper locations.
- Participate in EOC debriefing and critique.
- Provide input to After Action Report and Corrective Action Plan.

5.0 POLICIES AND PROCEDURES

The Planning/Intelligence Section Chief will activate the Section's Units as the emergency situation necessitates. All Units may be placed on standby status following a warning of an impending or developing emergency/disaster. In the event of an obvious disaster (e.g., major earthquake) that disrupts communications, all Section staff will report automatically to the primary EOC location.

5.1 General Emergency Operations

Upon activation, all Section Units will operate under the following policies and procedures, as the situation dictates, and as directed by the Planning/Intelligence Section Chief:

- All emergency operations will be conducted consistent with the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS).
- The designated successors to the EOC emergency functions have all the power and authority of the function. Upon return of the assigned primary or the next higher position on the successor's list, or a special appointment by the City Council, the function shall be relinquished.
- Depending on the scope of the emergency and its impact on City operations, all EOC staff may be placed on 12-hour work shifts. Normal work shifts may resume when conditions warrant.
- All on-duty employees are expected to remain on duty until properly relieved. Off-duty personnel are expected to report to work consistent with this plan and department assignments.
- Employees with pre-established emergency assignments will report to a pre-designated reporting location for the assigned shift. Those without emergency assignments will report to the usual work location for the next normally scheduled shift. If unable to reach the assigned location, employees will report to the closest local jurisdiction and attempt to contact the work supervisor to report status.

- The City Emergency Management Organization (EMO) shall use the Internet-based Response Information Management System (RIMS) for submitting incident status, damage and situation reports to the County/OA EOC and the Inland REOC.

5.2 Disaster Intelligence

A major challenge following a disaster and a major responsibility of the Planning Section is disaster intelligence operations. This includes:

- Collecting and processing data;
- Analyzing the information and compiling a comprehensive situation summary; and
- Disseminating, timely and accurate intelligence information in a usable format.

Disaster intelligence information provides the City and Kings County EMO with an objective basis on which to develop response decisions and resource allocations.

5.2.1 STATUS & SITUATION REPORTS

The Planning Section reviews and summarizes status reports received from various sources via the Operations Section, including DOCs, and/or RIMS, and prepares and submits comprehensive, City-wide situation reports to the Inland Region OES or REOC, if activated. Situation reports are also disseminated, along with any supplemental information deemed necessary, to all Kings County/OA EOC and City departments, involved local cities and special districts and support agencies. The Planning Section Chief is responsible for disseminating the Situation Report following review and approval by the EOC Director. (Refer to detailed procedure in Part 3 – EOC Procedures Manual, Section 10.0.)

5.2.2 SAFETY & DAMAGE ASSESSMENTS

Following a disaster, local field units conduct windshield surveys, a form of rapid reconnaissance, of the impacted City areas for obvious damages. The findings are used to assist in determining the extent of damage and to identify possible operational problems and immediate needs. Following the windshield surveys, rapid safety assessments are conducted on occupied buildings and essential facilities to identify obvious hazards and unsafe structures that require a detailed safety assessment. Where required, these actions are followed by a detailed assessment of damaged facilities to document damages, identify repair requirements, and identify facilities that require an engineering assessment.

The findings from these assessments are reported to the assigned City DOC and EOC Operations Section. Copies of all reports are forwarded to the Planning Section for review, RIMS input, if necessary, and submission of required reports to the Kings County/OA EOC and Inland Region OES or REOC, if activated. (Refer to detailed procedures in Part 3 – EOC Procedures Manual, Section 9.0. Attachments C-1 and C-2 contain forms on which to summarize damages for recording on status boards and for internal EOC use.)

This data, in addition to contributing to the development of response strategies and repair and restoration priorities, is used to estimate damage costs, which serve as the basis for the Governor's proclamation of a State Of Emergency and the Governor's request to the President for a declaration of an Emergency or Major Disaster. As required, this same information serves as a basis for the allocation of State funds under the State Natural Disaster Assistance Act and/or the application of Federal disaster relief programs, the latter of which would be appropriate in the event of a Presidential declaration.

5.3 Response Information Management System (RIMS)

The Response Information Management System (RIMS) is a Statewide Internet-based system used to standardize and enhance the gathering, processing and dissemination of disaster intelligence and management of resources during major emergencies and disasters. RIMS automates reporting of information and tracking resources and is available to all cities, special districts, counties and state agencies within California that have a computer with access to the Internet. Web access to the system is controlled by user identifications and passwords.

Disaster intelligence (status, damage and situation reports) will be gathered and entered into the system by Situation Status Officers in the City Department Operation Centers (DOC's) and EOC Planning Section. Computer-generated report forms will be forwarded from the cities, special districts and DOCs to the County/OA EOC Planning Section, and from the County EOC Planning Section to the Inland Region of State OES. In the event of a computer system failure, printed versions of the required report forms may be sent via facsimile or verbal reports via telephone or radio.

The City Planning Section Situation Status Unit assists the Planning Section Chief in preparing and submitting the following reports: (Refer to the RIMS Manual for detailed information and instructions.)

- Event/Incident Report
- Situation Report
- Status Reports (by SEMS functions)
- Initial Damage Estimate Assessment Report

5.4 Action Planning

Based on the Situation Report and response priorities established by the EOC Director, the Planning Section Chief facilitates development of an EOC Action Plan. The initial EOC Action Plan may be a verbal plan that is developed during the first hour or two following EOC activation. However, a written EOC Action Plan is required whenever:

- Two or more departments are involved in the response;
- The incident overlaps more than one operational period; or
- All EOC functions are fully staffed.

Although primary responsibility for developing the EOC Action Plan rests with the Planning Section, active participation is required by the Operations Section, as is input from the Logistics and Finance/Administration Sections. The Plan, which addresses a specific operational period (usually 12 and not more than 24 hours), should be regularly

reviewed and evaluated throughout the operational period and revised or updated as warranted.

Once approved by the EOC Director, the Planning Section Chief distributes the EOC Action Plan to all EOC staff, City DOCs and Department Heads, all local jurisdictions and external agencies involved in the response, and the Kings County/OA EOC and Inland Region OES or REOC, if activated. (Refer to detailed procedure in Part 3 – EOC Procedures Manual, Section 11.0.)

5.5 After Action Report and Corrective Action Plan

At the conclusion of the emergency incident and deactivation of the EOC, the Planning Section Chief, with input from City, other local jurisdictions and external agencies involved in the response effort, is responsible for leading the development process and preparing the After Action Report (AAR) and Corrective Action Plan (CAP) (Refer to detailed procedure in Part 3 – EOC Procedures Manual, Section 17.0.)

The AAR documents the City's emergency response activities and identifies areas of success as well as opportunities for improvement. It serves as the basis for developing the CAP, which identifies changes recommended in existing policies, plans, Standard Operating Procedures (SOPs), training, exercises, and emergency supplies and equipment.

ATTACHMENT C-1

CRITICAL FACILITIES DAMAGE SUMMARY FORM

Critical Facilities					
Facility	**Address**	**Damage/Limitations**	**Open**	**Closed**	**Remarks**
Prepared by:		**Title:**		**Operational Period:**	

ATTACHMENT C-2

DAMAGE ASSESSMENT SUMMARY FORM

Damage Assessment Survey															
		Cities/Districts												Co.	Totals
Persons	Dead														
	Injured														
	Displaced														
Single Family Dwellings	Destroyed														
	Major Damage														
	Minor Damage														
Multiple Family Dwellings	Destroyed														
	Major Damage														
	Minor Damage														
Businesses	Destroyed														
	Major Damage														
	Minor Damage														
Public Property	Destroyed														
	Major Damage														
	Minor Damage														

Damage Assessment Survey

		Cities/Districts												Co.	Totals
Utilities:	Electricity														
	Natural Gas														
	Telephone														
	Sewer														
	Water														

Prepared by:		Title:			Operational Period:

ATTACHMENT C-3

PLANNING/INTELLIGENCE SECTION CHIEF

EMERGENCY ACTION CHECKLIST

Initial Response

- ❑ Report to EOC, check in and obtain briefing from the EOC Director:
    - Location, magnitude and scope of event
    - Areas of City impacted
    - Current situation and priorities
    - Actions taken
    - Existing or anticipated problems/issues
- ❑ Identify available internal and external communications capabilities.
- ❑ Determine the extent to which Section functions should be activated and initiate staff notification procedure.
- ❑ Activate the appropriate Units:
    - Situation Status
    - Documentation
    - Demobilization
    - Technical Specialists
- ❑ Assign and brief incoming staff.
- ❑ Initiate and maintain a function log. Record the following:
    - By date and time, note arrival time, decisions made, positions activated, personnel assigned to report to the Planning Section, directions given, and actions taken.
    - Information to be shared with other EOC functions
    - Items that require follow-up
    - Information/data needed for recovery operations
    - Issues that involve potential liability
- ❑ Monitor Operations Section and Planning/Intelligence Section Status Board to identify current or potential inter-agency problems.
- ❑ Compile, review, analyze and process status and situation reports, and safety and damage assessment information.
- ❑ Prepare required RIMS reports and forward to Kings County/OA EOC and the Inland Region OES or REOC, as indicated.

Extended Operations

- ❑ Develop short-term prediction on potential scope and impact of emergency:
  - Obtain the latest incident prediction information and Incident Action Plan from the Incident Commanders (ICs).
  - Obtain the current situation status report from the Situation Status function.
  - Identify risks and possible hazards.
  - Estimate work accomplishment for the prediction period.
  - Present predictions at the EOC Action Planning meeting and display information on the EOC Status Boards.
  - If the prediction indicates a significant change in the course of the incident, immediately notify the EOC Director and the Operations Section Chief.

- ❑ Assemble information on alternative strategies for mitigating emergency conditions.

  - Review the current situation status, resource status, weather, and prediction reports for the current incident status.
  - Develop alternative strategies conferring with technical specialists and operations personnel, as appropriate.
  - Identify resources required to implement the alternative operational objectives.
  - Document alternatives for presentation to the EOC Director, General and Management staff.

- ❑ Participate in regular EOC briefings.

- ❑ Conduct briefings for Section staff as indicated.

- ❑ Establish information requirements and reporting schedules for all EOC organizational elements for use in preparing the EOC Action Plan:

  - Present general goals and objectives, including alternatives.
  - Participate in a discussion of specific operations being considered, and obtain detailed information concerning:
    - Resource availability
    - Situation status
    - Situation predictions
    - Weather
    - Communication capabilities
    - Environmental impact
  - Participate in selection of operational objectives for the next operational period.
  - Assemble appropriate material for inclusion in the Action Plan.
  - Ensure that all operations support and service needs are coordinated with the Logistics Section prior to release of the Action Plan.

- ❑ Conduct Action Planning meeting with General Staff.

  - Brief on situation and resource status.
  - With the EOC Director, set goals and objectives.
  - Ensure the Operations Section Chief develops specific measurable tactics.
  - Work with Operations Section Chief to identify needed resources.
  - Plot event facilities and events on map.
  - With Logistics Section Chief, consider Communications Plan requirements.

- With the EOC Director and all Section Chiefs, finalize, approve and implement the EOC Action Plan.

- ❑ Determine the need for any specialized resources to support the event.
  - As part of the planning function, identify the need for technical specialists.
  - Request personnel with the required special knowledge/experience to be assigned to the Planning Section.
  - Some specialists may be assigned temporarily or for a short duration.
    - Environmental
    - Flood Control
    - Weather:
      - National Weather Service
      - Internet weather products
      - Monitor broadcast media or the Weather Channel and local news media

- ❑ Supervise preparation of EOC Action Plan, containing at a minimum:
  - Operational period covered by plan
  - Organization
  - Incident objectives and priorities
  - Response strategies
  - Actions to be taken
  - Kind and number of resources assigned to each action
  - Communications plan
  - Safety messages
  - Summary of current actions
  - Technical data as appropriate
  - Supporting documents (e.g., map of impacted area, weather forecast, etc.).

- ❑ Document and distribute the Action Plan to all City EOC staff, City DOCs, OA jurisdictions, Inland Region OES or REOC, and appropriate external agencies involved in the response.

- ❑ Receive notification of Action Plan changes from the Operations Section Chief and distribute Action Plan changes as indicated.

- ❑ Advise EOC staff of any significant changes in emergency situation status.

Post Emergency

- ❑ Upon EOC deactivation, notify agencies and groups with whom communications have taken place and provide contact name and number for any follow up issues.

- ❑ Provide Logistics Section Supply Staff with list of supplies to be replenished.

- ❑ Submit log and other emergency-related documentation to Section Documentation Unit.

- ❑ Submit Expenditure Tracking and Timekeeping forms to Finance/Administration Section.

- ❑ Participate in post-emergency debriefing and critique session.

- ❑ Conduct After Action Reporting (AAR) and Corrective Action Planning (CAP) meeting, develop and distribute AAR and CAP.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

ATTACHMENT C-4

SITUATION STATUS UNIT

EMERGENCY ACTION CHECKLIST

Initial Response

- ❑ Report to the EOC (or other designated reporting location), check in and obtain briefing from the Section Chief.
    - o Location, magnitude and scope of event
    - o Areas of City impacted
    - o Current situation and priorities
    - o Actions taken
    - o Existing or anticipated problems/issues
- ❑ Initiate and maintain a function log. Record the following:
    - o By date and time, note arrival time, decisions made, positions activated, personnel assigned to report to the Situation Status position, directions given, and actions taken.
    - o Information to be shared with other EOC functions
    - o Items that require follow-up
    - o Information/data needed for recovery operations
    - o Issues that involve potential liability
- ❑ Assign and brief subordinates, as indicated.
- ❑ Establish and maintain status boards; monitor status and damage reports and post pertinent information.
- ❑ Activate RIMS.
- ❑ Begin collection, input and analysis of incident data as soon as possible:
    - o Ensure data is collected from all sources (Field ICs, activated City DOCs, involved cities and special districts, other EOC staff).
    - o Consider damages in nearby unincorporated areas that may impact on the City.
- ❑ Prepare all required RIMS reports:
    - o Event/Incident Report
    - o Situation Reports
    - o Initial Damage Estimate Assessment

Extended Operations

- ❑ Participate in regular Section briefings and provide input to the EOC Action Plan.
- ❑ Prepare event predictions periodically or as requested.

- ❑ Participate in Action Planning meetings, as required by the Planning Section Chief.
- ❑ Prepare situation summaries for reports to the Kings County/Operational Area for each operational period and as required.
- ❑ Provide photographic services and maps.
- ❑ Prepare, post, and disseminate Situation Status Reports as required.
- ❑ Forward all documents and files to Documentation Unit.

Post-Emergency

- ❑ Upon EOC deactivation, release resources, as directed.
- ❑ Notify agencies and groups with whom communications have taken place. Provide contact name and number for any follow up issues.
- ❑ Provide Logistics Section Supply Staff with list of supplies to be replenished.
- ❑ Submit log and other emergency-related documentation to Documentation Unit.
- ❑ Submit Expenditure Tracking and Timekeeping forms to Finance/Administration Section.
- ❑ Participate in post-emergency debriefing and critique session.
- ❑ Participate in After Action Reporting and Corrective Action Planning meeting.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

ATTACHMENT C-5

DOCUMENTATION UNIT

EMERGENCY ACTION CHECKLIST

Initial Response

- ❑ Report to EOC (or other designated reporting location), check in and obtain briefing from the Section Chief.
    - o Location, magnitude and scope of event
    - o Areas of Cityimpacted
    - o Current situation and priorities
    - o Actions taken
    - o Existing or anticipated problems/issues
- ❑ Initiate and maintain a function log. Record the following:
    - o By date and time, note arrival time, decisions made, positions activated, personnel assigned to report to the Documentation position, directions given, and actions taken.
    - o Information to be shared with other EOC functions
    - o Items that require follow-up
    - o Information/data needed for recovery operations
    - o Issues that involve potential liability
- ❑ Assign and brief any subordinates, as indicated.
- ❑ Participate in regular Section briefings and provide input to the EOC Action Plan.
- ❑ Establish and maintain central incident document repository.
- ❑ Establish and organize files on the emergency or disaster situation. Categories may include:
    - o Weather Reports
    - o Safety/Damage Assessment Information
    - o "Sticky Wickets" (calls from citizens with event-related problems not immediately resolved by County personnel)
    - o DPW/State Road Reports
    - o EOC Logs/Notes (may need to separate by function)
    - o (Other Department/Agency) EOC Logs/Notes (separate by agency)
    - o PIO Press Releases (sent)
    - o OA Press Releases (received)
    - o Outside Agency Press Releases Received
    - o County status reports
    - o County and Operational Area Situation Reports
    - o Damage/safety assessment reports
    - o State OES Situation Reports
    - o Emergency/Official Actions (Proclamations, Resolutions, Orders)
    - o EOC Action Plans
    - o Visuals (Pictures, maps)

- Newspaper articles
- Others as needed

- ❑ Accept, log and file reports, EOC message forms, and other documents submitted by EOC staff.

Extended Operations

- ❑ Establish EOC duplication service and respond to requests for document duplication.
- ❑ Provide duplicates of forms and reports to authorized requestors.
- ❑ Check on the accuracy and completeness of records submitted for files.
- ❑ Correct errors or omissions by contacting the appropriate EOC staff.
- ❑ Prepare emergency response documentation for the Planning Section Chief when requested.
- ❑ Maintain, retain, and store emergency response files for use after the emergency.

Post-Emergency

- ❑ Upon EOC deactivation, release resources, as directed.
- ❑ Notify agencies and groups with whom communications have taken place. Provide contact name and number for any follow up issues.
- ❑ Provide Logistics Section Supply staff with list of supplies to be replenished.
- ❑ Insert log and other emergency-related documentation in Documentation file.
- ❑ Submit Expenditure Tracking and Timekeeping forms to Finance/Administration Section.
- ❑ Participate in post-emergency debriefing and critique session.
- ❑ Participate in After Action Reporting and Corrective Action Planning meeting.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

ATTACHMENT C-6

DEMOBILIZATION UNIT

EMERGENCY ACTION CHECKLIST

- ❑ Report to EOC, check in and obtain briefing from the Planning Section Chief:
    - o Location, magnitude and scope of event
    - o Areas of City impacted
    - o Current situation and priorities
    - o Actions taken
    - o Existing or anticipated problems/issues
- ❑ Identify available internal and external communications capabilities.
- ❑ Initiate and maintain a function log. Record the following:
    - o By date and time, note arrival time, decisions made, positions activated, personnel assigned to report to the Demobilization function, directions given, and actions taken.
    - o Information to be shared with other EOC functions
    - o Items that require follow-up
    - o Information/data needed for recovery operations
    - o Issues that involve potential liability
- ❑ Monitor progress of field activities through Situation Status Unit and determine when the emergency response phase is winding down.
- ❑ Confer with EOC Section Chiefs on demobilization considerations and needs.
- ❑ Prepare a Demobilization Plan to ensure an orderly, safe and cost-effective release of personnel and equipment.
- ❑ Upon deactivation of the EOC, implement Demobilization Plan and monitor its progress.
- ❑ Provide demobilization consult to EOC staff as necessary.
- ❑ Provide Logistics Section Supply Staff with list of supplies to be replenished.
- ❑ Submit log and other emergency-related documentation to Section Documentation Unit.
- ❑ Submit Expenditure Tracking and Timekeeping forms to Finance/Administration Section.
- ❑ Participate in post-emergency debriefing and critique session.
- ❑ Participate in After Action Reporting (AAR) and Corrective Action Planning (CAP) meeting.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

ATTACHMENT C-7

TECHNICAL SPECIALISTS

EMERGENCY ACTION CHECKLIST

- ❑ Report to EOC, check in and obtain briefing from the Planning Section Chief:
    - o Location, magnitude and scope of event
    - o Areas of City impacted
    - o Current situation and priorities
    - o Actions taken
    - o Existing or anticipated problems/issues
- ❑ Identify available internal and external communications capabilities.
- ❑ Initiate and maintain a function log. Record the following:
    - o By date and time, note arrival time, decisions made, positions activated, personnel assigned to report to the Technical Specialist function, directions given, and actions taken.
    - o Information to be shared with other EOC functions
    - o Items that require follow-up
    - o Information/data needed for recovery operations
    - o Issues that involve potential liability
- ❑ Review available Safety and Damage Assessment and Status and Situation Reports to identify subject-specific issues or problems that may need to be addressed.
- ❑ Confer with the Planning and Operations Section Chiefs on the current situation and anticipated subject-specific technical needs.
- ❑ Provide technical consultation and input to appropriate EOC staff as necessary.
- ❑ Prepare a written report of findings and any technical recommendations and distribute report to appropriate EOC staff and Planning and Operation Section Chiefs.
- ❑ Upon deactivation of the EOC, submit log and other emergency-related documentation to Section Documentation staff.
- ❑ Participate in post-emergency debriefing and critique session.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

ANNEX D[1]

LOGISTICS SECTION

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[1] This Annex is supplemented by appropriate procedures in Part 3 - EOC Procedures Manual.

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ANNEX D

LOGISTICS SECTION

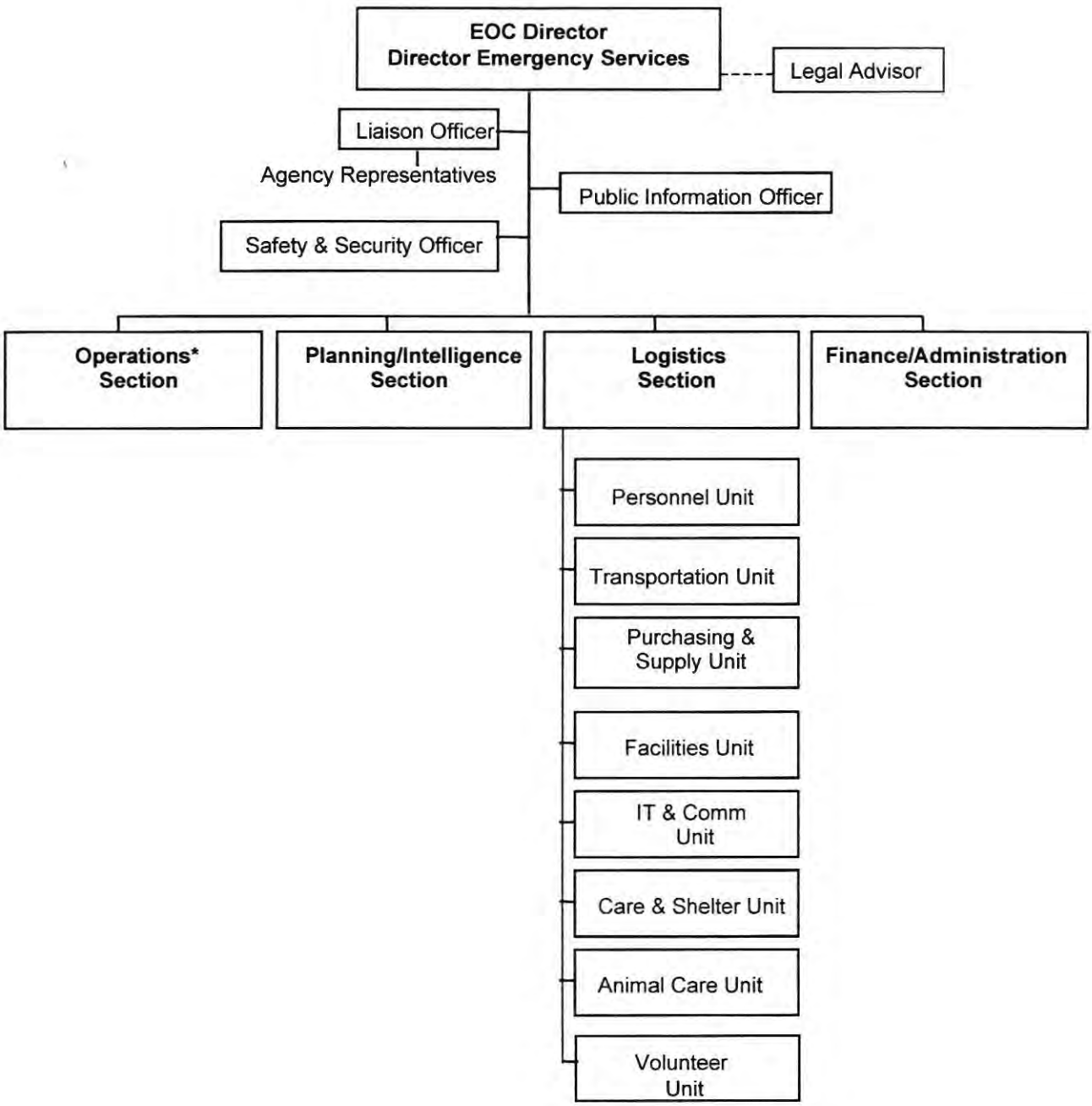


Figure D-1 EOC Logistics Section

1.0 PURPOSE

The Logistics Section provides, arranges for and coordinates the provision of facilities, supplies, equipment, transportation, communications, information systems, and personnel support for the City of Avenal Emergency Operations Center (EOC) staff and city-wide emergency management organization (EMO). When necessary, the Logistics Section also recruits, trains, and assigns volunteers.

The City Logistics Section Chief coordinates with the Kings County/Operational Area (OA) EOC Logistics Section, when activated, or directly with the County departments and key external agencies, to arrange for care and shelter and animal care services which are provided on a County-wide basis.

In cooperation with other EOC management staff, priorities will be established to assure the most effective and efficient use of all resources. The Logistics Section must be proactive in forecasting future resource needs critical to emergency operations. Comprehensive knowledge of local resources is invaluable as many needed resources will be time sensitive.

2.0 STAFFING

The EOC Director determines the extent to which the City EOC will be activated and staffed at the time of an event. Upon activation of the Logistics Section, the Section Chief will determine the pre-designated Section functions and the pre-assigned staff to be activated.

If the assigned primary or alternate personnel are not available to staff a function, the Section Chief may assign available staff to perform more than one function, or the tasks assigned to that function will be the responsibility of the person next highest in the organization, in this case, the Logistics Section Chief.

When fully staffed, the Logistics Section may include the following functions:

- Logistics Section Chief
- Personnel Unit
- Transportation Unit
- Purchasing & Supply Unit
- Facilities Unit
- Information Technology Services (ITS) & Communications Unit
- Care & Shelter Unit
- Animal Care Unit
- Volunteer Unit

3.0 DUTIES

The Logistics Section's primary responsibility is to ensure the acquisition, transportation, mobilization and documentation of personnel and material resources to support the response efforts of field emergency response units and EOC staff, and utilizing available public, private, voluntary, and mutual aid resources.

3.1 Logistics Section Chief

The Logistics Section Chief, who is a member of the General Staff and reports to the EOC Director, oversees all Section activities and is responsible to:

- Assign and brief Section staff as indicated and oversee all Section activities. If necessary, appoint a Water Coordinator and develop and implement an Emergency Potable Water Procurement and Distribution Plan, and assign or activate a pre-assigned Donations Coordinator.
- Based on participation in EOC briefings and the EOC Action Plan, determine the type, quantity, potential locations, and priorities for emergency resource needs.
- Oversee the allocation and distribution of alternate facilities, transportation, supplies, equipment, information systems, communications, and personnel, in accordance with priorities established by the EOC Director or EOC Management Group.
- Provide supplies, equipment and personnel to support Staging Areas established by the Operations Section and shelters and employee care facilities.
- Advise the EOC Director if suspension of the City's competitive bidding process is warranted.
- Assess status of communications/information systems and arrange for repairs and/or alternate systems if necessary.
- Report City building damage to the Public Works Branch in the Operations Section, including information on habitability, accessibility and need for repairs.
- Ensure that complete and accurate records of resource requests, acquisitions and distributions are maintained.
- Itemize costs associated with resource acquisitions and provide Finance/Administration Section with cost summaries on a daily basis.

3.2 Personnel Unit

The Personnel Unit Leader reports to the Logistics Section Chief and is responsible to:

- Identify potential sources for available non-operations personnel (e.g., non-assigned City employees, temporary personnel agencies, volunteers, mutual aid etc.).
- Receive and process requests for non-operations personnel and establish tracking mechanism.
- Ensure that all personnel and volunteers assigned to an emergency function are registered Disaster Service Workers[2] (DSWs). (Attachment D-1)
- Confer with Logistics Section Chief on priorities for deployment of available personnel.
- Advise Volunteer Unit of specific volunteer needs.
- Classify available personnel according to the typed resources defined in the National Incident Management System (NIMS) (Attachment D-3) or by skills, physical fitness or other appropriate characteristics, and register all as Disaster Service Workers (Attachment D-1).

[2] All public employees (city, county, special district) are, by virtue of their employment, registered DSWs.

- Orient, train, assign, brief and track personnel assigned to support an emergency function, as necessary. Advise City staff all of the Emergency Timekeeping Procedure (Part 2, Section 5.0).

- Provide or arrange for shelter and feeding for EOC staff and emergency response and mutual aid personnel, as indicated.

- Maintain status boards and logs to support documentation for tracking personnel and for disaster assistance applications, if warranted.

3.3 Transportation Unit

The Transportation Unit Leader reports to the Logistics Section Chief and is responsible to:

- Identify and arrange for supplemental transportation resources for:
  - Transporting (evacuating) persons from threatened or impacted areas.
  - Transporting emergency and mutual aid workers and emergency supplies and equipment.
  - Transporting potable water to designated distribution points.
  - Serving as auxiliary ambulances.
  - Serving as vans for transporting non-ambulatory persons from threatened areas.

- Consult with Operations Section to identify central transportation pick-up points (e.g., public schools) for evacuees, if necessary.

- Confer with Planning/Intelligence Section to identify any road/highway closures.

- Establish and implement a mechanism for tracking and maintaining status of transport vehicles.

- Maintain documentation, including agreements and invoices, for potential disaster assistance applications.

3.4 Purchasing & Supply Unit

The Purchasing & Supply Unit Leader reports to the Logistics Section Chief and is responsible to:

- Implement single point supply and equipment ordering process and coordinate the ordering, procurement, rental, delivery, and tracking of supplies and equipment procured or expended for the incident.

- Advise Logistics Section Chief of the need to suspend competitive bidding and execute emergency vendor and/or service contracts.

- Maintain an inventory of available emergency supplies and equipment.

- Distribute available supplies and equipment, in accordance with priorities established by the EOC Action Plan.

- Arrange for special service contractors as necessary.

- Coordinate service for non-expendable supplies and equipment.
- Track ordered items to ensure delivery and return (if a non-expendable supply).
- Maintain status boards, receipts and logs to support documentation for disaster assistance applications.

3.5 Facilities Unit

The Facilities Unit Leader reports to the Logistics Section Chief and is responsible to:

- Compile status/damage reports on County facilities from Maintenance personnel and submit to the Operations Section Public Works Branch. (Note: County field units may provide windshield survey findings on some County facilities, as well.)
- Identify alternate facilities to conduct emergency operations and/or essential City services, if required.
- Confer with the Operations Section Public Works Branch Coordinator to arrange for emergency repair and restoration of essential City facilities, if indicated.
- Coordinate with Operations Section to establish Staging Areas for resources, as necessary.
- Coordinate food, water, sleeping and sanitation facilities for EOC staff, emergency response and mutual aid personnel, as necessary.

3.6 Information Technology Services (ITS) & Communications Unit

The Communications & Information Technology Services (ITS) Unit Leader reports to the Logistics Section Chief and is responsible to:

- Provide and maintain essential communication links for the EOC, and between the EOC and key City facilities, field units, DOCs, and key external partners.
- Support ITS/ communications needs of emergency response units, DOC and EOC staffs.
- Provide alternate ITS/communications capabilities as needed.
- Refer issues to ITS staff for resolution, as indicated.
- Activate and supervise Amateur Radio operators, if necessary and available.

3.7 Care & Shelter Unit

Coordinates the procurement and allocation of resources to establish and maintain mass care shelters and feeding and registration and inquiry, in conjunction with the America Red Cross (ARC); locates and allocates emergency and temporary housing; and activates crisis counseling for the displaced with ARC and Public Mental health, when indicated.

3.8 Animal Care Unit

Coordinates and implements the California Animal Response in Emergency System (CARES) and/or Foreign Animal Disease (FAD) Response plans, when necessary; provides or arranges for shelter of companion and large animals; coordinates mitigation measures and provides technical assistance regarding rescue and/or disposal of impacted livestock, crops, feedstock, and infected/contaminated appliances; and in conjunction with Public and Environmental Health, manages the application of rodent and other vector controls to protect public health and the environment.

3.9 Volunteer Unit

When warranted by the scope of the emergency, a Volunteer Unit may be activated or assigned by the Logistics Section Chief. This function may be assigned to report to the Personnel Unit Leader or directly to the Logistics Section Chief. In either case, this Unit Leader is responsible to:

- Be familiar with the appropriate utilization of volunteers during disasters (Attachment D-2).
- Consult with the City's Director of Emergency Services (DES) to identify local sources for existing emergency-related volunteer groups sponsored by City departments, and/or associated with local support agencies (e.g., Red Cross, Salvation Army, Citizens on Patrol under KCSO, and volunteer firefighters under KCFD, etc.), regarding the availability of their respective volunteers to assume a City emergency assignment.
- Activate and assign pre-registered City volunteers, as necessary and in accordance with established EOC priorities.
- Recruit, register as Disaster Service Workers (DSWs), orient, assign and track emergent volunteers, as requested by the Personnel Unit.
- Coordinate with the Operations Section to establish Staging Area(s) for assembling volunteers, equipment, and other resources, and assign available City staff to deploy these volunteers as directed to assist City employees assigned to perform an emergency role.

3.10 Coordination with County and External Agency Resources

The City's Logistics Section Chief or designated Section staff coordinates with appropriate County departments – Emergency Medical Services (EMS), Department of Public Health (DPH) and Human Services (HS) – and with key external agency partners – American Red Cross (ARC) and Salvation Army (SA) – to provide emergency medical care, care and shelter, and family reunification services, including the following:

- Provide supplies and equipment for Mass Care Shelters, as requested.
- In concert with the American Red Cross (ARC) and Salvation Army (SA), establish and staff emergency shelter and feeding facilities for the displaced.
- Provide Planning/Intelligence Section with regularly updated data on the number and locations of shelters, number of meals served and the number of displaced.
- Provide or arrange for sheltering of small companion animals in close proximity to

human shelters and provide technical assistance regarding rescue and/or disposal of impacted livestock, crops, feedstock and infected/contaminated appliances.

4.0 CONCEPT OF OPERATIONS

To respond to disasters effectively, each person assigned an emergency management position has specific duties to complete before, during and after a disaster. These tasks are outlined in Part 1 - Basic Plan. More detailed information about each EOC function is contained in the function-specific annexes to this Emergency Operations Plan (EOP).

4.1 Preparedness

Preparedness actions allow City EOC staff to prepare for disaster operations, become familiar with the contents of this EOP and annex, develop and update procedures, resource lists, and other supporting information, and participate in training, drills and exercises. The preparedness duties assigned to all personnel in the Logistics Section include:

- Participate in regular meetings of the EOC staff to maintain familiarity with roles and responsibilities of the assigned EOC function, and to discuss emergency management issues.
- Review this EOP, emergency procedures, and the materials contained in this annex. Consolidate any recommended revisions and updates to this annex and submit changes to the DES.
- Develop any additional information needed to perform the assigned function and incorporate it into this annex.
- Revise status boards, if necessary, to address any revisions to EOC or function emergency procedures.
- Identify methods and sources for obtaining emergency contracting services, personnel, supply and equipment resources, and procuring alternate facilities and telecommunications/information systems.
- Identify key resources that may be required during various emergency scenarios and develop lists of vendors and contractors that could provide the services/equipment needed at the time of emergency.
- Participate in EOC training, exercises and post-exercise critiques scheduled by the City's DES and/or Kings County OES.

4.2 Initial Response

Specific activities to be performed by the Logistics Section functions are listed in the checklists attached to this annex. The Logistics Section Chief is responsible to ensure that all Section staff:

- Report to the EOC when indicated or directed and obtain a briefing from the Logistics Section Chief.
- Initiate and maintain a function log and appropriate status displays.

- Implement activities outlined in the assigned Emergency Action Checklist.
- Evaluate the availability of personnel and equipment resources.
- Identify potential needs and options to address those needs.

4.3 Extended Operations

In the extended operations phase, some displaced persons may be moved to improved quarters, such as hotels or even returned to their homes. However, shelter, mass feeding and welfare inquiry services will continue until they are no longer required. During this period, the City Logistics Section:

- Coordinate activities with other EOC Sections' staff and with Kings County departments;
- Participate in regular Section briefings and provide input into the EOC Action Plan;
- Prepare function relief staffing schedule;
- Consult with EOC Director regarding any unresolved conflicts;
- Decide on the most appropriate option(s) to fill resource gaps;
- Confer with the EOC Director to determine relief EOC staffing needs and response personnel support needs; and
- Track and document all activities, costs and major decisions for disaster claims and assistance applications.

4.4 Post Emergency

In the Post-Emergency Period, most of the basic needs of the population will have been provided, and if the disaster was large, the Federal and State governments will have become heavily involved in providing financial aid to victims. Local Assistance Centers (LACs) will be set up to coordinate the delivery of these services. Local officials and private non-profit agencies still have responsibility for phasing out the mass care facilities and assisting displaced persons in obtaining temporary housing and other aid. Logistics Section personnel:

- Close out function logs and submit to the Planning/Intelligence Section Documentation Unit to be filed in the permanent Incident record.
- Provide Logistics Section Purchasing & Supply Staff with a list of any expendable supplies to be replenished.
- Ensure that non-expendable supplies/equipment are serviced and returned to proper locations.
- Confirm the location of Local Assistance Centers (LACs) and identify and arrange for any supply, equipment or personnel needs.
- Identify the resources required at the LAC and determine staffing needs.

- Ensure internal and external deactivation notifications are made.
- Participate in EOC debriefing and critique.

5.0 STATEWIDE CARE & SHELTER ORGANIZATION

The statewide Care & Shelter Organization depicted in Figure D-2 will be activated by the Kings County/OA EOC, as necessary to meet the demands of the incident. In a very large disaster, a Mass Care Services Unit Coordinator and assistants for Mass Care Centers (both local government designees) may need to be assigned.

5.1 Local & Operational Area Levels

The Director of the Kings County Human Services Agency (HSA) serves as the Local Level (Cities, Special Districts) and Operational Area Level (County) Care & Shelter Unit Leader and is responsible for coordinating and supporting the activities of the ARC and SA in providing direct care, shelter, feeding and inquiry services and requesting assistance from the Regional Level Care & Shelter Branch Coordinator in the Inland Region EOC (REOC), if necessary.

5.2 Regional Level

The Regional Care & Shelter Branch Coordinator, a representative from the State Department of Social Services, coordinates services on a regional basis and requests support assistance from the State Level Coordinator, when necessary.

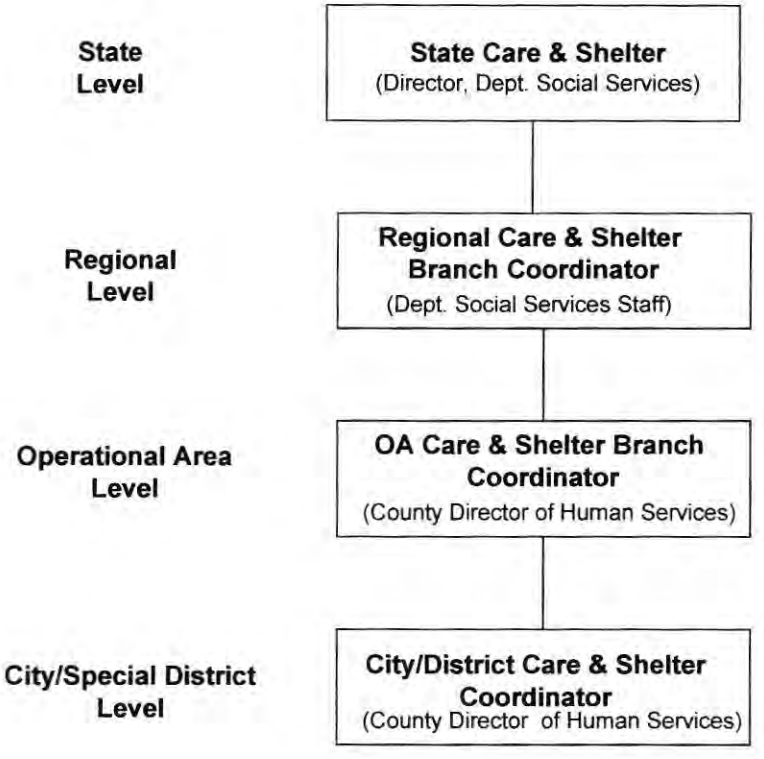


Figure D-2 Statewide Care & Shelter System

5.3 State Level

The Director of the State Department of Social Services serves as the State Director of Care & Shelter and has overall responsibility for coordinating statewide care and shelter operations and providing support to other levels when necessary. The Statewide System is responsible to:

- Serve as the lead agency in coordinating State agency care and shelter response to support local operations.
- Provide departmental personnel and other resources to function in Local Assistance Centers (LACs) upon request of the Director of OES.
- Coordinate the capabilities of County Social Services Departments (or similar agencies) to respond to disasters.

6.0 POLICIES AND PROCEDURES

In addition to the EOC Procedures outlined in Part 3 - EOC Manual, the City Logistics Section staff will comply with the policies and procedures listed below, as the situation dictates, and as directed by the Logistics Section Chief and/or the EOC Director.

6.1 Section Activation

The Logistics Section Chief will activate the Section's Units as the emergency situation necessitates. All Units may be placed on standby status following warning of an impending or developing emergency/disaster. In the event of an obvious disaster (e.g., major earthquake) that disrupts communications, all Section staff will report automatically to the primary EOC location.

6.2 General Emergency Operations

- City and County emergency management operations shall be organized and conducted consistent with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

- When the Operational Area level of the Kings County EMO is activated, the County EOC Director will function as the Operational Area Manager and will have overall responsibility for coordinating the emergency operations of all local jurisdictions, including cities, special districts, and the county.

- City-wide emergency response priorities will be established by the City EOC Director, according to the following:

  - Actions required to protect life safety (e.g., evacuation, medical care, shelter, etc.) will receive the highest priority for available resources.

  - Temporary restoration of facilities essential for health, safety and welfare, whether publicly or privately owned, will receive second priority for available resources (e.g., water, sanitation, power, transportation routes).

  - Addressing rehabilitation needs for temporary housing, food stamps, employment, etc. will receive third priority for available resources.

- All on-duty City employees are expected to remain on duty until properly relieved. Off-duty personnel are expected to report to work consistent with this plan and department assignments, after ensuring the welfare of their families.

- Employees with pre-established emergency assignments will report to a pre-designated reporting location for the assigned shift. Those without emergency assignments will report to the usual work location for the next normally scheduled shift. If unable to reach the assigned location, employees will report to the closest County or local jurisdiction facility and attempt to contact the work supervisor to report status.

- All City employees are eligible to be assigned to perform or support an emergency function by the EOC Director or his designee, including the Logistics Section Personnel Unit.

- Operations Section Law Enforcement, Fire, Rescue & HazMat, and Public Works personnel may request mutual aid resources directly from their respective County/Operational Area Mutual Aid Coordinators.

- Depending on the scope of the emergency and its impact on City operations, all EOC staff may be placed on 12-hour work shifts. Normal work shifts will resume when conditions warrant.

- All local jurisdictions and agencies with pre-assigned emergency responsibilities that may require highly skilled supplemental personnel (e.g., medical personnel, engineers, etc.) at the time of a disaster, should identify, recruit and register such personnel as part of its preparedness measures.

- Residents in hazardous areas who lack access to private automobiles may need transportation assistance if evacuation to a shelter is required. In order to make maximum use of available transportation resources, Central Pick-up Points may be established at public schools in the area. Buses (school and commuter) should be assigned to designated schools and may need to make several round trips to accommodate all residents.

- If assistance is needed to reach the Central Pick-up Points, transportation by publicly owned local vehicles or taxis may need to be provided.

6.3 City Employee Disaster Response

In accordance with the California Government Code (CGC) §§ 3100, all City staff are considered Disaster Service Workers (DSWs) and are eligible to be assigned to perform an emergency role at the time of a disaster. City staff may be requested to modify shift schedules, return to work, remain at work, or perform different work assignments. If at home when a disaster occurs, it is expected that City staff will ensure the safety and security of families and homes before returning to work. The City will make every effort to establish a family information system for employees to check on the welfare of their homes and families.

6.4 Mutual Aid

If local (City and County) resources (both public and private) are inadequate to cope with the situation, support will be requested through the appropriate State OES Regional Office via the Response Inventory Management System (RIMS). If the requirement cannot be met through resources available within the counties in the region, the Regional Office will request assistance from the State OES in Sacramento. State OES will then forward the request to the State Department of Social Services for final action on care and shelter-related requests.

6.5 Requests For Personnel

6.5.1 OPERATIONS PERSONNEL

Requests for operations personnel are directed to the appropriate Branch Coordinator in the City EOC Operations Section. If the requested resource is not available within the City, the involved discipline-specific Branch Coordinator will request mutual aid from the County/OA Mutual Aid Coordinator. When requested resources are not available within the OA, the OA Mutual Aid Coordinator will forward the request to the discipline-specific Regional Mutual Aid Coordinator via the Response Information Management System (RIMS). Mutual aid resources will be requested and deployed consistent with the procedure contained in Part 3, Section 14.0.

6.5.2 NON-OPERATIONS PERSONNEL

Requests for support or non-operations personnel are made to the Logistics Section Personnel Unit, similar to that of operations personnel. If a requested resource is not available in the Region, the request is forwarded by the REOC Logistics Section to the State Operations Center (SOC) via RIMS. The State OES Director or a designated representative has overall responsibility for coordinating statewide resources and support operations and requirements.

If available Statewide resources are not sufficient, State OES or Office of Homeland Security (OHS) may request a Presidential declaration of Major Disaster and may request federal resources. Following a Presidential declaration of an Emergency or Major Disaster, assistance provided by Federal agencies will be coordinated by the designated Federal Coordinating Officer (FCO).

When the requested resource has been located and tasked, the Requesting Party will be advised of the estimated time of delivery (ETD) and is responsible for tracking the resource until it is released to return to its home jurisdiction. State and federal resources sent to support local government response, operate under the direction and supervision of the local jurisdiction. Military assets remain under the control and direction of the military at all times.

6.6 Coordination with Local Jurisdictions

The County Logistics Section has overall responsibility for coordinating resource support to all jurisdictions in Kings County, including cities, special districts, and school districts. Each jurisdiction retains control over and deploys its resources to respond to the incident within its boundaries. If additional resources are needed, a request is made to the County/OA Logistics Section, (except for operations personnel, which are requested from the Operations Section).

6.7 Use of Volunteers

Two classifications of volunteers may respond at the time of a disaster: those who volunteer with City agencies on a regular basis (e.g., Citizens on Patrol), and those who respond spontaneously when a disaster occurs. Both can be incorporated into the City's response efforts. Guidelines for Utilization of Volunteers are contained in Attachment D-2.

6.7.1 DISASTER SERVICE WORKER (DSW)

Volunteers who work with a City, Special District, School, or the County regularly are registered Disaster Service Workers (DSWs). All DSW volunteers:

- Are officially registered with the County's Accredited Disaster Council; and
- Do not receive any pay, monetary or otherwise, for the services provided.

When needed to assist with City emergency operations, pre-assigned staff or staffed assigned by the Logistics Section Chief at the time of an emergency, will staff a Volunteer Unit and will notify pre-registered volunteers of the specific assistance needed and the reporting location. If necessary, additional volunteers will be recruited by the Volunteer Unit.

6.7.2 CONVERGENT VOLUNTEERS

Convergent volunteers are persons who come forward spontaneously during disasters to assist without pay or compensation. These volunteers can become registered as DSWs for the duration of a single emergency event. The Volunteer Unit will issue the Loyalty Oath, and will ensure that these volunteers are appropriately oriented and assigned to perform an emergency role under the supervision of a City employee. Registration forms (Attachment D-1) for convergent volunteers will be submitted to the Documentation Unit in the Planning/Intelligence Section to be filed in the central event repository.

6.8 Registration of Inquiry Operations

The Red Cross has responsibility for Registration and Inquiry (Disaster Welfare Inquiry) operations. The Red Cross has trained Disaster Welfare Inquiry cadres, a system to recruit volunteer workers, and a tested program to handle mass inquiries. During most disasters, a Registration and Inquiry Center is established in the Red Cross Chapter office located near the disaster area. However, in large-scale disasters where the Red Cross has established a Headquarters for Disaster Operations, the Registration and Inquiry Center will be located there or nearby.

There is often a delay between the onset of a disaster, the time that a Registration and Inquiry Center can be set up and staffed, and the time that it takes to identify residences that may have been damaged or destroyed. A temporary moratorium on inquiries may be declared for up to 48 hours until the system becomes operational.

Communications are established between the Center and shelters, hospitals and coroners offices or morgues. Registration lists and location changes are sent to the Center daily, if possible, or more often if practical and necessary. Most inquiry and response information is sent by FAX and/or RACES Packet Radio in order to provide a written record of the communications. Although every effort is made to locate all victims, some persons whose homes may have been damaged will evacuate but not register. For this reason, records will seldom, if ever, be complete. Public information broadcasts advising people to register and to notify relatives of their location will assist inquiry operations.

6.9 Shelter Operations

- In large disasters, all suitable buildings, other than those being used for other emergency functions, may be used for sheltering.

- California State Education Code Section 40041.5 mandates that public education facilities be made available for use as shelters during emergencies. Schools are the most preferred shelter facilities since they are public facilities and can accommodate a large number of people. Churches are also appropriate, as they are usually large and often have feeding facilities on the premises.

- Arrangements should be made in advance with owners or managers of many facilities for use in large disasters and after small disasters that require a number of different sites. Arrangements should also be made during a disaster, if possible, for backup shelter sites in case the threat changes location (for example, a wind shift after a hazardous material incident).

- In large disasters, commercial lodging facilities such as motels and hotels should be

reserved for the infirm who require above average comfort and conveniences.

- Pets will not be allowed in shelters but will be cared for in animal shelters or Veterinarians' facilities in proximity to human shelter sites.

6.10 Feeding Operations

- The Kings County Human Services Agency will be responsible for arranging with the American Red Cross and /or the Salvation Army, for the feeding of those in shelters and emergency service workers.
- Arrangements will be made with 24-hour restaurants and fast food outlets to provide supplies of food initially, until mass feeding operations can be organized.

7.0 SUPPORTING ORGANIZATIONS

The City departments and external support agencies listed below my have resources that could assist the Logistics Section in meeting its responsibilities.

7.1 Local Agencies (City and County)

- Local Law Enforcement Agencies - Provide security at shelters and transportation as available.
- General Services - Provides equipment and supplies.
- Personnel - Assists in the provision of personnel for mass shelter operations.
- Kings County Superintendent Of Schools - Provides facilities, transportation and support.
- Public Health Department - Provides medical and nursing services to shelters.
- Mental Health - Provides counseling services to emergency personnel and those at shelters.

7.2 State Agencies

The following State agencies have the capability to provide feeding equipment and prepared food to locations throughout the state:

- Department of Corrections (Local state prisons, too)
- Department of Forestry
- Military Department (California National Guard)
- Department of Education
- Department of Motor Vehicles - Upon request, information to support the identification and location of persons by the Welfare Inquiry Services may be provided.

- Department of Aging - Assistance with welfare inquiry and arrangements for food to be delivered in the affected areas can be provided.

7.3 Federal Agencies

Federal support for Care & Shelter operations may be provided by those Federal agencies, such as the Department of Agriculture and the Department of Defense, whose statutory responsibilities include disaster response prior to a Presidential Declaration. Additional assistance following a Presidential Declaration will be coordinated by the Federal Emergency Management Agency (FEMA).

ATTACHMENT D-1

DISASTER SERVICE WORKER REGISTRATION

LOCAL AND STATE INFORMATION

OES

Loyalty Oath under Code of Civil Procedure §2015.5 & Title 19, Div. 2, Chap.2, Sub-Chap.3, §2573.1

ATTACH PHOTOGRAPH HERE	*This block to be completed ONLY by government agency or jurisdiction*
	CLASSIFICATION _____ SPECIALTY _____
	AGENCY OR JURISDICTION _____
	REGISTRATION DATE _____ RENEWAL DATES _____
	EXPIRATION DATE * _____ DSW CARD ISSUED NO YES # _____
	PROCESSED BY _____ DATE _____ TO CENTRAL FILES _____

TYPE OR PRINT IN INK (HIGHLIGHTED AREAS REQUIRED BY PROGRAM REGULATIONS)

NAME: LAST	FIRST	MI		SSN:	
ADDRESS:	CITY:			STATE	ZIP:
COUNTY:	HOME PHONE:			WORK PHONE:	
PAGER:	E-MAIL:			DATE OF BIRTH: (optional)	
DRIVER LICENSE NUMBER: (if applicable)	DRIVER LICENSE CLASSIFICATION: A B C OTHER DRIVING PRIVILEGES:			LICENSE EXPIRATION DATE:	
PROFESSIONAL LICENSE: (if applicable)	FCC LICENSE: (if applicable)			LICENSE EXPIRATION DATE:	
IN CASE OF EMERGENCY, CONTACT:				EMERGENCY PHONE:	
PHYSICAL IDENTIFICATION:	HAIR:	EYES:	HEIGHT:	WEIGHT: (optional)	BLOOD TYPE: (optional)
COMMENTS:					

Government Code §3108-§3109:

Every person who, while taking and subscribing to the oath or affirmation required by this chapter states as true any material matter which he knows to be false, is guilty of perjury, and is punishable by imprisonment in the state prison not less than one nor more than 14 years. Every person having taken and subscribed to the oath or affirmation required by this chapter, who, while in the employ of, or service with, the state or any county, city, city and county, state agency, public district, or disaster council, or emergency organization advocates or becomes a member of any party or organization, political or otherwise, that advocates the overthrow of the government of the United States by force or violence or other unlawful means, is guilty of a felony and is punishable by imprisonment in the state prison.

LOYALTY OATH OR AFFIRMATION (GOVERNMENT CODE §3102)

I _____, do solemnly swear (or affirm) that I will support and defend the
PRINT NAME
Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservations or purpose of evasion; that I will well and faithfully discharge the duties upon which I am about to enter. I certify under penalty of perjury that the foregoing is true and correct.

_____ _____

DATE SIGNATURE IF UNDER 18 YEARS OLD, SIGNATURE OF PARENT/GUARDIAN

_____ _____

SIGNATURE OF OFFICIAL AUTHORIZED TO ADMINISTER LOYALTY OATH TITLE

*Registration for the active DSW volunteer is effective for the period the person remains a member with that organization, for a volunteer registering for an intermittent or a single event, the expiration date is set at the discretion of the accredited Disaster Council but not to exceed one year. (Govt. Code §3102)

OES 2001 Rev. 9/00 Entered into OES data base _____ Date _____

14

ATTACHMENT D-2

GUIDELINES FOR THE UTILIZATION OF VOLUNTEERS

1.0 INTRODUCTION

As recent disasters have shown, volunteers play a signification role in both the response and recovery phases of a disaster. Volunteers are among the first to arrive on scene following a major event or disaster. They will be essential to sheltering, mass feeding, and other operations established in the wake of these disasters.

Volunteers will come forward in every major disaster - whether they emerge spontaneously or have been preregistered and trained by a response agency. Having a plan in place for how volunteers will be recruited, managed and utilized will assist jurisdictions in improving the overall effectiveness of their disaster response.

Management of the volunteer function is in the Logistics Section of the EOC. Management of claims for Worker Compensation Insurance is handled by the Finance/Administration Section.

2.0 PURPOSE

The following materials provide guidelines for registering Disaster Service Workers in the State Worker's Compensation and Safety Program. It also provides general guidance for managing volunteers workers during an emergency.

3.0 BACKGROUND

Workers' Compensation Insurance provides benefits for employees injured on the job or who become ill from job related conditions. Damage to artificial limbs, dentures or medical braces is also considered an injury. Workers' Compensation benefits are set by the legislature and spelled out in the Labor Code. One section of the Labor Code defines Disaster Service Workers as "employees" under certain conditions and describes their benefits.

4.0 ELIGIBILITY

A Disaster Service Worker is anyone registered with a Disaster Council certified by the California Emergency Council or any person ordered by a person or body having authority to command the aid of citizens to carry out assigned duties to perform services during a State of War Emergency or any State of Emergency or Local Emergency.

A partial list of Disaster Service Workers includes:

- Reserve police officer
- Auxiliary firefighter
- Emergency welfare worker
- Communications specialist
- Medical worker
- Clerk

Any Disaster Service Worker is eligible for Workers' Compensation benefits while performing duties or undergoing any authorized training activities. Any injury under these circumstances is covered no matter where it occurs.

4.1 Exclusions

If the Disaster Service Worker is paid for these services, an "employer-employee" relationship exists. A Disaster Service Worker injured while in this relationship would be entitled to Workers' Compensation benefits under their regular employer's program. Members registered as active firefighters of any regularly organized and municipally supported volunteer fire department are excluded from disaster service benefits.

5.0 VOLUNTEER DISASTER SERVICE WORKERS

Volunteers active in emergency services and/or disaster relief operations usually belong to one of two categories: organized volunteers or spontaneous (convergent) volunteers. Depending on circumstances, different registration procedures are utilized to serve each group's needs.

6.0 ORGANIZED VOLUNTEERS

Organized volunteers are defined as individuals affiliated with specific organizations prior to an emergency or disaster. These organizations are usually chartered to provide volunteer emergency and/or disaster relief services. Members of these organizations usually participate in scheduled exercises to practice their disaster relief skills and integrate with the local community's emergency plan and response effort.

Examples of these organizations include:

- American Radio Relay League
- American Red Cross
- California Rescue Dog Association
- Salvation Army
- Civil Air Patrol

Public safety agencies usually prefer to utilize trained, organized volunteers because their organizations are familiar with working under a unified structure. They also provide their own supervision, transportation and support needs.

6.1 Agency Trained Volunteers

To ensure that they have an adequate pool of organized volunteers, some jurisdictions organize and train teams of civilian volunteers to act as disaster first responders within their own neighborhoods or jurisdictions. Members of these teams, sometimes called Neighborhood Emergency Response Teams (NERT) or Citizens Emergency Response Teams (CERT), receive training in such skills as fire extinguishment, search and rescue and shelter operations.

These organizations possess several advantages:

- Familiarity with the disaster area, its hazards and resources
- Knowledge of the jurisdiction's emergency organization
- Opportunity to regularly exercise and drill with the jurisdiction served

7.0 SPONTANEOUS (CONVERGENT) VOLUNTEERS

Spontaneous (convergent) volunteers are members of the general public who spontaneously volunteer during emergencies. They are not usually involved with organized volunteer organizations and may lack specific disaster relief training when there is very little time and few resources to train them. They come from all walks of life and comprise the majority of volunteer personnel available to local public safety agencies during a disaster response.

Public safety agencies often form volunteer staging areas for recruiting and classifying volunteers during disaster response operations. To be eligible for Workers' Compensation, the spontaneous volunteer must also be registered as a Disaster Services Worker.

8.0 CONSIDERATIONS IN VOLUNTEER UTILIZATION

In order to manage volunteers effectively, there are several issues that need to be addressed. For pre-registered volunteers, the process may be fully organized and accomplished over a period of time. Because this process must be accomplished under extreme conditions, with convergent volunteers it is essential that the planning and execution of the process be thoroughly worked out in advance of the disaster. Issues to be addressed include those outlined below.

8.1 Recruiting

Recruitment may become an issue if the disaster lasts a long time and the initial number of convergent volunteers begins to dwindle. It also may become necessary to recruit volunteers with specific skills, such as heavy equipment operators, medical personnel, translators, etc.

Recruitment avenues include the local media and other organizations. Organizations to contact for recruitment assistance include local labor unions, educational institutions and private companies.

8.2 Screening

Pre-registered volunteers will have been screened in advance. Walk-ins, however, will have to be screened at the time that they appear for assignment prior to duty.

Certain vital information is essential if volunteers are to be properly and efficiently used; and screening teams must be identified and trained in advance on the screening of volunteers. The data or information required regarding the volunteers should also be developed in advance. The actual data requirements should be held to a minimum, consistent with the needs of the local jurisdiction.

8.3 Identification

Once screening is completed, all volunteers must be issued proper I.D. and be required to sign for any equipment issued for their position. Organized volunteers will possess identification issued by their organizations. The jurisdiction is responsible for providing identification to convergent volunteers. Forms of I.D. include arm bands, vests, patches, and County I.D. cards.

8.4 Training

Before being deployed, it is essential that volunteers receive an adequate amount of

training. At a minimum, volunteers must be thoroughly briefed on the legal aspects of the tasks to which they are to be assigned. They should also fully understand their responsibilities and any limits on performing their assigned duties.

Records must be established for each volunteer that reflects the training received. Training records should be maintained as part of the permanent record of the emergency response to the specific disaster.

8.5 Supervision

More so than paid staff, volunteers must be supervised according to the task assigned. Ideally, though not always possible, paid staff personnel should supervise all volunteers. When this is not possible, skilled, highly trained volunteers should be assigned as supervisors.

8.6 Planning

The jurisdiction must recognize that volunteers will appear after the onset of a major disaster. Established plans are needed for the proper management of volunteer personnel in order to optimize this resource and prevent convergent volunteers from becoming a problem. Properly managed volunteer resources may mean the difference between success and failure of the emergency response.

8.7 Recognition

The final requirement of the jurisdiction is to ensure that volunteers are properly recognized for their services. Recognition may be in the form of individual commendation by the elected officials, public acknowledgment by the media, or a letter of appreciation from the local emergency manager.

ATTACHMENT D-3

NATIONAL INCIDENT MANAGEMENT SYSTEM RESOURCE TYPING SYSTEM

NIMS Resource Typing Web Site; http://www.fema.gov/emergency/nims/rm/rt.shtm

As part of the Nation's efforts to strengthen resource management in line with the National Incident Management System (NIMS), the Federal Emergency Management Agency (FEMA), has developed a NIMS Incident Resource Inventory System (NIMS-IRIS) tool for use by the emergency response community. This tool consists of a common database into which local communities enter the availability of 120 typed resources, including equipment, communications, facilities, responders, teams, etc.

The browser-based database management tool is available to Federal, Tribal, State, and local officials, at no-cost or licensure fees. The tool assists communities with inventorying and typing resources in accordance with NIMS protocols and will facilitate quick identification of resources to support emergency response operations. Additional features include the ability to insert user-defined resource types, kinds, and categories (e.g. typing of Tier 2 assets), and to extract resource reports from the system.

A user guide and a tutorial are also included in the tool to familiarize users with the tool's functionality, along with instructions on how to install and use the tool. The user guide and tutorial are available within the tool and also through a separate download at http://www.fema.gov/emergency/nims/rm/iris.shtm. Technical support requests for assistance can be made to IRIS@NIMSSC.net.

ATTACHMENT D-4

LOGISTICS SECTION CHIEF

EMERGENCY ACTION CHECKLIST

Initial Response

- ❑ Report to EOC check-in and obtain briefing from the EOC Director.
    - Magnitude and scope of event
    - Area(s) of City impacted
    - Current situation and priorities
    - Actions taken
    - Local EOCs activated
    - Existing or anticipated problems/issues
- ❑ Identify potential logistical support needs.
- ❑ Identify available internal and external communications capabilities.
- ❑ Determine the extent to which Section functions should be activated and initiate staff notification procedure.
- ❑ Assign and brief incoming staff.
- ❑ Provide briefing to the General Staff on operating procedures for use of EOC equipment (e.g., telephone, data, radio systems, etc.).
- ❑ Initiate and maintain a function log. Record the following:
    - By date and time, note arrival time, decisions made, positions activated, personnel assigned to report to the Logistics Section, directions given, and actions taken.
    - Information to be shared with other EOC functions
    - Items that require follow-up
    - Information/data needed for recovery operations
    - Issues that involve potential liability
- ❑ Ensure that all Section staff maintain required records and documentation to support disaster assistance applications and the After-Action Report.
- ❑ Meet with Finance/Administration Section Chief and review financial and administration support needs and procedures. Determine level of purchasing authority to be delegated to Logistics Section.
- ❑ Participate in regular EOC briefings and provide input to the EOC Action Plan.
    - Prepare Logistics elements of the EOC Action Plan.
    - Review suggested strategy and operations for next operational period.
    - Identify logistic requirements for planned and expected operations.
    - Estimate future logistic requirements.

- Compare required capabilities with current capabilities.
- Determine additional service and support requirements corresponding to the EOC Action Plan.
- Coordinate and process requests for additional personnel and equipment resources.

Extended Operations

- ❑ Review EOC status displays and keep up-to-date on situation and resource needs.
- ❑ Brief the EOC Director on major problem areas that need or may require solutions.
- ❑ Coordinate with appropriate County Departments and key external partners to arrange for Mass Care Shelters and feeding for the displaced.
- ❑ Provide situation and resources information to the Situation Status Unit of the Planning/Intelligence Section on a periodic basis or as the situation requires.
- ❑ Coordinate with the Operations Section Chief to activate Staging Areas as a rally point for mutual aid and/or volunteers and unassigned County employees, if indicated.
- ❑ Ensure key facilities have been inspected and have adequate power, sanitation, or other critical services and supplies.
- ❑ From Operations and Planning Sections, determine status of transportation system into and within the affected area. Provide information to Section staff.
- ❑ Ensure internal communications and coordination between Section Unit Leads.
- ❑ Update status information with other Sections as appropriate.
- ❑ Conduct periodic briefings for Section staff. Ensure that all Section staff are aware of priorities.
- ❑ Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- ❑ Participate in Action Planning meetings.
- ❑ Advise EOC Director of need to suspend competitive bidding, if warranted.
- ❑ Ensure that status and damage reports on City buildings from Facilities Maintenance personnel are reported to the Public Works Branch, including information on habitability, accessibility, and need for repairs.
- ❑ Ensure that Section personnel and equipment time records and a record of expendable materials used are submitted to the Cost & Time Unit in the Finance/Administration Section at the end of each operational period.
- ❑ Brief relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- ❑ Keep the EOC Director apprised of overall situation and status of resources.

Post Emergency

- ❑ Upon EOC deactivation, approve requests for release of resources, as indicated.
- ❑ Supervise demobilization of Section staff.
- ❑ Ensure that any open actions are handled by Section staff or transferred to other EOC elements as appropriate.
- ❑ Ensure that any required forms or reports are completed prior to Section staff release and departure.
- ❑ Deactivate Section and close out logs when authorized by the EOC Director.
- ❑ Leave forwarding phone number where you can be reached.
- ❑ Assign staff to assist at Local Assistance Center (LAC) or Disaster Recovery Center (DRC), if necessary.
- ❑ Provide Logistics Section Purchasing & Supply Unit staff with list of supplies to be replenished.
- ❑ Submit log and other incident-related documentation to Planning/Intelligence Section Documentation staff.
- ❑ Submit Expenditure Tracking and Timekeeping forms to Finance/Administration Section, as directed.
- ❑ Participate in post-emergency debriefing and critique session.
- ❑ Participate in After Action Reporting and Corrective Action Planning meetings.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- ❑ Implement any assigned corrective actions.

ATTACHMENT D-5

PERSONNEL UNIT LEADER

EMERGENCY ACTION CHECKLIST

Initial Response

- ❑ Report to EOC, check-in and obtain briefing from the Logistics Section Chief:
    - Magnitude and scope of event
    - Areas of City impacted
    - Current situation and priorities
    - Actions taken
    - Existing or anticipated problems/issues
- ❑ Initiate and maintain a function log. Record the following:
    - By date and time, note arrival time, decisions made, positions activated, personnel assigned to report to the Personnel Unit, directions given, and actions taken.
    - Information to be shared with other EOC functions
    - Items that require follow-up
    - Information/data needed for recovery operations
    - Issues that involve potential liability
- ❑ Assign and brief any subordinates, as indicated.
- ❑ Develop a plan for Unit operations and support of field operations as requested. Assign specific responsibilities.
- ❑ Determine Unit 24-hour staffing requirements and advise Section Chief, as required.
- ❑ Request additional resources through the appropriate Logistics Unit, as needed.
- ❑ Confer with Logistics Section Chief on the classifications of personnel likely to be requested and priorities for deployment.
- ❑ Identify potential sources for the classification(s)of non-operations personnel likely to be needed.
- ❑ Classify available personnel according to NIMS definitions or by skills, physical fitness or other appropriate characteristics, and register as DSW.
- ❑ Receive and process all incoming requests for personnel; identify number needed, any special qualifications or training, assignment location, and person to report to upon arrival. Secure an estimated time of arrival for relay back to the requesting agency or party.
- ❑ Develop a system for tracking personnel/volunteers processed by the Unit.
- ❑ Maintain sign in/out logs and establish controls for the accountability of personnel during assignment.

- ❑ Refer personnel/volunteers relieved from assignment to be processed out through the Planning Section Demobilization Unit.

- ❑ Maintain information regarding:

    - Personnel/volunteers processed, including classification
    - Personnel/volunteers allocated and assigned by classification/agency/location
    - Personnel/volunteers on standby
    - Special personnel requests not filled, by category

- ❑ Arrange for training of assigned personnel, including volunteers to perform emergency functions. Coordinate with Safety Officer to ensure that training includes safety and hazard awareness and is in compliance with OSHA requirements.

- ❑ Participate in regular Section briefings and provide Section Chief with input to EOC Action Plan, as indicated.

- ❑ Based on the situation as known or forecast, determine likely future personnel and Unit needs.

- ❑ Keep up-to-date on the situation and resources associated with Unit. Maintain current status reports and displays.

- ❑ Keep the Logistics Section Chief advised of Unit status and activity and on any problem areas that now need or will require solutions.

Extended Operations

- ❑ Ensure that all Unit personnel and equipment time records and record of expendable materials used are provided to Section Chief at the end of each operational period.

- ❑ Brief relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

- ❑ Arrange for Crisis Incident Stress Management for emergency workers, if indicated.

- ❑ Coordinate feeding, shelter and care of EOC and field response personnel, employees unable to return home, and volunteers with the Procurement and Facilities Units.

- ❑ If requested to do so by the Logistics Section Chief, establish a plan for child and elderly care for City employees as needed. Coordinate with Facilities Unit for suitable facilities.

- ❑ Assist and support employees and their families who are also disaster victims.

- ❑ Develop a plan for communicating with those agencies having personnel resources capable of meeting special needs.

- ❑ Coordinate with the Kings County/OA Logistics Section for additional personnel needs.

- ❑ Consult with the Volunteer Coordinator to arrange for recruitment, registration, mobilization and assignment of volunteers as necessary.

- ❑ Establish Disaster Service Worker and Volunteer registration and orientation/training locations. Assign staff to accomplish these functions.

- ❑ Issue ID cards to personnel and volunteers assigned to support or perform an emergency function.
- ❑ Coordinate transportation of personnel and volunteers with the Transportation Unit.
- ❑ If the need for a recruitment of volunteers is anticipated, coordinate with the Volunteer Coordinator and PIO to prepare the specific content of any broadcast item desired.
- ❑ Keep the PIO advised of the volunteer situation. If the system is saturated with volunteers, advise the PIO of that condition and take steps to reduce or redirect the response.

Post Emergency

- ❑ Identify staff to assist at the Local Assistance Center (LAC) or Disaster Recovery Center (DRC), if necessary.
- ❑ Upon EOC deactivation, release resources, as directed.
- ❑ Leave forwarding phone number where you can be reached.
- ❑ Provide Logistics Section Purchasing & Supply staff with list of supplies to be replenished.
- ❑ Deactivate Unit and close out logs when directed by Logistics Section Chief.
- ❑ Submit logs and other emergency related documentation to Planning/Intelligence Section Documentation Unit.
- ❑ Ensure that all required forms or reports are completed prior to your release and departure.
- ❑ Participate in post-emergency debriefing and critique session.
- ❑ Participate in After Action Reporting and Corrective Action Planning meetings.
- ❑ Revise and update emergency plan and procedures to reflect lessons learned from the emergency.
- ❑ Implement any assigned corrective actions.

ATTACHMENT D-6

TRANSPORATION UNIT LEADER

EMERGENCY ACTION CHECKLIST

Initial Response

- ❑ Report to EOC and obtain briefing from the Logistics Section Chief.
  - Magnitude and scope of event
  - Areas of City impacted
  - Current situation and priorities
  - Actions taken
  - Existing or anticipated problems/issues
- ❑ Initiate and maintain a function log. Record the following:
  - By date and time, note arrival time, decisions made, positions activated, personnel assigned to report to the Transportation Unit, directions given, and actions taken.
  - Information to be shared with other EOC functions
  - Items that require follow-up
  - Information/data needed for recovery operations
  - Issues that involved potential liability
- ❑ Assign and brief any subordinates, as indicated.
- ❑ Develop a plan for Unit operations and support of field operations as requested. Assign specific responsibilities.
- ❑ Determine if evacuation of any area(s) might be needed and identify sources for transport vehicles.
- ❑ Coordinate with the Operations Section on the movement of disabled and elderly persons, as necessary.
- ❑ Identify any transportation needs for injured and identify possible sources for appropriate vehicles.
- ❑ Coordinate with local transportation agencies and schools to establish availability of resources for use in evacuations and other operations as needed.
- ❑ As reports are received from field units and EOC Sections, and as sufficient information develops, analyze the situation and anticipate transportation requirements.
- ❑ Keep up-to-date on the situation and resources associated with Unit. Maintain current status reports and displays.
- ❑ Participate in regular Section briefings and provide Section Chief with input to the EOC Action Plan, as indicated.
- ❑ Determine 24-hour Unit staffing requirement and request additional support as required.
- ❑ Request additional resources through the appropriate Logistics Unit, as needed.

- ❑ Based on the situation as known or forecast, determine likely future Unit needs and shortfalls in transportation resources. Determine how needs might be addressed.
- ❑ Coordinate with Planning/Intelligence and Operations Sections to determine which disaster routes are available for emergency use and identify any road/highway closures.
- ❑ Consult with other Sections and Units to identify possible transportation needs.

Extended Operations

- ❑ Keep the Logistics Section Chief advised of Unit status and activity and any problem areas or umet needs that now need or will require solutions.
- ❑ Provide periodic situation or status reports to Section Chief for updating information to the Planning/Intelligence Section.
- ❑ Coordinate the transportation of large and/or domestic animals if necessary.
- ❑ Ensure that all Unit personnel and equipment time records and record of expendable materials used are provided to Section Chief at the end of each operational period.
- ❑ Brief relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Post-Emergency

- ❑ Upon EOC deactivation, release resources, as directed.
- ❑ Deactivate the Transportation Unit and close out logs when authorized by the Logistics Section Chief.
- ❑ Leave forwarding phone number where you can be reached.
- ❑ Ensure that all required forms or reports are completed prior to release and departure.
- ❑ Determine what follow-up might be required before you leave.
- ❑ Provide Logistics Section Purchasing & Supply Staff with list of supplies to be replenished.
- ❑ Submit logs and other emergency-related documentation to Planning/Intelligence Section Documentation Unit.
- ❑ Participate in post-emergency debriefing and critique session.
- ❑ Participate in After Action Reporting and Corrective Action Plan meetings.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- ❑ Implement any assigned corrective actions.

ATTACHMENT D-7

PURCHASING & SUPPLY UNIT LEADER

EMERGENCY ACTION CHECKLIST

Initial Response

- ❑ Report to EOC, check-in and obtain briefing from the Logistics Section Chief.
    - Magnitude and scope of event
    - Area(s) of City impacted
    - Current situation and priorities
    - Actions taken
    - Existing or anticipated problems/issues
    - Immediate objectives
- ❑ Initiate and maintain a function log. Record the following:
    - By date and time, note arrival time, decisions made, positions activated, personnel assigned to report to the Supply Unit, directions given, and actions taken.
    - Information to be shared with other EOC functions
    - Items that require follow-up
    - Information/data needed for recovery operations
    - Issues that involve potential liability
    - Unit personnel, time on duty, and assignment
- ❑ Develop a plan for Unit operations and support of field operations as requested. Assign specific responsibilities.
- ❑ Assign and brief any subordinates, as indicated.
- ❑ Identify emergency procurement procedure and determine the type and amount of supplies available.
- ❑ Advise all EOC and DOC staffs of the Expenditure Tracking Procedure to be following.
- ❑ Establish single point supply ordering process and method for tracking non-expendable supplies and equipment.
- ❑ Identify sources for types of supplies and equipment likely to be requested.
- ❑ Receive and process or refer, as appropriate, requests for supplies and equipment, as indicated.
- ❑ Review and process requests for emergency procurement from other EOC staff.
- ❑ Document all emergency procurements, including the name and location of the emergency incident for which the purchase was made.
- ❑ Track and account for equipment, supplies and materials provided to each facility.
- ❑ Oversee the distribution of fuel, water, food, other consumables and essential supplies to all disaster

operation facilities.

- ❑ Compile and summarize costs associated with supply and equipment purchases and rentals and any service contracts on a daily basis and submit summary with invoices and receipts to the Finance/Administration Section.
- ❑ Participate in regular Section briefings and provide Logistics Section Chief with input for the EOC Action Plan, as indicated.
- ❑ Monitor response activities and identify potential supply and equipment needs and/or shortfalls.
- ❑ Advise Section Chief of need to execute emergency vendor and/or service contracts and/or to suspend the competitive bidding process.
- ❑ Provide periodic status reports to Section Chief for updating information to the Planning/Intelligence Section.
- ❑ Review EOC Action Plan for information on supplies, equipment and/or services that might be needed.

Extended Operations

- ❑ Ensure reusable equipment is serviced, as necessary.
- ❑ Determine 24-hour Unit staffing requirement and request additional support as required.
- ❑ Ensure that all Unit personnel and equipment time records and a record of expendable materials used are provided to Section Chief at the end of each operational period.
- ❑ Direct the collection, organization and display status of incident resources to include allocation, deployment and staging areas.
- ❑ Maintain a master list of all major supply and equipment resources deployed.
- ❑ Provide resources summary information to the Situation Status Unit of the Planning/Intelligence Section as requested.
- ❑ Assist in strategy planning based on an evaluation of resources allocated, en route and projected shortfalls.
- ❑ Make recommendations to the Logistics Section Chief on resources that are not deployed and/or that should be deactivated.
- ❑ Brief relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Post-Emergency

- ❑ Upon EOC deactivation, release resources, as directed.
- ❑ Leave forwarding phone number where you can be reached.
- ❑ Identify staff to assist at a Local Assistance Center (LAC) or Disaster Resource Center (DRC) as needed.

- ❑ Close out supply and equipment tracking documentation.
- ❑ Compile a list of supplies to be replenished from other EOC staff.
- ❑ Replenish expendable supplies as indicated.
- ❑ Ensure that non-expendable supplies and equipment have been returned to original source.
- ❑ Deactivate Unit and closeout logs when directed by Section Chief.
- ❑ Submit logs and other incident-related documentation to Planning/Intelligence Section Documentation Unit.
- ❑ Participate in post-emergency debriefing and critique session.
- ❑ Participate in After Action Reporting and Corrective Action Plan meetings.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- ❑ Implement any assigned corrective actions.

ATTACHMENT D-8

FACILITIES UNIT LEADER

EMERGENCY ACTION CHECKLIST

Initial Response

- ❑ Report to EOC, check-in and obtain briefing from the Section Chief.
    - Magnitude and scope of event
    - Area(s) of City impacted
    - Current situation and priorities
    - Actions taken
    - Existing or anticipated problems/issues
    - Immediate objectives
- ❑ Initiate and maintain a function log. Record the following:
    - By date and time, note arrival time, decisions made, positions activated, personnel assigned to report to the Facilities function, directions given, and actions taken.
    - Information to be shared with other EOC functions
    - Items that require follow-up
    - Information/data needed for recovery operations
    - Issues that involve potential liability
    - Unit personnel, time on duty, and assignment
- ❑ Assign and brief any subordinates, as indicated.
- ❑ Identify the types of emergency facilities likely to be required based on the nature of the emergency and identify potential alternate sites.
- ❑ Develop a plan for Unit operations and support of field operations as requested. Assign specific responsibilities.
- ❑ Ensure that City facilities are inspected for damages and that damage reports are submitted to the Operations Section Public Works Branch.
- ❑ Identify alternate facilities to conduct essential government services if required.
- ❑ As the requirement for emergency-use facilities is identified, coordinate the acquisition of required space to include any use permit, agreement, or restriction negotiations required.
- ❑ Arrange for alternate facilities to support emergency operations:
    - Determine requirements for each facility type
    - Coordinate leases
    - Prepare layouts of emergency facilities
    - Notify EOC staff of facility availability and layout
    - Assign Facility Managers and support staff, as necessary

- ❑ Ensure assigned staff are oriented to life safety systems in alternate facilities.
- ❑ Keep up-to-date on the situation and resources associated with Unit. Maintain current status reports and displays.
- ❑ Participate in regular Section briefings and provide Section Chief with input to the EOC Action Plan, as indicated.
- ❑ Conduct periodic briefings for Unit staff. Ensure staff are aware of priorities.
- ❑ Ensure a regular sanitation schedule is established for the EOC, which includes:
    - Rest rooms
    - Food service areas
    - Garbage
- ❑ Confer with Transportation Unit on transportation requirements to move County or other staff to alternate facilities. Coordinate movement schedules and identify locations involved.
- ❑ In coordination with the Operations Section, provide support to facilities used for disaster response and recovery operations (e.g., Staging Areas, shelters, Local Assistance Center [LAC] or Disaster Recovery Center [DRCs], etc.).
- ❑ Monitor the actions at each alternate facility activated and provide additional support requested, in accordance with EOC Action Plan and priorities.
- ❑ Ensure that all Unit personnel and equipment time records and record of expendable materials used are provided to Section Chief at the end of each operational period.
- ❑ Brief relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- ❑ Determine 24-hour Unit staffing requirement and request additional support as required.
- ❑ Request additional resources through the appropriate Logistics Unit, as needed.
- ❑ Based on the situation as known or forecast, determine likely future Unit needs.
- ❑ Keep the Logistics Section Chief advised of Unit status and activity and on any problem areas that now need or will require solutions.
- ❑ Provide periodic situation reports to Section Chief for updating information to the Planning/Intelligence Section.
- ❑ Arrange for transfer and transport of personnel back to assigned facilities when able.
- ❑ Ensure that access and other special needs of disabled persons are provided in temporary facilities.
- ❑ Provide facilities for sheltering emergency response, mutual aid and EOC personnel, as indicated.
- ❑ Be prepared to arrange for facilities for animal (large and domestic) boarding if required.
- ❑ Coordinate water resources for consumption, sanitation and firefighting at all facilities.

Post-Emergency

- ❑ Upon EOC deactivation, release resources, as directed.
- ❑ Leave forwarding phone number where you can be reached.
- ❑ Identify staff to assist at the Local Assistance Center (LAC) or Disaster Recovery Center (DRC), as needed.
- ❑ Provide Logistics Section Purchasing & Supply Staff with list of supplies to be replenished.
- ❑ Deactivate Unit and closeout logs when directed by Section Chief.
- ❑ Submit logs and other emergency-related documentation to Planning/Intelligence Section Documentation staff.
- ❑ Participate in post-emergency debriefing and critique session.
- ❑ Participate in After Action Reporting and Corrective Action Plan meetings.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- ❑ Implement any assigned corrective actions.

ATTACHMENT D-9

INFORMATION TECHNOLOGY SERVICES & COMMUNICATIONS UNIT LEADER

EMERGENCY ACTION CHECKLIST

Initial Response

- ❑ Report to EOC, check-in and obtain briefing from the Logistics Section Chief.
    - o Magnitude and scope of event
    - o Area(s) of City impacted
    - o Current situation and priorities
    - o Actions taken
    - o Existing or anticipated problems/issues
    - o Immediate objectives
- ❑ Initiate and maintain a function log. Record the following:
    - o By date and time, note arrival time, decisions made, positions activated, personnel assigned to report to the Information Technology Services (ITS) & Communications function, directions given, and actions taken.
    - o Information to be shared with other EOC functions
    - o Items that require follow-up
    - o Information/data needed for recovery operations
    - o Issues that involve potential liability
    - o Unit personnel, time on duty, and assignment
- ❑ Assign and brief any subordinates, as indicated.
- ❑ Assess EOC Communications and IT systems.
- ❑ Establish and maintain communications links between EOC and key City facilities and with field units.
- ❑ Implement alternate communications as necessary.
- ❑ Determine 24-hour Unit staffing requirement and request additional support as required.
- ❑ Request additional resources through the appropriate Logistics Unit, as needed.
- ❑ Participate in regular Section briefings and provide Section Chief with input to the EOC Action Plan, as indicated.
- ❑ Monitor response activities and identify any potential current or future issues that require prompt attention.

- ❑ Distribute and track satellite phones and/or portable radios, consistent with established priorities.
  - Advise EOC staff on the communications capabilities and/or limitations
  - Provide technical information and assistance as required on:
    - Adequacy of communications systems currently in operation
    - Geographic limitations on communications systems
    - Equipment capabilities
    - Amount and types of equipment needed
    - Anticipated problems in the use of communications equipment
  - Ensure ITS needs are coordinated and alternate solutions are implemented as needed.

Extended Operations

- ❑ Arrange for ITS & Communications support for critical City facilities, if necessary.
- ❑ Supervise Communications activities.
- ❑ Develop a plan for Unit operations and support of field operations as requested. Assign specific responsibilities.
- ❑ Keep up-to-date on the situation and resources associated with Unit. Maintain current status reports and displays.
- ❑ Keep the Logistics Section Chief advised of Unit status and activity and on any problem areas that now need or will require solutions.
- ❑ Provide periodic situation or status reports to Section Chief for updating information to the Planning/Intelligence Section.

Post-Emergency

- ❑ Upon EOC deactivation, release resources, as directed.
- ❑ Leave forwarding phone number where you can be reached.
- ❑ Provide Logistics Section Purchasing & Supply Unit with list of supplies to be replenished.
- ❑ Deactivate Unit and close out logs when directed by Section Chief.
- ❑ Submit logs and other emergency-related documentation to Planning/Intelligence Section Documentation Unit.
- ❑ Recover communications equipment from relieved or released units.
- ❑ Participate in post-emergency debriefing and critique session.
- ❑ Participate in After Action Reporting and Corrective Action Plan meetings.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- ❑ Implement any assigned corrective actions.

ATTACHMENT D-10

VOLUNTEER COORDINATOR

EMERGENCY ACTION CHECKLIST

Initial Response

- ❑ Report to EOC, check-in and obtain briefing from the Logistics Section Chief.
  - Magnitude and scope of event
  - Area(s) of City impacted
  - Current situation and priorities
  - Actions taken
  - Existing or anticipated problems/issues or need for volunteers
  - Immediate objectives
- ❑ Initiate and maintain a function log. Record the following:
  - By date and time, note arrival time, decisions made, positions activated, personnel assigned to report to the Volunteer Coordinator, directions given, and actions taken.
  - Information to be shared with other EOC functions
  - Items that require follow-up
  - Information/data needed for recovery operations
  - Issues that involve potential liability
  - Volunteer Coordination staff, time on duty, and assignment
- ❑ Assign and brief any subordinates, as indicated.
- ❑ Upon approval by the Logistics Section Chief, activate and assign registered City volunteers.
- ❑ Receive and process requests for volunteers.
- ❑ Recruit, orient and assign additional volunteers, if necessary.
- ❑ Track all volunteers and maintain a list of volunteer assignments.

Extended Operations

- ❑ Participate in regular Section briefings and provide the Logistics Section Chief with input to the EOC Action Plan, as indicated.
- ❑ Monitor response activities and identify any potential need for volunteers issues that require prompt attention, and advise Logistics Section Chief.
- ❑ Establish and maintain a list of all volunteers deployed, with classification, location and assignment.
- ❑ Consult with Logistics Section Chief regarding establishing Staging Area for convergent volunteers, if necessary.
- ❑ Issue Loyalty Oath, register and assign convergent volunteers, as indicated.
- ❑ Assign convergent volunteers to work under supervision of designated County staff.

Post-Emergency

- ❑ Identify volunteers to assist at the Local Assistance Center (LAC) or Disaster Recovery Center (DRC), if necessary.
- ❑ Upon EOC deactivation, release volunteers, as indicated.
- ❑ Provide Logistics Section Purchasing & Supply Unit Staff with list of supplies to be replenished.
- ❑ Close out log when directed by Section Chief.
- ❑ Submit log and other emergency-related documentation to Planning/Intelligence Section Documentation Unit.
- ❑ Participate in EOC post-emergency debriefing and critique session.
- ❑ Participate in After Action Reporting and Corrective Action Planning meetings.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- ❑ Implement any assigned corrective actions.

ATTACHMENT D-11

LOGISTICS SECTION

HAZARD-SPECIFIC RESPONSES

This Attachment includes Emergency Action Checklists to be used as appropriate in response to the events listed below. There is no significance in the order of checklist items since many actions will have to be accomplished concurrently.

D-11-a Response to a Major Earthquake
D-11-b Response to Hazardous Material Incident
D-11-c Response to Imminent/Actual Flooding

ATTACHMENT D-11-a

LOGISTICS SECTION

RESPONSE TO A MAJOR EARTHQUAKE

IF LITTLE OR NO DAMAGE IS REPORTED, PREPARE TO SUPPORT MORE HEAVILY DAMAGED JURISDICTIONS.

IF EXTENSIVE DAMAGE IS REPORTED, TAKE THE FOLLOWING ACTIONS AS APPROPRIATE.

ASSIGNED ACTION	RESPONSIBILITY
Mobilize resource and support personnel.	Logistics Section
Activate Multipurpose Staging Areas.	Staging Area Manager
Allocate resources and supplies according to established priorities.	Section Chiefs
Coordinate transportation resources required for: - Transporting casualties - Evacuating persons - Transporting supplies, equipment and personnel - Transporting potable water	Transportation Unit
Coordinate distribution of water, food, and other consumables.	Care & Shelter Branch Water Coordinator
Coordinate with utilities on restoration of telephone, water, gas and electric power for essential facilities.	Public Works Branch
Distribute and install chemical toilets at key facilities and mass care facilities as needed.	Transportation Unit Care & Shelter Unit
Coordinate with utilities to close down and isolate damaged sewage disposal systems and water delivery systems.	Public Works Branch

ASSIGNED ACTION	RESPONSIBILITY
Coordinate with the Fire, Rescue & HazMat Coordinator on provision of water for firefighting.	Logistics Section
Provide emergency equipment or coordinate with major suppliers.	Purchasing & Supply Unit
Provide emergency power where needed.	Purchasing & Supply Unit
Procure and allocate personnel and material resources required to support local emergency operations.	Logistics Section
Request assistance from the OA Mutual Aid Coordinators, as required.	OA Mutual Aid Coordinators

ATTACHMENT D-11-b

LOGISTICS SECTION

RESPONSE TO HAZARDOUS MATERIAL INCIDENT

ASSIGNED ACTION	RESPONSIBILITY
Check with Incident Commander to determine emergency resource and support requirements.	Logistics Section
Mobilize resources and support personnel, as required.	Operations Section Logistics Section
Coordinate transportation resources, if required, for: - Transporting casualties - Evacuating persons - Transporting supplies, equipment, and personnel	Transportation Unit
Coordinate with utilities to close down and to isolate contaminated sewage disposal and water delivery systems.	Medical & Health Branch Environmental Health
Assist other agencies in transporting requested supplies and equipment to feed and shelter disaster victims.	Transportation Unit
Request assistance from the OA Mutual Aid Coordinator, as required.	OA Mutual Aid Coordinators

ATTACHMENT D-11-c

LOGISTICS SECTION

RESPONSE TO IMMINENT/ACTUAL FLOODING

FLOODING EXPECTED

ASSIGNED ACTION	RESPONSIBILITY
Place resources and support personnel on standby.	OES Staff
Organize teams for sandbagging operations.	Public Works Branch
Activate staging areas, if required.	Staging Area Manager
Establish and test a communications and reporting system.	ITS & Communications Unit
Procure and stockpile sandbags.	Purchasing & Supply Unit
Initiate volunteer recruitment, if needed.	Volunteer Coordinator
Coordinate transportation resources, if required, for: - evacuating persons - transporting equipment, supplies, and personnel	Transportation Unit
Coordinate with Utilities to turn off services to evacuated areas.	Public Works Branch
Determine material needs and stockpile essential items in accessible areas not subject to flooding.	Logistics Section
Establish storage depots for potable water and tank trucks to transport it.	Logistics Section
Coordinate with sewage treatment facilities on potential flood caused effluent escapes.	Environmental Health

ASSIGNED ACTION	RESPONSIBILITY
Assist in moving resources and supplies from flood prone areas.	Transportation Unit
FLOODING OCCURS	
Provide emergency power for essential facilities and conducting emergency operations.	Logistics Section
Request assistance from the OA Mutual Aid Coordinator, as required.	OA Mutual Aid Coordinator
Provide personnel and resources to continue sandbagging operations.	Personnel Unit
Continue to coordinate transportation resources.	Transportation Unit
Procure and allocate essential personnel and material resources required to support local emergency operations.	Logistics Section
Request assistance from the OA Mutual Aid Coordinator, as required.	OA Mutual Aid Coordinator

ANNEX E[1]

FINANCE/ADMINISTRATION SECTION

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Attachments

Emergency Action Checklists

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[1] This Annex is supplemented by appropriate procedures in Part 3 - EOC Procedures Manual.

ANNEX E

FINANCE/ADMINISTRATION SECTION

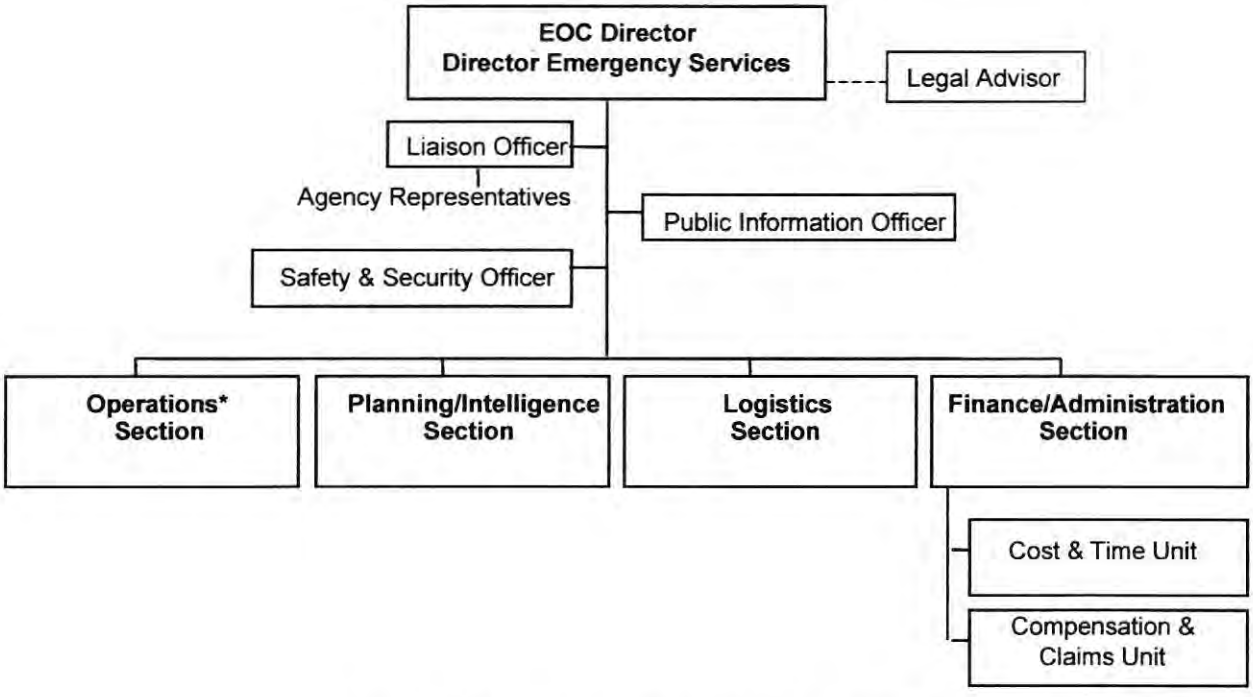


Figure E-1 EOC Finance/Administration Section

1.0 PURPOSE

The Finance/Administration Section is responsible for providing financial and administrative support to the City of Avenal Emergency Operations Center (EOC). The specific duties of this Section include:

- Implementing a disaster accounting system and emergency finance procedures;
- Providing or arranging for administrative support for EOC functions, as necessary;
- Compiling incident-related costs;
- Completing insurance claims and State Office of Emergency Services (OES) and Federal Emergency Management Agency (FEMA) documentation for disaster assistance applications; and
- Coordinating short-term recovery activities.

2.0 STAFFING

The EOC Director determines the extent to which the EOC will be activated and staffed at the time of the incident. For the most part, the Finance/Administration Section will be activated for Level III (Catastrophic) incidents. The Section Chief will determine which pre-designated Section functions and pre-assigned staff will be activated (see Part 1, Section 8.0 for EOC assignments).

If assigned primary or alternate personnel are not available to staff a function, the Section Chief may assign available staff to perform more than one function, or the tasks assigned to that function will be the responsibility of the person next highest in the organization, in this case, the Finance/Administration Section Chief.

When fully staffed, the Finance/Administration Section includes the following functions:

- Finance/Administration Section Chief
- Cost & Time Unit
- Compensation & Claims Unit

3.0 DUTIES

The Finance/Administration Section's primary responsibility is to maintain, to the greatest possible extent, the systems necessary to continue the City's essential finance-related services, including payroll, payments and revenue collection. In addition, at the time of a major emergency or proclaimed disaster, this Section is responsible to implement emergency finance and accounting procedures to support cost recovery documentation.

3.1 Finance/Administration Section Chief

The Finance/Administration Section Chief, who is a member of the EOC General Staff and reports to the EOC Director, oversees all Section functions and is responsible to;

- Assign and brief Section staff as indicated and oversee all Section activities.
- Implement emergency accounting and finance procedures as necessary, and advise all EOC and City staff of those procedures.
- Determine if the Ciy's bank can continue to handle financial transactions.
- Arrange to have restrictions on City Purchase Cards lifted for certain card holders, if indicated.
- Maintain the financial continuity of City payroll, payments and revenue collection.
- Supervise, negotiate and administer emergency vendor and supply contracts as necessary.
- Confer with the Planning/Intelligence Section Damage Assessment Unit as requested regarding damage cost estimates.
- Compile summary cost estimates associated with the emergency response on a daily basis.
- Participate in development and implementation of the EOC Action Plan.
- Arrange for administrative support for EOC staff if necessary.
- Consult with the Planning/Intelligence Section on the transition to short-term recovery activities when indicated.

3.2 Cost & Time Unit Leader

The Cost & Time Leader staff reports to the Finance/Administration Section Chief and is responsible to:

- Advise all EOC and City staff to implement the Emergency Timekeeping Procedure (Part 2, Section 5.0) to capture and document emergency response-related labor costs.
- Confer with the Planning/Intelligence Section Damage Assessment Unit as requested regarding damage cost estimates.
- Ensure that daily personnel time records for volunteers and contract and mutual aid personnel are prepared consistent with the Emergency Timekeeping Procedure.
- Ensure that time records identify the scope of work and site-specific work locations, consistent with Damage Survey Reports (DSRs).
- Ensure that equipment records identify the scope of work and site-specific work locations and operator time, if applicable, consistent with Damage Survey Reports (DSRs).
- Compile and summarize daily cost estimates for expenses and extraordinary labor associated with the emergency response.

3.3 Compensation & Claims Unit Leader

The Compensation & Claims Unit Leader reports to the Finance/Administration Section Chief and is responsible to:

- Manage investigation and compensation of any emergency-related physical injury or property damage claims involving the City.
- Record and maintain documents related to injuries and illnesses required by local agencies and state worker's compensation programs.
- Prepare insurance claims and disaster assistance applications as indicated.
- Issue checks upon settlement of claims.

4.0 CONCEPT OF OPERATIONS

The Finance/Administration Section staff will operate consistent with the Standardized Emergency Management System (SEMS) principles and in accordance with the applicable procedures outlined in Part 3 – EOC Procedures.

4.1 Section Activation

The Finance/Administration Section Chief will activate one or more of the Section's Units as the emergency situation necessitates. All Section Units may be placed on standby status following a warning of an impending or developing emergency or for Level II emergencies.

In the event of an obvious disaster (e.g., major earthquake) that disrupts communications, all Section staff will report automatically to the primary EOC location.

4.2 Coordination with Other Local Jurisdictions & Agencies

The Finance/Administration Section's duties are focused primarily on City operations during the emergency response phase. However, the Section may transition to short-term recovery activities when appropriate and when directed to do so by the EOC Director. At such time, Section staff will coordinate with other levels of the emergency management organization (EMO) as follows:

4.2.1 KINGS COUNTY/OPERATIONAL AREA

Following an incident in which a Local Emergency, State of Emergency, and/or Major Disaster is proclaimed that encompasses the City, the Finance/Administration Section will coordinate the compilation and preparation of the data necessary to support the City's Damage Survey Reports (DSRs) with the Kings County/Operational Area (OA). The Section may also be asked to assist the County's Disaster Recovery Coordinator in working with all OA jurisdictions to establish, staff and operate a Local Assistance Center (LAC), a central location for individuals and businesses to obtain information on available disaster assistance programs.

4.2.2 STATE AND FEDERAL AGENCIES

The Section may be asked to assist the Kings County Disaster Recovery Coordinator in coordinating with State OES and FEMA to establish a Local Assistance Center (LAC) for individuals and businesses to register for disaster assistance and to receive information and resource materials. Assistance may also be provided to coordinate on-site visits by State OES and FEMA officials to observe and verify damage areas.

5.0 POLICIES AND PROCEDURES

In addition to the finance-related procedures outlined in Part 3 – EOC Procedures, all Section Units will operate under the following policies and procedures, as the situation dictates, and as directed by the Finance/Administration Section Chief:

- In order to ensure that all staff pre-assigned to the Finance/Administration Section are prepared to respond effectively at the time of a disaster, each will follow the following preparedness policies:
  - Participate in regular training and exercises of the EOC staff to maintain proficiency in the assigned role and responsibilities.
  - Review and recommend updates to this EOP and annex, applicable department plans and standard operating procedures (SOPs), and City emergency finance procedures.
  - Develop additional procedures and other information to be incorporated into this annex.

- Existing City and departmental fiscal operating policies will be followed unless a Local Emergency is proclaimed by the City Council or the City Manager, a State of Emergency involving the City is proclaimed by the Governor, or a Major Disaster involving the City is declared by the President.

- Following an Emergency Proclamation or Disaster Declaration, pre-established emergency finance procedures will be implemented.

ATTACHMENT E-1

FINANCE/ADMINISTRATION SECTION CHIEF

EMERGENCY ACTION CHECKLIST

Initial Response (To Most Emergencies)

- ❑ Report to EOC, check-in and obtain briefing from the EOC Director.
    - o Magnitude and scope of event
    - o Area(s) of City impacted
    - o Current situation and priorities
    - o Actions taken
    - o Existing or anticipated problems/issues
- ❑ Identify available internal and external communications capabilities.
- ❑ Determine the extent to which Section functions should be activated and initiate Section staff notifications, as indicated.
- ❑ Assign and brief incoming Section staff on the following:
    - o Current situation assessment
    - o Specific job responsibilities
    - o Co-workers within the job function and/or geographical assignment
    - o Availability of communications
    - o Location of work area
    - o Eating and sleeping arrangements as appropriate
    - o Procedure for obtaining additional supplies, services and personnel.
    - o Work shifts
    - o Current operational period
- ❑ Initiate and maintain a function log. Record the following:
    - o By date and time, note arrival time, decisions made, positions activated, personnel assigned to report to the Finance/Administration Section Chief, directions given, and actions taken.
    - o Information to be shared with other EOC functions
    - o Items that require follow-up
    - o Information/data needed for recovery operations
    - o Issues that involve potential liability
    - o Section personnel, time on duty, and assignment
    - o Sign out at close of shift
- ❑ Develop and implement accountability, work objectives and any special assignments for Section staff.
- ❑ From Planning/Intelligence Section status displays, review major incident reports and additional operational information that may pertain to or affect Finance operations. Provide information to appropriate Section Units.

- ❑ Issue a memorandum to City staff advising of Emergency Timekeeping and Expenditure Tracking procedures:
    - Ensure that all City personnel time records:
        - Are coded properly:
            - Straight time to regular cost account
            - Overtime to disaster cost account
        - Reflect the location or project worked-on for each hour worked
        - Are duplicated and retained by departments/divisions prior to submittal.
    - Ensure that all payment documents for emergency procurement invoices:
        - Are coded with appropriate organization code, cost, and expenditure accounts
        - Correspond to specific projects and locations, if possible
- ❑ Participate in regular EOC briefings and provide input to the EOC Action Plan.
- ❑ Monitor response activities and identify any potential issues that require prompt attention.
- ❑ Based on the situation as known or forecasted, determine likely future Finance/Administration Section needs.
- ❑ Request additional personnel and/or equipment resources from Logistics Section, as necessary.
- ❑ Provide EOC Director with cost summaries, financial forecasts, analyses, and any major problem areas, as indicated.
- ❑ Track Cost Recovery issues:
    - Costs for personnel overtime and consumable supplies, and the emergency repair, restoration, reconstruction or replacement of public real property or facilities may be reimbursable to local government for eligible disasters and/or disaster projects.
    - Timecards must tie-in to specific project work and location.
    - Request disaster cost accounting be established:
        - Contact the Procurement staff and obtain the following:
            - Assignment of all primary purchases to:
                - ❑ General Fund
                - ❑ Established Emergency Budget Unit
        - Creation of:
            - ❑ Cost Account (specific to the disaster)
            - ❑ Expenditure account number (specific to the disaster)
- ❑ Make a list of key Finance issues currently confronting the Section to be accomplished within the next operational period.
- ❑ Keep up-to-date on the situation and resources associated with the Section. Maintain current status reports and displays.
- ❑ Provide situation and resources information to the Planning/Intelligence Section as the situation requires.
- ❑ Arrange for administrative support for the EOC staff as necessary.

- ❑ Monitor Section activities and adjust Section objectives and priorities as appropriate.
- ❑ Update status information with other Sections as appropriate.
- ❑ Conduct periodic briefings for the Section. Ensure that all organizational elements are aware of priorities.
- ❑ Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- ❑ Participate in the EOC Action Planning meetings.
- ❑ Maintain the financial continuity of City payroll, payments and revenue collection.
- ❑ Determine if City's bank can continue to handle financial transactions.
- ❑ Arrange to have restrictions on City purchase cards lifted for certain card holders, if indicated.
- ❑ Ensure that all personnel and equipment time records and record of expendable materials used are received from other Sections and submitted to the Cost and Time Unit at the end of each operational period.
- ❑ Confer with Planning Section Damage Assessment Unit regarding damage cost estimates.
- ❑ Ensure that summary cost estimates associated with the emergency response are compiled on a daily basis.
- ❑ Implement short-term recovery activities when indicated, or when directed to do so by the EOC Director or Kings County Recovery Coordinator.
- ❑ Meet with assisting and cooperating agency representatives as required.
- ❑ Keep the General Staff advised of overall financial situation.
- ❑ Brief Management on all financial management issues needing attention and follow-up.
- ❑ Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- ❑ Upon EOC deactivation, approve requests for release of resources, as indicated.
- ❑ Authorize deactivation of organizational elements within the Finance Section when no longer required.
- ❑ Ensure that any open actions are handled by Section staff or transferred to other EOC functions as appropriate.
- ❑ Ensure that any required forms or reports are completed prior to your release and departure.
- ❑ Determine Section's 24-hour staffing needs and arrange for relief staff as necessary.
- ❑ Deactivate Section and close out logs when authorized by the EOC Director.

- ❑ Supervise demobilization of Section staff.
- ❑ Leave forwarding phone number where Finance Section staff can be reached.

Post-Emergency

- ❑ Assign staff to assist at Local Assistance Center(s) (LAC), if necessary.
- ❑ Provide Logistics Section Supply Unit with list of supplies to be replenished.
- ❑ Submit log and other emergency-related documentation to Planning/Intelligence Section Documentation Unit.
- ❑ Participate in post-emergency debriefing and critique session
- ❑ Participate in After Action Reporting and Corrective Action Plan meetings.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- ❑ Implement any assigned corrective actions.

ATTACHMENT E-2

COST & TIME

EMERGENCY ACTION CHECKLIST

Initial Response (To Most Emergencies)

- ❑ Report to EOC (or other designated reporting location) and obtain briefing from the Finance/Administration Section Chief.
    - Magnitude and scope of event
    - Area(s) of City impacted
    - Current situation and priorities
    - Actions taken
    - Existing or anticipated problems/issues
    - Immediate objectives
- ❑ Initiate and maintain a function log. Record the following:
    - By date and time, note arrival time, decisions made, positions activated, personnel assigned to report to the Cost and Time function, directions given, and actions taken.
    - Information to be shared with other EOC functions
    - Items that require follow-up
    - Information/data needed for recovery operations
    - Issues that involve potential liability
    - Unit personnel, time on duty, and assignment
- ❑ Keep up to date on the situation and resources associated with the Section. Maintain current status reports and displays.
- ❑ Participate in regular Section briefings and provide Section Chief with input to the EOC Action Plan, as indicated.
- ❑ Assign and brief any subordinates, as indicated.
- ❑ Activate and maintain the Disaster Accounting System and procedures to capture and document costs related to emergency response, in coordination with other Sections.
- ❑ Inform all EOC Sections and City departments that the Disaster Accounting System is to be used.
- ❑ Confer with Planning Section Damage Assessment Unit as requested regarding damage cost estimates.
- ❑ Ensure that daily personnel time records from all volunteers, and contract and mutual aid personnel are prepared consistent with the Emergency Timekeeping Procedure.
- ❑ Establish and maintain a separate file for personnel timekeeping records.
- ❑ Establish and maintain a file of time reports on owned, rented, donated and mutual aid equipment (including charges for fuel, parts, services and operators).

- ❑ Ensure that all time records identify scope of work and site-specific work locations consistent with Damage Survey Reports (DSRs).
- ❑ Ensure that daily personnel timekeeping records are accurate and prepared in compliance with the Emergency Timekeeping Procedure.
- ❑ Keep the Finance/Administration Section Chief advised of Unit status and on any problem areas that now need or will require solutions.
- ❑ Ensure that all information is verified to be correct on the timekeeping records and reports are signed.
- ❑ Compile and summarize daily cost estimates for expenses and extraordinary labor associated with emergency response.
- ❑ Close out time documents prior to personnel leaving emergency assignment.
- ❑ Act as liaison with the disaster assistance agencies (e.g., Red Cross) and coordinate the recovery of costs as allowed by law.
- ❑ Prepare all required state and federal documentation as necessary to recover all allowable disaster costs.
- ❑ Request additional resources through the appropriate Logistics Section Unit, as needed.
- ❑ Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements and responsibilities are assigned.
- ❑ Review all cost and time documents for accuracy.
- ❑ Receive and allocate payments.
- ❑ Organize and prepare records for final audit.
- ❑ Ensure that all required forms or reports are completed prior to your release and departure.

Post-Emergency

- ❑ Identify staff to assist at the Local Assistance Center (LAC) and/or Disaster Recovery Center (DRC) as needed.
- ❑ Upon EOC deactivation, release resources, as directed.
- ❑ Leave forwarding phone number where you can be reached.
- ❑ Provide Logistics Supply Section staff with list of any supplies to be replenished.
- ❑ Deactivate Unit and closeout logs when directed by Section Chief.
- ❑ Submit logs and other emergency-related documentation to Planning/Intelligence Section Documentation Unit.

- ❑ Participate in EOC post-emergency debriefing and critique session.
- ❑ Participate in After Action Reporting and Corrective Action Planning meetings.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- ❑ Implement any assigned corrective actions.

ATTACHMENT E-3

COMPENSATION & CLAIMS UNIT

EMERGENCY ACTION CHECKLIST

Initial Response (To Most Emergencies)

- ❑ Report to EOC and obtain briefing from the Finance/Administration Section Chief.
  - o Magnitude and scope of event
  - o Areas of City impacted
  - o Current situation and priorities
  - o Actions taken
  - o Existing or anticipated problems/issues
  - o Immediate objectives

- ❑ Initiate and maintain a function log. Record the following:
  - o By date and time, note arrival time, decisions made, positions activated, personnel assigned to report to the Compensation & Claims function, directions given, and actions taken.
  - o Information to be shared with other EOC functions
  - o Items that require follow-up
  - o Information/data needed for recovery operations
  - o Issues that involve potential liability
  - o Unit personnel, time on duty, and assignment

- ❑ Assign and brief any subordinates, as indicated.

- ❑ Keep up-to-date on the situation and resources associated with the Section. Maintain current status reports and displays.

- ❑ Coordinate with the Safety Officer, Liaison Officer, Agency Representatives, Personnel Unit of the Logistics Section and ICS Field Level Compensation/Claims Unit Leader, as indicated.

- ❑ Keep the Finance/Administration Section Chief advised of Unit status and activity on any problem areas that now need or will require solutions.

- ❑ Request additional resources through the appropriate Logistics Section Unit, as needed.

- ❑ Maintain a log of all injuries occurring during the emergency and a file for each injured person.

- ❑ Develop and maintain a log of potential and existing claims.

- ❑ Investigate and prepare claims related to any injuries and damage to City property and notify and file claims with insurers, as indicated.

- ❑ Periodically review all logs and forms produced by the Unit to ensure:
  - o Work is complete
  - o Entries are accurate and timely

- Work is in compliance with City requirements and policies

- ❑ Ensure that the Personnel Unit of the Logistics Section complete claims for any injured personnel or volunteers working at the emergency.
- ❑ Determine if there is a need for Compensation-for-Injury and Claims Specialist and request personnel from the Logistics Section, as needed.
- ❑ Participate in regular Section briefings and provide Section Chief with input to the EOC Action Plan, as indicated.
- ❑ Ensure that all Compensation-for-Injury and Claims logs and forms are complete and routed to the appropriate department for post-emergency processing.
- ❑ Manage investigations and compensation of any emergency-related physical injury or property damage claims involving the City.
- ❑ Provide report of injuries and coordinate with the Safety Officer for mitigation of hazards.
- ❑ Obtain all witness statements pertaining to claims and review for completeness.
- ❑ Prepare insurance claims and disaster assistance applications, as indicated.
- ❑ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements and responsibilities are assigned.

Post-Emergency

- ❑ Upon EOC deactivation, release resources, as directed.
- ❑ Leave forwarding phone number where you can be reached.
- ❑ Identify staff to assist at the Local Assistance Center (LAC) or Disaster Recovery Center (DRC), as needed.
- ❑ Provide Logistics Supply Section staff with list of any supplies to be replenished.
- ❑ Deactivate Unit and close out logs when directed by Section Chief.
- ❑ Submit logs and other emergency-related documentation to Planning/Intelligence Section Documentation Unit.
- ❑ Participate in EOC post-emergency debriefing and critique session.
- ❑ Participate in After Action Reporting and Corrective Action Planning meetings.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- ❑ Implement any assigned corrective actions.