



City of Yucaipa

ANNEX I - STANDARD OPERATING PROCEDURES

to

EMERGENCY MANAGEMENT PLAN

**ANNEX I
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EMERGENCY MANAGEMENT

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

Because of the 1991 East Bay Hills Fire in Oakland, Senate Bill 1841 was introduced by Senator Petris, and passed by the California legislature and made effective January 1, 1993. The legislation established the Standardized Emergency Management System (SEMS). The intent of the law is to improve the coordination of state and local emergency response in California. The law is at Section 8607 of the Government Code (appendix O). The California Code of Regulations Title 19 Chapter 1-6 (appendix P) covers the administration of the law.

SEMS is applicable to the following five levels:

- Field (on scene at incidents)
- Local Government (includes special districts)
- Operational Area
- Region
- State

The basic framework of SEMS incorporates five major elements.

- The Incident Command System (ICS)
- Multi-agency or inter-agency coordination
- The State's Mutual Aid Program
- Operational Areas
- The Operational Area Satellite Information System (OASIS)

The law stipulates that all state agencies must use SEMS in responding to emergencies involving multiple jurisdictions or multiple agencies. Local governments must use SEMS in responding to emergencies involving multiple jurisdictions or multiple agencies in order to be eligible for state funding of response-related personnel costs.

Four of the five SEMS organizational levels employ the use of Emergency Operations Centers (EOC's).

- Local Government
- Operational Area
- Regional
- State

Local government Emergency Operation Centers include those facilities used by municipalities. Local government EOC's will coordinate activities among departments and in some situations may have direct communications with Incident Commanders at Incident Command Posts (ICP's).

Local government EOC's must provide for the five primary SEMS functions within their EOC organization. The county has local government responsibility for unincorporated areas of the county.

INCIDENT COMMAND SYSTEM (ICS)

The Incident Command System was developed as a consequence of fires that consumed large portions of Southern California during the 1970's. As a result of those fires, a need was identified to develop a system whereby different agencies could work together toward a common goal in an effective and efficient manner. The system consists of procedures for controlling personnel, facilities, equipment, and communications.

The Incident Command System is designed to begin developing from the time an incident occurs until the requirement for management and operations no longer exists. The structure of the Incident Command System can be established and expanded depending upon the changing conditions of the incident. It is intended to be staffed and operated by qualified personnel from any emergency services agency and may involve personnel from a variety of agencies.

The system can be utilized for any type or size of emergency ranging from a minor incident involving only a few units to a major incident involving several agencies. The Incident Command System allows agencies to communicate using common terminology and operating procedures. It also allows for the timely combining of resources during the time of an emergency.

Incident Command System (ICS) Application

The ICS was developed through a cooperative inter-agency (local, state, and federal) effort. The basic organizational structure of the ICS is based upon a large fire organization that has been developed over time by federal fire protection agencies. The ICS is designed to be used for all kinds of emergencies, and is applicable to both small day-to-day situations as well as very large and complex incidents.

ICS Operating Requirements

The design requirements for the Incident Command System are the following:

- Must provide for the following kinds of operations:
 - single jurisdiction/single agency involvement,
 - single jurisdiction with multi-agency involvement, and
 - multi-jurisdiction/multi-agency involvement.

- The organizational structure must be able to adapt to any emergency or incident to which the City of Yucaipa would be expected to respond. In that it:

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- Must be applicable and acceptable to users throughout the country.
 - Should be readily adaptable to new technology.
 - Must be able to expand in logical manner from an initial attack situation into a major incident.
 - Must have basic common elements in organization, terminology, and procedures. This allows for the maximum application and use of already developed qualifications and standards. Also, it insures continuation of a total mobility concept.
 - Implementation should have the least possible disruption to existing systems.
 - Must be effective in fulfilling all of the above requirements and yet be simple enough to insure low operational maintenance costs.

Key Components of the ICS

The Incident Command System has a number of components. These components working together interactively provide the basis for an effective ICS concept of operation.

- Common terminology
- Modular organization
- Unified command structure
- Consolidated action plans

Common Terminology

It is essential for any management system, and especially one that will be used in joint operations by many diverse users, that common terminology be established for the following elements:

- **Organizational Functions** – A standard set of major functions and functional units has been pre designated and named for the ICS. Terminology for the organizational elements is standard and consistent.
- **Resource Elements** – Resources refer to the combination of personnel and equipment used in tactical incident operations. Common names have been established for all resources used within ICS. Any resource that varies in capability because of size or power, for example, helicopters, engines, or rescue units, is clearly typed as to capability.
- **Facilities** – Common identifiers are used for those facilities in and around the incident area that will be used during the course of the incident. These facilities include such things as the command post, incident base, and staging areas.

Modular Organization

The ICS organizational structure develops in a modular fashion based upon the kind and size of an incident. The organization's staff builds from the top down with responsibility and performance placed initially with the Incident Commander. As the need exists, four separate sections can be developed (Operations, Planning, Logistics, & Finance), each

with several units that *may be* established. The specific organizational structure established for any given incident will be based upon the management needs of the incident. If one individual can simultaneously manage all major functional areas, no further organization is required. If one or more of the areas requires independent management, an individual is named to be responsible for that area.

For ease of reference and understanding, personnel assigned to manage at each level of the organization will carry a distinctive organizational title:

- Incident Command
- Command Staff
- General Staff
- Section Chiefs
- Branch Chiefs
- Division/Groups
- Units

In the ICS, the first management assignments by the initial attack Incident Commander will normally be one or more Section Chiefs to manage the major functional areas. Section Chiefs will further delegate management authority for their areas only as required. If the Section Chiefs see the need, functional units may be established within the section. Similarly, each functional unit leader will further assign individual tasks within the unit only as needed.

Unified Command Structure

The need for a unified command is brought about because:

- Incidents have no regard for jurisdictional boundaries. Wildland fires, transportation route incidents, floods, hurricanes, earthquakes, and hazardous material spills usually cause multi-jurisdictional major incident situations.
- Individual agency responsibility and authority is normally legally confined to a single jurisdiction.

The concept of Unified Command simply means that all agencies who have a jurisdictional responsibility at a multi-jurisdictional incident contribute to the process of:

- determining overall incident objectives
- Selection of strategies
- Insuring that joint planning for tactical activities will be accomplished
- Insuring that integrated tactical operations are conducted
- Making maximum use of all assigned resources

The proper selection of participants to work within a Unified Command structure will depend upon:

- The **location** of the incident - which political jurisdictions are involved.
- The **type** of incident - which functional agencies of the involved jurisdiction(s) are required.

A Unified Command structure could consist of a key responsible official from each jurisdiction in a multi-jurisdictional situation or it could consist of several functional departments within a single political jurisdiction, as may be the situation with the City.

Common objectives and strategy on major multi-jurisdictional incidents should be written. The objectives and strategies then guide development of the action plan. Under a Unified Command structure in the ICS, the implementation of the action plan is under the direction of a single individual-the Incident Commander.

The Incident Commander will normally be from the agency or department that has the greatest involvement. Designation of the Incident Commander will be assigned by the EOC Director – Command Section upon recommendation by all agencies having jurisdictional and functional responsibility at the incident.

Consolidated Action Plan

Every incident needs some form of an action plan. For small incidents of short duration, the plan need not be written. The following are examples of when written action plans should be used:

- When resources from multiple agencies are being used.
- When several jurisdictions are involved.
- When the incident will require changes in shifts of personnel and/or equipment.

The Incident Commander will establish objectives and make strategy determinations for the incident based upon the requirements of the jurisdiction. In the case of a Unified Command, the incident objectives must adequately reflect the policy and needs of all involved agencies and/or departments.

The action plan for the incident should cover all tactical and support activities required for the operational period.

FIELD INCIDENT COMMAND SYSTEM

Field incident level management will be implemented as required for the on-scene management of field operations, and using the Incident Command System

The Field Incident Commander will be determined by the type of emergency as follows:

| <u>Type of Emergency</u> | <u>Field Incident Commander</u> |
|--------------------------|---------------------------------|
| State of War Emergency | Sheriff Department |
| Fire | Fire Department |
| Storm (Wind/Rain/Flood) | Fire Department |
| Earthquake | Fire Department |

| | |
|-----------------------------------|------------------------------------|
| Aircraft Accident | Fire Department |
| Industrial Accident | Fire Department |
| Traffic Accident | Sheriff Department/Fire Department |
| Civil Disturbance | Sheriff Department |
| Terrorism | Sheriff Department |
| Hazardous Material/Waste Incident | Fire Department |
| Explosion | Sheriff Department/Fire Department |
| Radiological Incident | Fire Department |

CITY LEVEL EMERGENCY MANAGEMENT SYSTEM

The City of Yucaipa Office of Disaster Preparedness will be directed by the Director of Emergency Services, who is responsible to the City Council.

The Director is responsible for:

- Organizing, staffing, and operating the EOC
- Operating communications and warning systems.
- Providing information and guidance to the public.
- Maintaining information on the status of resources, services, and operations.
- Directing overall operations.
- Obtaining support for the City of Yucaipa and providing support to other jurisdictions as required (i.e. private, other governmental agencies, military etc.).
- Collecting, evaluating, and disseminating damage assessment and other essential information.
- Providing status and other reports to the San Bernardino Operational Area Office of Emergency Services.

EMERGENCY RESPONSIBILITIES CITY DEPARTMENTS

The general responsibilities of each City Department within the Emergency Management Organization are as follows:

City Administration – Command Section

- **Director of Emergency Services**
- Exercises overall command and control of all City resources and operations.
- Has operational management of the emergency situation in the Operations Room of the EOC
- Coordinates the Sections.

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- Orders an assessment of the situation as needed.
 - Manages the City's emergency program, develops emergency plans.

City Attorney

- Serves as legal advisor to the Director of Emergency Services.
- Services the emergency organization.

Coordinator of Emergency Services

- Assist the Director of Emergency Services in carrying out the task outlined as responsibilities of the Director.
- Establish and maintain contact with the San Bernardino County OES located in Rialto, CA.

Public Information Officer

- Function as a Public Information Officer.
- Maintain relations with the media.
- Prepares and disseminates emergency public information.
- Controls rumors.

Liaison Officer

- Maintains coordination with agencies/organizations outside City government.
- Manages dependent care program.
- Monitors health and welfare of families and dependents.

Operations

Community Services - Care Shelter Activities

- Provides temporary shelter, feeding, and registration of impacted persons.
- Operates mass care shelters coordinating with the Red Cross and other organizations.
- Coordinates the housing/feeding needs of all emergency workers.
- Sets up/operates first aid stations coordinating with Red Cross.
- Sets up Disaster Assistance Centers with State and Federal governmental agencies, private service organizations and certain representatives of the private sector.

Sheriffs Department

- Receives and disseminates warning information.
- Directs the movement (evacuation) of citizens.
- Controls traffic and enforcement of laws and temporary rules.
- Coordinates with other law enforcement agencies.
- Assists the coroner's office in the operation of a morgue.
- Supervises emergency communication.

Fire Department

- Prevents, controls and suppresses fires.
- Conducts rescue operations with the assistance from Public Works.
- Provides and coordinates medical aid, triage and the transportation of injured.

Planning/Intelligence

Community Development and City Clerk Department

- Responsible for gathering and evaluating emergency data.
- Manages and coordinates the Planning/Intelligence Section in the EOC
- Manages the documentation record of the emergency/disaster.
- Investigates, monitors and assesses unsafe conditions.
- Develops safety plans and measures.
- Disseminates technical data.
- Damage assessment.

Finance

Administrative Services Division

- Responsible for the Finance Section.
- Keeps track of hours worked by personnel.
- Manages Compensation and claims arising out of the emergency.
- Keeps track of costs to the City.
- Investigates accidents and files claims.

Logistics

Public Works Division

- Restores, maintains, and operates essential services (water supply, roads, sewer, vehicles and equipment).
- Provides emergency power.
- Assists Police Department in establishing barricades.
- Performs disaster assessment (surveys for damage, etc.).
- Maintains equipment/fuel.
- Provides assistance in heavy rescue operations.

Emergency Responsibilities – City Council

The Mayor and City Council establish policies that govern the City emergency organization, and during an emergency, have the following responsibilities:

Proclaim a local emergency or ratify a proclamation made by the City Manager that:

- Sets mutual aid in motion.
- Allows legal access to private property.

Request the County to declare a State of Emergency, in accordance with the provisions of the California Emergency services Act.

- Seeks reimbursement from State and Federal agencies.
- Opens recovery channels for citizens.

Govern the City and maintain necessary levels of operations;

- Permits soonest possible return to normal.
- Eases concerns of citizens.

Remain visible and available to calm and assist constituents;

- Visible sign that government is functioning.
- Most identifiable representative of emergency management team.

Provide liaison and escort to visiting county, state, and federal officials;

- Provide essential information transfer to higher levels of government.
- Ensures other levels understand the City's problems and where recovery help is needed.

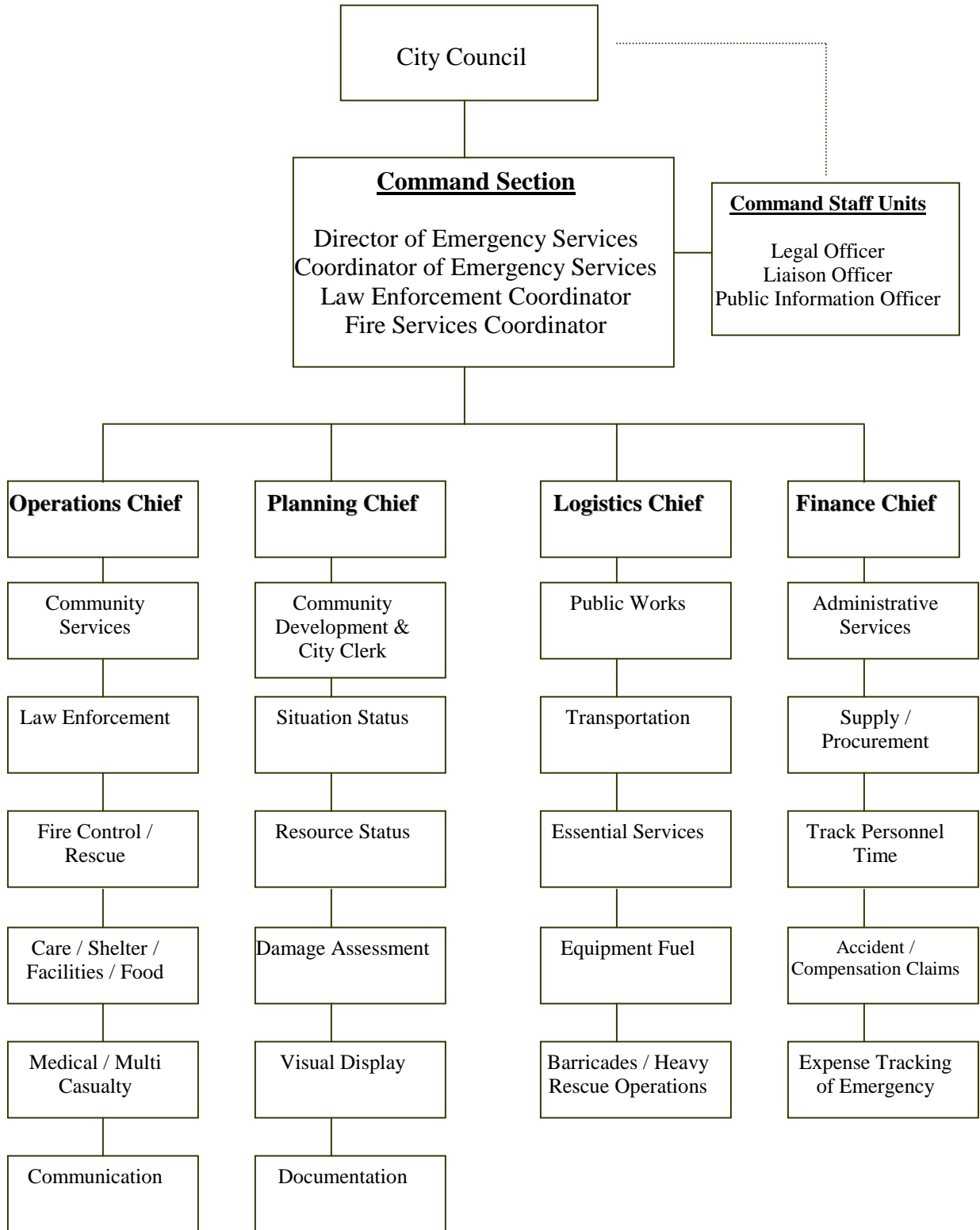
Remain available to provide media with information on government's role in disaster mitigation, planning, and recovery;

- Provides media with reliable and accurate source of information (Single spokesperson concept).
- Provides for positive coverage of management team in action.

Initiate immediate and long-term procedures, which will restore the community and mitigate hazards.

- Move to develop legislation to mitigate future emergency.
- Move to bypass or override building permit and inspection requirements to allow reconstruction to start immediately.

EOC EMERGENCY ORGANIZATION



THE EMERGENCY OPERATIONS CENTER (EOC)

EOC OVERVIEW

Normally, day-to-day operations are conducted from departments and agencies that are widely dispersed throughout the City. When a major emergency or disaster strikes, **centralized emergency management** is needed. The City will formally adopt the following for all incidents that require activation of the Emergency Operations Center of the City:

- **Standardized Emergency Management System (SEMS)**
The Standardized Emergency Management System provides an organizational framework for efficient handling of emergencies. SEMS is based on the idea that every person has an important role in managing emergencies, and by appointing specific positions within the SEMS framework, a higher level of efficiency and understanding is raised among all personnel involved. This system provides for a coordinated effort from response personnel all the way on up to administrative executives.
- **Incident Command System (ICS)**
The Incident Command System (ICS) is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.

The EOC provides a central location of authority and information, and allows for face-to-face coordination among personnel who must make emergency decisions. This facilitates a coordinated response by the Director of Emergency Services, Emergency Management Staff, and representatives from organizations that are assigned emergency management responsibilities.

The following functions are performed in the City of Yucaipa EOC:

- Receiving and disseminating warning information.
- Managing emergency operations.
- Developing operational policies.
- Collecting intelligence from, and disseminating information to, the various EOC representatives, and, as appropriate, to the Operational Area, State, and Federal agencies.
- Preparing intelligence/information summaries, situation reports, operation reports, and other reports as required.
- Maintaining general and specific maps, information display boards, and other data pertaining to emergency operations.
- Continuing analysis and evaluation of all data pertaining to emergency operations.

-
- Controlling and coordinating, within established policy, the operations and logistical support of the departmental resources committed to the emergency operations.
 - Maintaining contact with support EOC's (Coordination Centers), other jurisdictions and levels of government.
 - Providing emergency information and instructions to the public. Making official releases to the news media and the scheduling of press conferences as necessary.

EOC Activation

The EOC is activated when an emergency situation has occurred or might occur that is of such a magnitude it will require a large commitment of resources from two or more City Departments over an extended period of time to control or mitigate. Example: hazardous materials incident, civil disobedience, flooding, major structural fire, or multiple casualty incident.

Levels of Activation

Level I – Normal Operations

Normal day-to-day emergency management procedures and local resources are adequate. The EOC is not activated, but a Mobile Command Post may be activated.

Level II – Partial EOC Activation

An incident that involves several departments or agencies from within the same jurisdiction, and/or agencies from more than one jurisdiction that require close coordination. Examples might be a major hazardous materials incident or large multi-casualty scene. The EOC is activated but normally only some of the needed positions are filled.

Level III – Full EOC Activation

A disaster which would render it impossible for the City of Yucaipa to effectively function in either Level I or II. An example would be a major fire, earthquake or flood which causes substantial damage in the City. In this situation, the EOC would be fully activated and all or most of the EOC positions filled.

The following individuals or their appointed representatives are authorized to activate the EOC:

- **Director of Emergency Services**
- **Coordinator of Emergency Services**
- **Chief of Police**
- **Fire Chief**

Activation of the EOC is initiated by the "**Emergency Operations Center Call-Back**" process by contacting the Police Department Communications Center (this alerting process is detailed in the Section of Alerting Procedures):

Police Communications: 911 or 790-3100

EOC MESSAGE HANDLING

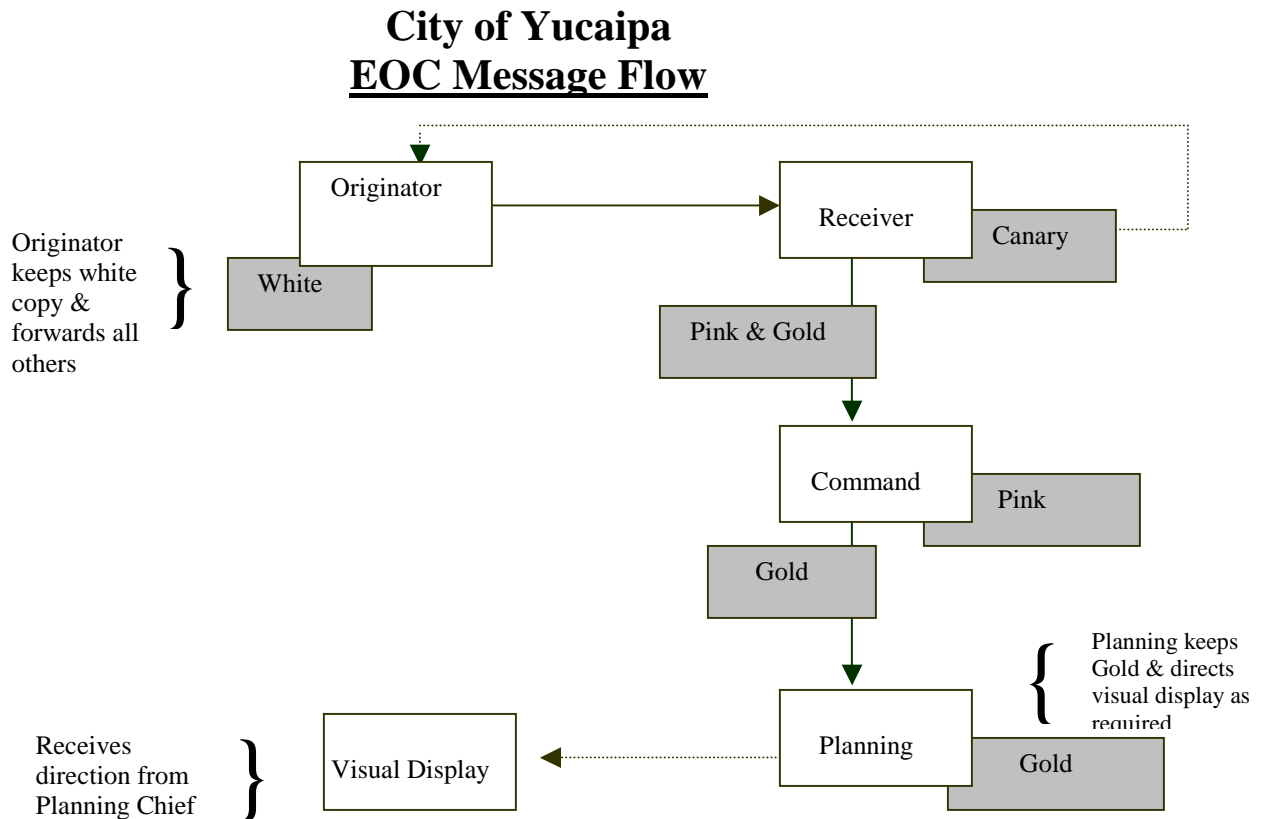
IMPORTANT messages should be written. Verbal, non-priority messages over the phone or person to person should be recorded in the Communications Log, if not recorded on a Message Form.


Types of Messages:

- Priority situation messages
- All emergency situations or incidents which need to be recorded and/or displayed visually
- Messages that need to be transmitted via radio by Communications
- Advisement of the Operations Section Chief
- Requests for support or resources

Message Distribution:

All copies, except the original, go by runner, or, if urgent, you may hand carry the message to the receiver. The message flow chart below outlines the message distribution.



| | | |
|----------------|---|--|
| Date: | City of Yucaipa  | To: |
| Time: 1 | | From: 2 |
| Incident: | | Priority Immediate High Routine |

| |
|----------|
| Message: |
| 3 |
| |
| |

| | |
|--------------------------|------------------------------|
| Date/Time Sent: 4 | Date/Time Received: 5 |
|--------------------------|------------------------------|

| |
|----------|
| Reply: |
| 6 |
| |
| |

| | |
|--------------------------------|------------------------------------|
| Date/Time Reply Sent: 7 | Date/Time Reply Received: 8 |
|--------------------------------|------------------------------------|

| |
|--|
| Comments/Notes/Action Taken/Related Documents: |
| 9 |
| |
| |

| |
|--|
| Visual Display Information/Requirements: |
| 10 |
| |
| |

| |
|----------------|
| Miscellaneous: |
| 11 |
| |
| |

Message Flow – Originator keeps **white** and forward **canary**, **pink**, and **gold** to receiver. Receiver replies on all three copies and returns **canary** to originator, forwards **pink** and **gold** to command section. Command section issues instructions on both copies, retains **pink**, and forwards **gold** copy to planning section.

White - Originator Canary – Receiver Pink - Command Gold - Planning

EOC Message Form Instructions

The City of Yucaipa Emergency Message Form is utilized for all message traffic generated during EOC operations. Emergency Message Form Instructions:

1. Date: Enter the date the message was originally drafted as MM/DD/YY
Time: Enter the time the message was originally drafted in 24-hour format.
Incident: Enter incident name.
2. To: Enter position or section of receiver (i.e. public works).
From: Enter position or section of sender (i.e. logistics).
Priority: Check appropriate box:
 - Immediate = Life threatening situation
 - High = Very important
 - Routine = General information
3. Message: Utilize the space provided to convey the message. If the message is a request of support be concise of needs.
4. Log the date and time message was actually sent (Originator).
5. Log the date and time message was received (Receiver).
6. Reply: Utilize the space provided to reply to originator if necessary. Provide the originator a status report on request or reply as appropriate.
7. Log the date and time reply was actually sent (Receiver).
8. Log the date and time reply was received (Originator).
9. List any comments that will assist in record keeping and tracking. Include previous related requests and verbal discussions, status, related documents and photos, etc.
10. This box is used by anyone in the flow to relate visual display requirements to the planning section. The planning section also utilizes this section to report visual display actions.
11. This box is used for any additional information that may have not been addressed elsewhere or as additional space.

CITY OF YUCAIPA EMERGENCY MANAGEMENT ORGANIZATION

This organization is based on the Incident Command System (ICS), which provides clear authority, direction, and communication during emergencies. This system can be used within one agency, or by several agencies involved in the same emergency. The Emergency Management Organization for the City of Yucaipa is comprised of following five functional sections.

- **COMMAND/MANAGEMENT (Red)**
- **OPERATIONS (Yellow)**
- **PLANNING (Blue)**
- **FINANCE (Green)**
- **LOGISTICS (Orange)**

There are a number of procedural responsibilities or auxiliary tasks common to all of these sections. All sections:

- Gather and verify information.
- Make decisions.
- Coordinate activities.
- Utilize Standard Operating Procedures (SOP's) as guidance.
- Provide, notify, and schedule staff.
- Keep comprehensive records and documentation.

COMMAND SECTION – SOP

Command Section Organization and Responsibilities

The Command Section consists of those responsible for the overall management of the emergency or disaster. Depending on the extent of the disaster, this group may include:

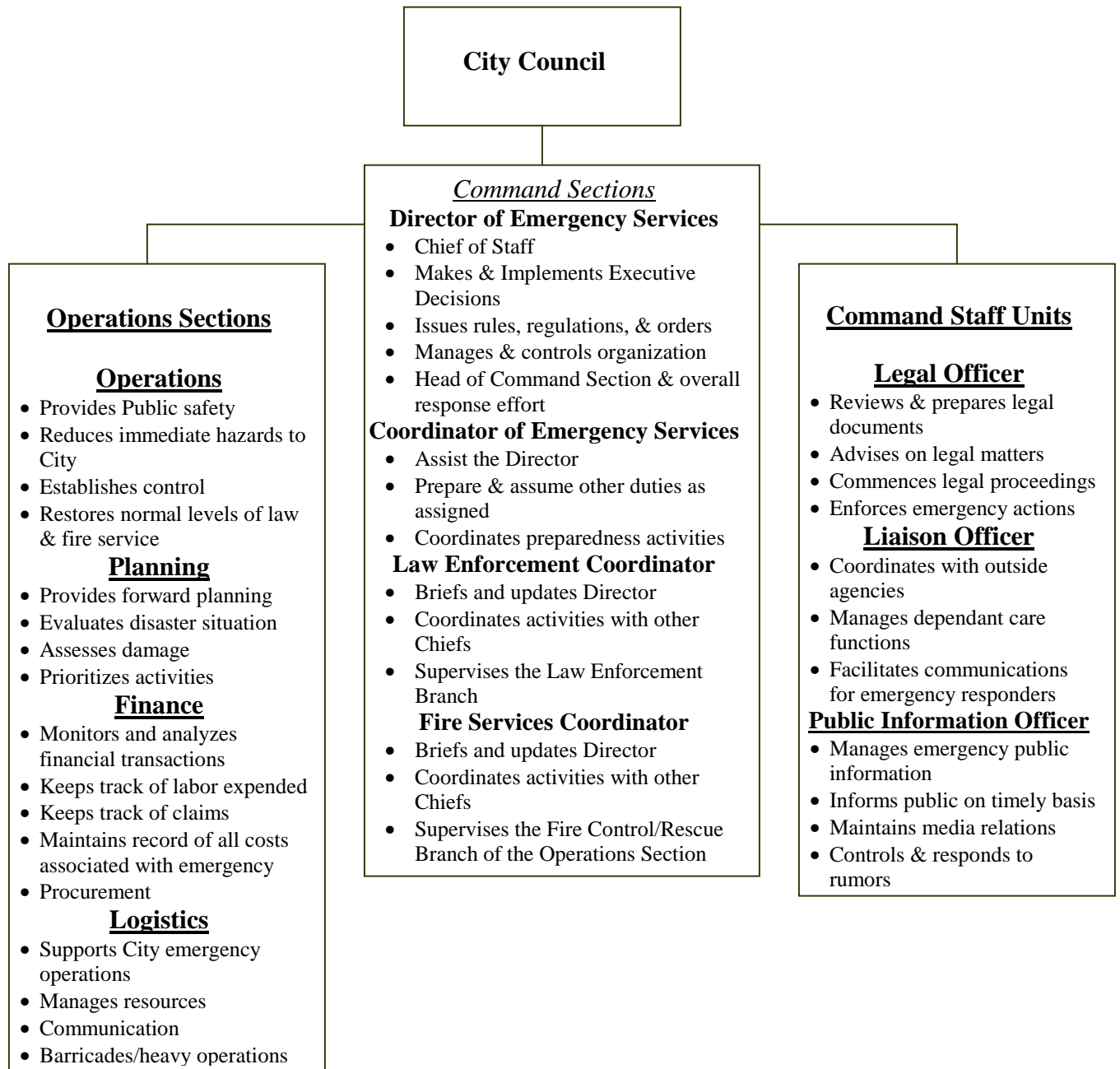
- Director of Emergency Services
- Coordinator of Emergency Services
- Community Development Director
- Community Services Director
- Finance Director
- Police Chief
- Fire Chief
- City Attorney
- Others as needed

In addition to managing the emergency, the Command Section will meet periodically in the EOC Command Room to develop policies and then as necessitated by the emergency situation, to discuss economic, political, legal, and social implications of the threat and the proposed and/or current response.

The responsibilities of the Command Section include:

- Managing the overall disaster, including prioritizing, decision making, coordinating, tasking, and resolving conflict within the EOC.
- Developing emergency policies.
- Reporting to the Mayor and City Council.
- Reporting to the Operational Area Office of Emergency Services.
- Reporting to the State Office of Emergency Services, if necessary.
- Coordinating with other jurisdictions and agencies.
- Activating and demobilizes the EOC
- Coordinating and disseminating information to the public.

COMMAND SECTION – ORGANIZATION & SUMMARY RESPONSIBILITIES



COMMAND

EOC DIRECTOR

| | |
|--|---|
| Position: | |
| <i>Director of Emergency Services</i> | |
| Organization: | Command Section |
| Primary: | City Manager |
| Alternate: | First Department Head on scene |
| Supervisor: | Mayor and City Council |
| Overview: | <ul style="list-style-type: none"> • Serves as Chief of Staff for the City Council. • Make executive decisions. • Issues rules, regulations, and orders. • Manages and controls the emergency organization. • Serves as head of the Command Section. • Maintains or delegates overall command of the City's emergency responses effort. |
| Checklist: | |
| Command the City's Emergency Response Activities | |
| <ul style="list-style-type: none"> <input type="checkbox"/> Identify yourself as Director of Emergency Services. <input type="checkbox"/> Depending on the nature of the incident and the accumulation of information, effect partial or full EOC activation. <input type="checkbox"/> Ascertain if all key personnel or alternates are in the EOC or have been notified. <input type="checkbox"/> Obtain briefing on the extent of the disaster from each Department Head. <input type="checkbox"/> Appoint and/or brief Section Chiefs as needed: <ul style="list-style-type: none"> ○ Operations Chief ○ Planning Coordinator ○ Logistics Section Chief ○ Finance Section Chief <input type="checkbox"/> Develop overall strategy with the Command Staff and Section Chiefs: <ul style="list-style-type: none"> ○ Assess the situation ○ Define the problem ○ Establish priorities ○ Need for evacuation ○ Estimate of incident duration ○ Determine "Emergency Declaration" requirement <input type="checkbox"/> Develop an Incident Action Plan with the aid of the Command Staff and Section Chiefs. <input type="checkbox"/> Execute the Incident Action Plan. <input type="checkbox"/> Establish periodic briefing sessions with the entire Command Staff to update the overall situation. <input type="checkbox"/> If the event is of such a nature that the civilian population must be warned, initiate warning action through the Public Information Officer. <input type="checkbox"/> Notify the San Bernardino Operational Area Office of Emergency Services of the disaster conditions and request mutual aid as deemed necessary. | |

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- Operational Area Duty Officer 365-2364
 - Establish communications to the level needed. Full mobilization of all communication's resources would involve Police, Fire, Public Works, Amateur Radio and other agencies such as County, Schools, Hospital District, etc.
 - Coordinate all EOC functions with adjacent communities, County, State, and Federal emergency organizations and request State and Federal assistance if the disaster is beyond the City's capabilities.
 - Be prepared to provide available assistance to other jurisdictions if the disaster is region-wide.
 - Maintain required records and documentation of personnel and equipment used during the emergency.

COMMAND

EOC COORDINATOR

| | |
|--|--|
| Position: | |
| | |
| Organization: | Command Section |
| Primary: | Assistant to the City Manager |
| Alternate: | City Emergency Services Coordinator |
| Supervisor: | Director of Emergency Services |
| Overview: | <ul style="list-style-type: none"> • Assists the Director of Emergency Services. • Be prepared to assume other duties as assigned. • Facilitate EOC establishment |
| Checklist: | |
| Assist the Director of Emergency Services. | |
| <ul style="list-style-type: none"> <input type="checkbox"/> Perform tasks and assignments from the Director. <input type="checkbox"/> Assist Section Chiefs when required. <input type="checkbox"/> Keep Director abreast of any operational issues that may hinder Section Chiefs performance. <input type="checkbox"/> Be familiar with the Director checklist and advise as appropriate or requested. <input type="checkbox"/> Review <u>all</u> functional checklists. <input type="checkbox"/> Maintain Activity Log. | |

COMMAND

LAW ENFORCEMENT COORDINATOR

| | |
|--|---|
| Position: | |
| | |
| Organization: | Command Section |
| Primary: | Chief of Police |
| Alternate: | Police Lieutenant |
| Supervisor: | Director of Emergency Services |
| Overview: | <ul style="list-style-type: none">• Briefs and updates the Director of Emergency Services.• Coordinates with Section Chiefs• Briefs the Police Department Staff.• Supervises the Law Enforcement Branch of the Operations Section.• Manages the Communications Section. |
| Checklist: | |
| <p style="text-align: center;">Coordinate Police Department activities.</p> <ul style="list-style-type: none"><input type="checkbox"/> Obtain briefing or preliminary survey of the emergency/disaster scene from the Director of Emergency Services.<input type="checkbox"/> Identify yourself as the Law Enforcement Coordinator.<input type="checkbox"/> Read the entire Action Checklist.<input type="checkbox"/> Check Police Department personnel schedules and rosters.<input type="checkbox"/> Ascertain if all key Police Department personnel or alternates are in the EOC or have been notified.<input type="checkbox"/> Assess the impact of the disaster on the Police Department operational capability.<input type="checkbox"/> Brief and update the Director of Emergency Services of all Police Department disaster responsibilities including priorities, plans, and resources.<input type="checkbox"/> Brief Police Department Staff.<input type="checkbox"/> Assign staff to the Law Enforcement Branch of the Operations Section.<input type="checkbox"/> Set Police Department priorities based on the nature and severity of the disaster.<input type="checkbox"/> Be prepared to provide assistance to other jurisdictions. | |

COMMAND

FIRE SERVICES COORDINATOR

| | |
|---|---|
| Position: | |
| Organization: | Command Section |
| Primary: | Chief of Fire |
| Alternate: | Assigned by Fire Department |
| Supervisor: | Director of Emergency Services |
| Overview: | <ul style="list-style-type: none"> • Briefs and updates the Director of Emergency Services. • Coordinates with the Law Enforcement Coordinator. • Briefs Fire Department Staff. • Supervises the Fire Control/Rescue Branch of the Operations Section. • Supervises the Medical/Multi-Casualty Branch of the Operations Section. |
| Checklist: | |
| <p style="text-align: center;">Coordinate all Fire Department activities.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtain briefing or preliminary survey of the emergency/disaster scene from the Director of Emergency Services. <input type="checkbox"/> Identify yourself as the Fire Service Coordinator. <input type="checkbox"/> Read the entire Action Checklist. <input type="checkbox"/> Check Fire Department personnel schedules and rosters. <input type="checkbox"/> Ascertain if all key Fire Department personnel or alternates are in the EOC or have been notified. <input type="checkbox"/> Assess the impact of the disaster on the Fire Department operational capability. <input type="checkbox"/> Brief and update the Director of Emergency Services of all the Fire Department's disaster responsibilities including priorities, plans, development of a fire scene strategy and resources. <input type="checkbox"/> Brief the Fire Department staff. <input type="checkbox"/> Assign staff to the Fire Control/Rescue Branch of the Operations Section. <input type="checkbox"/> Assign staff to the Medical/Multi-Casualty Branch of the Operations Section. <input type="checkbox"/> Set Fire Department priorities based on the nature and severity of the disaster. <input type="checkbox"/> Coordinate all Fire Department activities in the EOC. | |

COMMAND

LEGAL OFFICER

| | |
|---|--|
| Position: | |
| Organization: | Command Section Staff |
| Primary: | City Attorney |
| Alternate: | As assigned |
| Supervisor: | Director of Emergency Services |
| Overview: | <ul style="list-style-type: none"> • Prepares proclamations, emergency ordinances, and other legal documents. • Advises City Council, City Manager, and the entire emergency management organization as needed. • Commences legal proceedings as needed. • Enforces emergency actions. |
| Checklist: | |
| Advise the Director of Emergency Services on the legal requirements of the City during the disaster/emergency. | |
| <ul style="list-style-type: none"> <input type="checkbox"/> Obtain situation briefing from the Director of Emergency Services. <input type="checkbox"/> Identify yourself as the Legal Officer. <input type="checkbox"/> Establish areas of legal responsibility and/or potential liabilities. <input type="checkbox"/> Prepare proclamations, emergency ordinances, and other legal documents required by the City Council and the City Manager (Director of Emergency Services). <input type="checkbox"/> Advise the City Council, City Manager, and the Emergency Management Staff on the legality and/or legal implications of contemplated emergency actions and/or policies. <input type="checkbox"/> Develop the rules and regulations and laws required for acquisition and/or control of critical resources. <input type="checkbox"/> Develop the necessary ordinances and regulations to provide a legal basis for evacuation and/or population control. <input type="checkbox"/> Commence such civil and criminal proceedings as are necessary and appropriate to implement and enforce emergency actions. <input type="checkbox"/> Maintain an activity log. | |

COMMAND

LIAISON OFFICER

| | |
|---|--|
| Position: | |
| | |
| Organization: | Command Section Staff |
| Primary: | Community Services |
| Alternate: | As Assigned |
| Supervisor: | Director of Emergency Services |
| Overview: | <ul style="list-style-type: none"> • Maintains coordination and assignments with agencies and organizations for outside the City Government. • Manages Dependent Care functions. • Provides communications to dependents and families of essential emergency personnel. |
| Checklist: | |
| Contact person for outside agency's and supervisor of City Dependent Care Program. | |
| <ul style="list-style-type: none"> <input type="checkbox"/> Obtain briefing from the Director of Emergency Services. <input type="checkbox"/> Identify yourself as the Liaison Officer. <input type="checkbox"/> Determine all personnel involved in the EOC, coordinate with the Planning Section. <input type="checkbox"/> Assign staff to the Dependent Care Officer position. <input type="checkbox"/> Provide a point of contact for assisting/cooperating outside agency representatives. <input type="checkbox"/> Maintain coordination and assignments to all Sections of the EOC of all agencies from outside the City Government, including: <ul style="list-style-type: none"> ○ Special Districts (Schools, etc.) ○ Red Cross ○ Salvation Army ○ Amateur Radio ○ San Bernardino Operational Area ○ State Office of Emergency Services <input type="checkbox"/> Maintain Activity Log. | |

COMMAND

PUBLIC INFORMATION OFFICER

| | |
|--|---|
| Position: | |
| | |
| Organization: | Command Section Staff |
| Primary: | City Emergency Services Coordinator |
| Alternate: | As Assigned |
| Supervisor: | Director of Emergency Services |
| Overview: | <ul style="list-style-type: none">• Prepares and Disseminates emergency public information.• Keeps public informed on a timely basis during a threatened or actual emergency through use of all media and means available.• Maintains relations with media representatives and holds periodic press conferences, as necessary.• Controls and responds to rumors. |
| Checklist: | |
| <p style="text-align: center;">Release information about the emergency.</p> <ul style="list-style-type: none"><input type="checkbox"/> Obtain briefing from the Director of Emergency Services<input type="checkbox"/> Identify yourself as the Public Information Officer.<input type="checkbox"/> Prepare the initial information summary as soon as possible after arrival.<input type="checkbox"/> Observe constraints on the release of information imposed by the Command Section. Obtain approval for release of all information from the Director of Emergency Services and/or the Operations Section Chief.<input type="checkbox"/> Establish necessary contacts with the media (newspapers, radio, television) and provide assistance as required.<input type="checkbox"/> Establish an information center for the news media's use.<input type="checkbox"/> Gather and disseminate instructions, warning, and announcements.<input type="checkbox"/> Arrange for necessary workspace, materials, and staffing for the news media.<input type="checkbox"/> Provide approved information for release to the news media.<input type="checkbox"/> Release news to media and post information at appropriate locations.<input type="checkbox"/> Issue news bulletins.<input type="checkbox"/> Attend briefings of the Command Section to update information releases.<input type="checkbox"/> Arrange meetings between the media and incident personnel or City Council.<input type="checkbox"/> Monitor television and radio transmissions.<input type="checkbox"/> Issue warnings about unsafe areas, structures, and facilities.<input type="checkbox"/> Coordinate with the County Office of Emergency Services or other communications systems to issue warnings.<input type="checkbox"/> Respond to special requests for information.<input type="checkbox"/> Establish and assign staff to operate a rumor control hotline, if needed.<input type="checkbox"/> Provide information to public on transportation routes, closures and lifeline status.<input type="checkbox"/> Publicize official list of assistance centers and shelter openings and closures, recovery plans, and other recovery efforts.<input type="checkbox"/> Provide assistance in announcing school and work site openings or closings.<input type="checkbox"/> Maintain information on State, Federal, and County assistance programs. | |

-
- Ensure announcements and information are translated for special populations.
 - Issue advisories/instructions for lifesaving/health preservation including information on:
 - Available government and private services.
 - Hazardous locations and structures.
 - Evacuation.
 - Emergency shelter locations.
-

OPERATIONS SECTION SOP

OPERATIONS SECTION ORGANIZATION AND RESPONSIBILITIES

The Operations Section directs all field operations, including all activities directed toward:

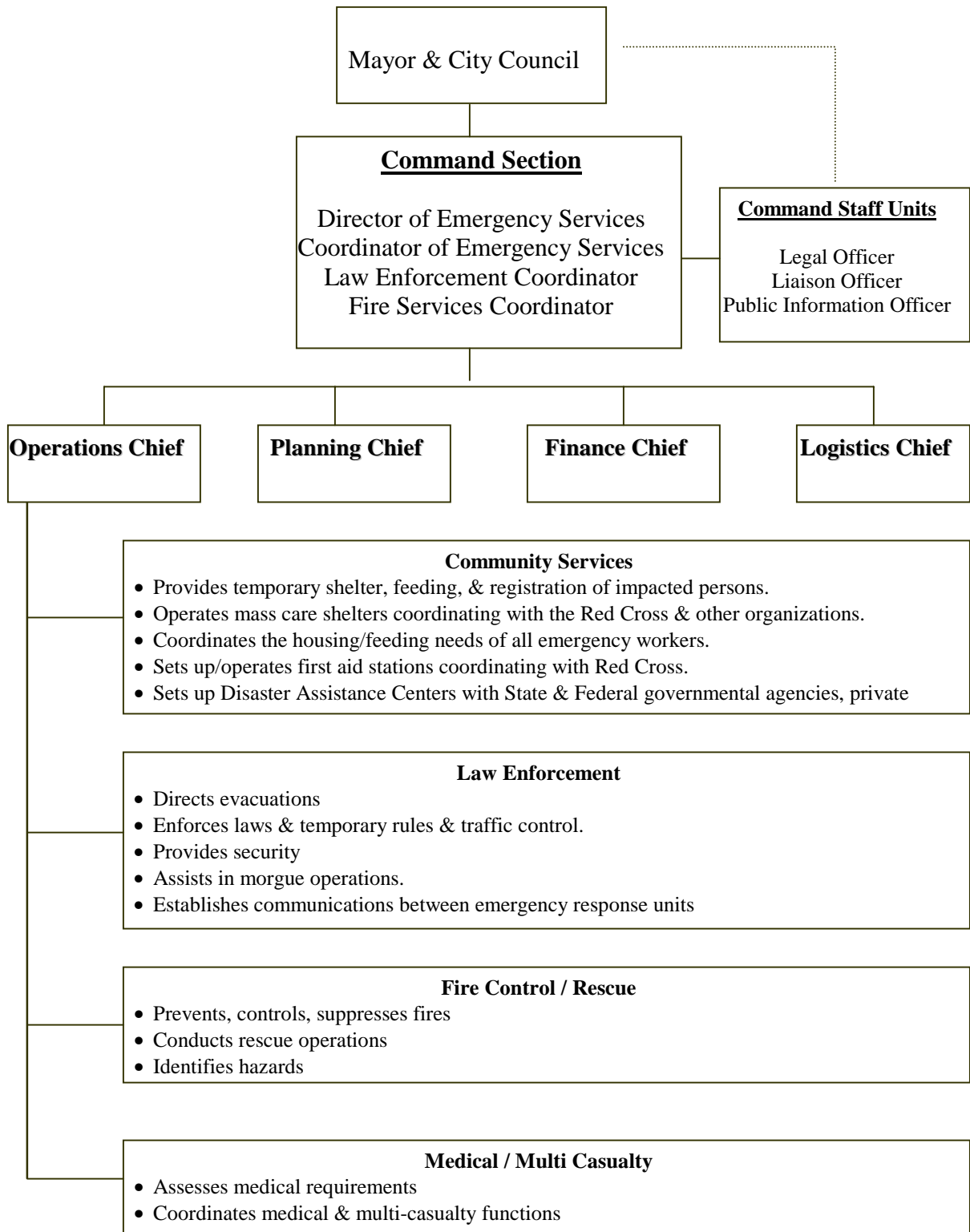
- Reducing the immediate hazard
- Establishing control
- Restoring normal City operations

This section consists of those departments or agencies that are responsible for public safety and carrying out response activities. The individual agencies receive and evaluate requests for assistance and resources, establish priorities, and relay operational status and information to the Operations Section Chief.

The Operations Section Chief will be located in the EOC while some branches of the Section may operate from field Command Posts.

| <u>Functional Branches</u> | <u>Department/Agency</u> |
|-----------------------------------|---------------------------------|
| Care/Shelter/Facilities Branch | Community Services |
| Law Enforcement Branch | Police Department |
| Fire/Rescue Branch | Fire Department |
| Medical/Mass Casualty Branch | Fire Department |

OPERATIONS SECTION – ORGANIZATION & SUMMARY RESPONSIBILITIES



OPERATIONS

CHIEF

| | |
|--|---|
| Position: | |
| | |
| Organization: | Operations Section |
| Primary: | Chief of Police/Fire Chief (determined by emergency) |
| Alternate: | Chief of Police/Fire Chief |
| Supervisor: | Director of Emergency Services |
| Overview: | <ul style="list-style-type: none"> • Manages the Operations Section. • Directly supervises the Operations Room of the EOC • Assumes operational command. • Evaluates and acts on operational information. • Decides on a priority basis what must be done. |
| Checklist: | |
| Coordinate all Operation activities. | |
| <ul style="list-style-type: none"> <input type="checkbox"/> Coordinate Emergency Operations Branches of the Operations Section: Fire/Rescue, Law Enforcement, Care/Shelter/Facilities, and Medical/Multi-Casualty. <input type="checkbox"/> Activate the Operations element of the Action Plan. <input type="checkbox"/> Obtain a briefing from the Director of Emergency Services. <input type="checkbox"/> Identify yourself as Operations Section Chief. <input type="checkbox"/> Read the entire Action Checklist. <input type="checkbox"/> Evaluate the community situation and report information regarding special events, activities, and occurrences when needed to the Director of Emergency Services. <input type="checkbox"/> Keep Command Section advised and briefed. <input type="checkbox"/> Coordinate activities of all departments and agencies involved in the operations. <input type="checkbox"/> Determine need and request more resources when necessary. <input type="checkbox"/> Establish communications with affected areas. <input type="checkbox"/> Assign specific work tasks to Operations Branches of the Operations Section when necessary. <input type="checkbox"/> Ascertain what resources are presently committed. Coordinate further needs with the Logistics Section Chief. <input type="checkbox"/> Receive, evaluate, and disseminate emergency operational information. <input type="checkbox"/> Maintain liaison with County, State, and Federal agencies. <input type="checkbox"/> Provide all emergency information to the Public Information Officer in the Command Section. <input type="checkbox"/> Review the Action Plan for continuation, change, etc. <input type="checkbox"/> Maintain required records and documentation of personnel and equipment used during the emergency/disaster. Precise information is essential to meet requirements for reimbursement by the State and Federal governments. <input type="checkbox"/> Maintain Activity Log. | |

OPERATIONS

CARE/SHELTER/FACILITIES

| | |
|--|---|
| Position: | |
| | |
| Organization: | Operations Section |
| Primary: | Community Services Director |
| Alternate: | Recreation Supervisor |
| Supervisor: | Operations Chief |
| Overview: | <ul style="list-style-type: none"> • Provides temporary shelter, feeding, and registration for impacted persons. • Directs and/or coordinates agencies involved in the accomplishment of providing shelter, feeding and registration. • Operates mass care shelter. • Opens up Disaster Assistance Centers. |
| Checklist: | |
| <p>Provision of temporary shelter, feeding, and registration of impacted persons.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtain briefing from the Operations Section Chief. <input type="checkbox"/> Review incident action plan. <input type="checkbox"/> Open the EOC work table, check telephones. <input type="checkbox"/> Check Community Services personnel schedules and rosters. <input type="checkbox"/> Alert Recreation and Red Cross personnel and initiate a recall of the number of members to the extent deemed necessary. <input type="checkbox"/> Ascertain if all key Recreation Services and Red Cross personnel have been notified. <input type="checkbox"/> Consult with the other Operations Section Units to assess the situation: <ul style="list-style-type: none"> ○ Public Works Branch ○ Law Enforcement Branch ○ Fire Control/Rescue Branch ○ Medical/Multi-Casualty Branch <input type="checkbox"/> Coordinate all Care/Shelter/Facilities activities with the other Branches of the Operations Section and the Operation Section Chief in the EOC. <input type="checkbox"/> Verify shelter locations. <input type="checkbox"/> Determine which designated mass care facilities and Welfare Inquiry Centers are needed and if they are functional. <input type="checkbox"/> Provide alternative communications where needed to link mass care facilities, the EOC, and other key facilities. <input type="checkbox"/> Evacuate and relocate any mass care facilities exposed to any hazardous conditions. <input type="checkbox"/> Determine mass care needs, including food and water. Request necessary food supplies, equipment, and other supplies to operate mass care facilities with the coordination of the Red Cross. <input type="checkbox"/> Maintain updated list of victims and their locations. | |

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- ❑ Record and evaluate information regarding requests, activities, expenditures, damages and casualties.
 - ❑ Inform the Public Information Officer of current information.
 - ❑ Arrange for crisis counseling.
 - ❑ Notify volunteer agencies of the necessary support required.
 - ❑ Provide for reception and placement of all volunteer agencies.
 - ❑ Provide special services as required for the care of unaccompanied children, the aged, and the handicapped.
 - ❑ Coordinate with the County Health Department to determine public health hazards and establish standards for control of public health hazards.
 - ❑ Open a location for a Disaster Assistance Center as soon as possible after the disaster, if necessary. Coordinate with the Finance Section and Operational Area Office of Emergency Services for the establishment of the Disaster Assistance Center.
 - ❑ Contact the San Bernardino County Department of Social Services for long-term assistance.
 - ❑ Notify the Post Office to divert incoming mail to appropriate relocation areas or mass care facilities if required.
 - ❑ Establish, set up, maintain, and demobilize all facilities used in the support of disaster operations.
 - ❑ Determine the facilities required for emergency workers:
 - Feeding Areas (Coordinate with Food Unit)
 - Sleeping Areas
 - Security Services
 - Lighting, heating, cooling
 - Maintenance
 - Sanitation/Shower Areas
 - ❑ Maintain Activity Log.

OPERATIONS

LAW ENFORCEMENT

| | |
|--|---|
| Position: | |
| | |
| Organization: | Operations Section |
| Primary: | Chief of Police |
| Alternate: | Police Lieutenant |
| Supervisor: | Operations Chief |
| Overview: | <ul style="list-style-type: none"> • Receives and disseminates warning information. • Directs evacuation of citizens. • Enforces laws and temporary rules and controls traffic. • Provides security. • Assists the Coroner's Office in the operation of a morgue. • Communication |
| Checklist: | |
| <p style="text-align: center;">Protect lives and property, enforce laws and proclaimed orders, control traffic, and combat crime.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtain briefing from the Operations Section Chief. <input type="checkbox"/> Obtain briefing from the Law Enforcement Coordinator. <input type="checkbox"/> Open the EOC worktable; check telephones, and radios. <input type="checkbox"/> Assess situation regarding law enforcement. <input type="checkbox"/> Coordinate all law enforcement activities with the other branches of the Operations Section and the Operations Section Chief. Consult with other operations Units to assess the situation: <ul style="list-style-type: none"> ○ Fire Control/Rescue Branch ○ Public Works Branch ○ Care/Shelter/Facilities Branch ○ Medical/Multi-Casualty Branch <input type="checkbox"/> Check Police Department personnel schedules and rosters. <input type="checkbox"/> Alert Police personnel and initiate recall of members to the extent deemed necessary. <input type="checkbox"/> Ascertain if all essential Police Department personnel or alternates have been notified. <input type="checkbox"/> Assess the impact of the disaster on the Sheriff's Department operational capability. <input type="checkbox"/> Establish remote communications with staging areas. <input type="checkbox"/> Keep the Operations Section Chief and Planning Section Chief advised as to what resources are presently committed and what resources are still available. <input type="checkbox"/> Contact the Area Law Enforcement Coordinator at the Operational Area EOC. <input type="checkbox"/> Consider release or transfer of prisoners in jail facility. <input type="checkbox"/> Designate Law Enforcement Field Commander(s). <input type="checkbox"/> Advise Law Enforcement Field Commander(s) of the current plan of operations. | |

Advise what limitations or restrictions exist.

- Coordinate multi-scene problems.
- Assign incident safety monitors to observe personnel safety and to relay all personnel casualty information to the Safety Officer as soon as possible after any injury and/or death of any worker(s).
- Ensure that the flow of information to the Field Commanders is on going.
- Order an immediate general survey of the disaster area by field units and the use of any available aircraft. Particular attention will be given to assessing the extent of the area involved and key facilities involved and reporting this information to the Planning Section.
- Prepare to evacuate areas of the City that have suffered severe damage or are in extreme danger.
- Conduct selective and voluntary evacuations.
- Prepare to screen traffic coming into the City, especially into dangerous areas.
- Request barricades and/or other needed supplies from Public Works Branch.
- Direct and manage evacuation in coordination with the Care/Shelter/Facilities Branch.
- Establish emergency traffic routes in coordination with Public Works Branch and initiate traffic control.
- Provide security for evacuated areas.
- Cordon off or otherwise secure areas as required by the situation.
- Coordinate removal of fatalities with the San Bernardino County Coroner's Office.
- Initiate animal control measures as necessary, using Animal Control Services.
- Arrange for meeting Police Department personnel needs such as feeding and sheltering with the Logistics Section.
- Be prepared to provide assistance to other mutual aid jurisdictions.
- Maintain Activity Log.
- Precise information is essential to meet requirements for reimbursement by the State and Federal government.
- Prepare to screen traffic coming into the City, especially into dangerous areas.
- Direct and manage evacuation in coordination with the Care/Shelter/Red Cross.

OPERATIONS

FIRE CONTROL / RESCUE

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|--|--|
| Position: | |
| Organization: | Operations Section |
| Primary: | Chief of Fire |
| Alternate: | As assigned |
| Supervisor: | Operations Chief |
| Overview: | <ul style="list-style-type: none"> • Prevents, controls, and suppresses fires. • Conducts rescue operations with the assistance of Public Works if heavy rescue is required. • Updates and briefs the Fire Service Coordinator. |
| Checklist: | |
| <p>To coordinate all fire field forces and to establish needs and provide resources.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtain briefing from the Operations Section Chief. <input type="checkbox"/> Obtain briefing from the Fire Service Coordinator. <input type="checkbox"/> Read the entire Action Checklist. <input type="checkbox"/> Read applicable Hazard Specific Response Action Checklist. <input type="checkbox"/> Open EOC work table, check phones and radios. <input type="checkbox"/> Check personnel schedules and rosters. <input type="checkbox"/> Ascertain if all key Fire Department personnel have been notified. <input type="checkbox"/> Alert Fire Department personnel and initiate recall of the number of members to the extent deemed necessary. <input type="checkbox"/> Consult with the other Operations Section Units to assess the situation: <ul style="list-style-type: none"> ○ Law Enforcement Branch ○ Care/Shelter/Facilities Branch ○ Fire/Medical/Multi-Casualty Branch <input type="checkbox"/> Coordinate all Fire Control/Rescue activities with the other Units of the Operations Section and the Operations Section Chief in the EOC <input type="checkbox"/> Assess the impact of the disaster on the Fire Department operational capability. <input type="checkbox"/> Check fire apparatus status and establish availability and deployment lists. <input type="checkbox"/> Notify the Area Fire Coordinator of the City of Yucaipa situation. <input type="checkbox"/> Conduct a survey of the disaster area, particularly key facilities, and provide this information to the Planning Section. <input type="checkbox"/> Determine if the water system is functional for fire fighting. Coordinate with the Public Works branch. <input type="checkbox"/> Designate Fire Department Field Incident Commander(s). <input type="checkbox"/> Field Incident Commander(s) to assign an incident safety monitor to observe personnel safety and to relay personnel casualty information to the Safety Officer as soon as possible after any injury and/or death of any worker. <input type="checkbox"/> Advise Field Incident Commander(s) of the current plan of operations. and | |

limitations or restriction.

- Ensure that the flow of information to the Field Incident Commander(s) is ongoing.
- Conduct search and rescue operations. The Field Incident Commander(s) is in charge of this operation and will request backup assistance as he deems necessary from other City Departments. This will be coordinated through the Operations Section Chief and the Logistics Section Chief.
- Assist in the evacuation of injured victims to first aid stations, Casualty Collection Points (CCP's), mobile disaster hospitals and regular hospitals. Coordinate with the Medical/Multi-Casualty Branch.
- Request mutual aid from adjacent jurisdictions and the Area Fire Coordinator in accordance with established procedures.
- Arrange for feeding of Fire Department personnel with the Food Unit of the Logistics Section.
- Arrange for sheltering Fire Department personnel, if necessary, with the Facilities Unit of the Logistics Section.
- Maintain required records and documentation of personnel and equipment used during the emergency. Precise information is essential to meet requirements for reimbursement by State and Federal governments.
- Keep other emergency forces informed of areas threatened by fire.
- Determine if current and forecast wind conditions will support large and intense fires. Get updated weather information from the Situation Status Unit of the Planning Section.
- Review applicable Fire and Rescue Action Checklists for specific hazards.

OPERATIONS

MEDICAL / MILTI CASUALTY

| | |
|--|--|
| Position: | |
| | |
| Organization: | Operations Section |
| Primary: | Fire Department Staff (As assigned) |
| Alternate: | Fire Department Staff (As assigned) |
| Supervisor: | Operations Chief |
| Overview: | <ul style="list-style-type: none"> • Assesses the disaster situation and determines the extent of medical casualties • Coordinates resources for the medical/multi-casualty functions of the disaster. |
| Checklist: | |
| <p>Coordinate all medical field forces. Establish needs and provide resources.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtain briefing from the Operations Section Chief. <input type="checkbox"/> Review incident action plan. <input type="checkbox"/> Open the EOC work table, check telephones. <input type="checkbox"/> Update and brief the Fire Services Coordinator. <input type="checkbox"/> Consult with the other Operations Section Units to assess the situation: <ul style="list-style-type: none"> ○ Care/Shelter/Facilities Branch ○ Law Enforcement Branch ○ Fire Control/Rescue Branch <input type="checkbox"/> Assess the situation and determine the following: <ul style="list-style-type: none"> ○ Location and nature of the disaster ○ Approximate number of injuries and/or dead ○ Best route of access ○ Need for medical assistance: <ul style="list-style-type: none"> • Triage teams • Treatment teams • Red Cross • Blood Banks • Staging areas • First Aid Stations • Casualty Collection Points • Other resources, such as private ambulance transport. <input type="checkbox"/> Designate Field Incident Commander(s) to establish Command Posts. <input type="checkbox"/> Assign incident safety monitors to observe personnel safety and to relay all personnel casualty information to the Safety Officer as soon as possible after any injury and/or death of any worker(s). <input type="checkbox"/> Determine and announce the location of staging areas and loading areas for ambulances, buses, and aero-medical units. | |

-
- Notify the Red Cross Disaster Coordinator to:
 - Alert service centers, Disaster Assistance Teams, and amateur radio.
 - Determine the need to designate/activate Casualty Collection Points and/or First Aid Stations in coordination with the Care/Shelter/Facilities Branch.
 - Coordinate traffic and crowd control with the Law Enforcement Branch. The following should be considered:
 - Establish access and egress traffic patterns for ambulances, fire equipment, and other authorized emergency vehicles.
 - Establish perimeter control as soon as possible.
 - Coordinate with the Law Enforcement Branch the assignment of law enforcement personnel, as needed, for emergency transportation of medical teams and emergency medical supplies.
 - Determine the facilities required for emergency workers:
 - Feeding Areas (Coordinate with Food Unit)
 - Sleeping Areas
 - Security Services
 - Lighting, heating, cooling
 - Maintenance
 - Sanitation/Shower Areas
 - Maintain Activity Log.

PLANNING SECTION SOP

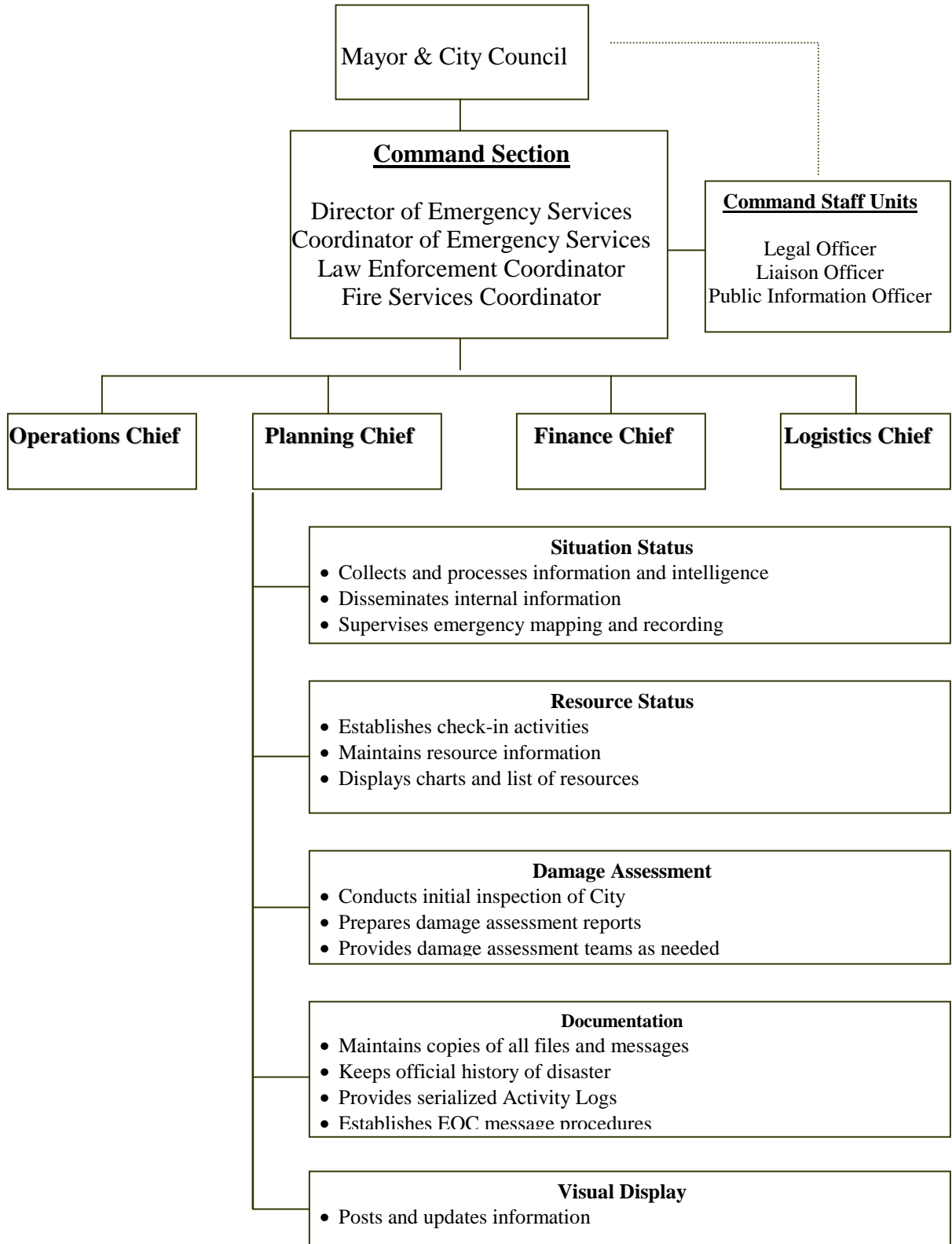
PLANNING SECTION ORGANIZATION AND RESPONSIBILITIES

The Planning Section is responsible for gathering, analyzing, evaluating, displaying, and disseminating technical information and forwarding recommendations to Command. While the Operations Section is involved with immediate response to the disaster, this Section is looking and planning ahead. The Planning Section is located in the EOC and conducts the following tasks:

- Evaluates the disaster situation including; information gathering, verification, and status reporting.
- Assesses damage-including information gathering, verification, and reporting.
- Keeps records and instructs record keeping requirements to responders.
- Posts and displays pertinent information.
- Briefs and updates the entire EOC staff.

| <u>Functional Branches</u> | <u>Department/Agency</u> |
|-----------------------------------|----------------------------------|
| Situation Status Unit | Community Development Department |
| Resource Status Unit | Community Development Department |
| Damage Assessment Unit | Community Development Department |
| Documentation Unit | City Clerk |
| Visual Display Unit | City Clerk |

PLANNING SECTION – ORGANIZATION & SUMMARY RESPONSIBILITIES



PLANNING

CHIEF

| | |
|--|---|
| Position: | |
| Organization: | Command Section |
| Primary: | Community Development Director |
| Alternate: | As assigned |
| Supervisor: | Director of Emergency Services |
| Overview: | <ul style="list-style-type: none"> • Manages the Planning Section of the EOC • Makes predictions and manages information about the incident. • Briefs and updates the Command Section of the impact of the disaster on the community including damage assessment. • Briefs and updates the Director of Emergency Services. • Coordinates and Supervises the Planning Section of the EOC • Briefs the Planning Department staff. • Supervises message flow and runners in the EOC |
| Checklist: | |
| <p>Coordinate all Planning activities. Collection, evaluation, dissemination, and use of information about the development of the incident and status of resources.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtain briefing or preliminary survey of the emergency/disaster scene from the Director of Emergency Services. <input type="checkbox"/> Identify yourself as the Planning Chief. <input type="checkbox"/> Read the entire Action Checklist. <input type="checkbox"/> Check Planning personnel schedules and rosters. <input type="checkbox"/> Ascertain if all key Planning personnel or alternates are in the EOC or have been notified. <input type="checkbox"/> Assess the impact of the disaster on the Planning capabilities. <input type="checkbox"/> Set Planning priorities based on the nature and severity of the disaster/emergency. <input type="checkbox"/> Brief and update the Director of Emergency Services of all Planning disaster responsibilities including priorities, plans, and resources. <input type="checkbox"/> Brief the Planning Department staff. <input type="checkbox"/> Assign staff to the following EOC Units: <ul style="list-style-type: none"> ○ Situation Status Unit ○ Resource Status Unit ○ Damage Assessment ○ Documentation Unit ○ Visual Display <input type="checkbox"/> Establish information requirements and reporting schedules. <input type="checkbox"/> Assess the impact of the disaster on the community including an initial damage assessment by the Building Division and emergency field units. <input type="checkbox"/> Establish message flow and assign necessary number of runners in the EOC <input type="checkbox"/> Keep Command Section advised and briefed. | |

-
- ❑ Set planning priorities and objectives with the Operations Section Chief.
 - ❑ Review intelligence information, determine its credibility and predict its influence on the situation.
 - ❑ Fill in the EOC organizational chart of all personnel involved in the disaster and keep posted in the Operations Room of the EOC.
 - ❑ Assemble information on alternative strategies.
 - ❑ Identify need for use of special resources.
 - ❑ Provide periodic predictions on incident potential.
 - ❑ Prepare and distribute Director of Emergency Services orders.
 - ❑ Prepare summary situation reports of the situation in Yucaipa for transmission to the Operational Area EOC.
 - ❑ Begin planning for recovery in the disaster area(s).
 - ❑ Be prepared to provide assistance to other jurisdictions.
 - ❑ Prepare an after-action report and assist in debriefing.

PLANNING

SITUATION STATUS

| | |
|--|--|
| Position: | |
| | |
| Organization: | Planning Section |
| Primary: | Community Development Department Staff |
| Alternate: | As assigned |
| Supervisor: | Planning Chief |
| Overview: | <ul style="list-style-type: none"> • Collects and processes all information and intelligence. • Evaluates and disseminates information in the Planning Section. • Supervises emergency mapping and recording operations. • Makes a recommendation to the Planning Section Chief. |
| Checklist: | |
| <p>Collect and organize incident situations and status information. Provide the supervision for display of information in the EOC.</p> | |
| <ul style="list-style-type: none"> <input type="checkbox"/> Obtain a briefing from the Planning Section Chief. <input type="checkbox"/> Collect incident data: <ul style="list-style-type: none"> ○ Address and nature of the incident(s) ○ Status of each incident (out of control, contained, controlled) ○ Special hazards ○ Persons injured ○ Persons dead ○ Property damage (estimated dollar loss) ○ City resources used ○ Outside agencies assisting ○ Shelters <input type="checkbox"/> Maintain an inventory of available resources (personnel, equipment, vehicles, etc.). <input type="checkbox"/> Develop sources of information and assist Planning Section in collecting and organizing data from: <ul style="list-style-type: none"> ○ Command Section ○ Operations Section ○ Finance Section ○ Logistics Section <input type="checkbox"/> Establish a check system of information sources to ensure follow up contacts. <input type="checkbox"/> Determine weather conditions-present and pending. Keep these conditions updated. <input type="checkbox"/> Supervise the visual display of all information in the EOC, and make sure all pertinent information gets to the Visual Display Unit. <input type="checkbox"/> Determine all road conditions and keep these conditions updated. Relay to Visual Display Unit. <input type="checkbox"/> Prepare situation reports and updates for the Planning Section Chief. | |

PLANNING

RESOURCE STATUS

| | |
|---|---|
| Position: | |
| | |
| Organization: | Planning Section |
| Primary: | Community Development Department Staff |
| Alternate: | As assigned |
| Supervisor: | Planning Chief |
| Overview: | <ul style="list-style-type: none"> • Establish all incident check-in activities. • Prepare and process resource status change information. • Maintain master check-in list of resources assigned to the emergency(s). • Prepare and maintain displays, charts, and lists, which show status and location of all City resources. |
| Checklist: | |
| Collect and organize resource status information in the EOC | |
| <ul style="list-style-type: none"> <input type="checkbox"/> Obtain a briefing from the Planning Section Chief. <input type="checkbox"/> Establish check-in function at incident locations. <input type="checkbox"/> Prepare and maintain the organization chart and resource allocation and deployment displays. <input type="checkbox"/> Assign personnel as needed to adequately staff the Resource Status Unit. <input type="checkbox"/> Establish contact with incident facilities by telephone or through the Communications Center, and begin maintenance of resource status. <input type="checkbox"/> Participate in Planning Section meetings as required by the Planning Section Chief. <input type="checkbox"/> Gather, post, and maintain incident resource status. <input type="checkbox"/> Gather, post and maintain resource status of transportation and support vehicles and Personnel. <input type="checkbox"/> Maintain master roster of all resources checked in at the incident. <input type="checkbox"/> Prepare Organization Assignment List and Organization Chart. <input type="checkbox"/> Provide resource summary information to Situation Unit as requested. <input type="checkbox"/> Maintain an Activity Log. <input type="checkbox"/> Be prepared to provide assistance to other jurisdictions. | |

PLANNING

DAMAGE ASSESSMENT

| | |
|--|--|
| Position: | |
| | |
| Organization: | Planning Section |
| Primary: | Community Development Department Staff |
| Alternate: | As assigned |
| Supervisor: | Planning Chief |
| Overview: | <ul style="list-style-type: none"> • Provides for an initial inspection of the entire City. • Prepares the damage assessment reports. • Collects and reports information to the Planning Section Chief. • Provides damage assessment teams as necessary. |
| Checklist: | |
| Collection, evaluation, dissemination, and use of information concerning damage assessment to the City. | |
| <ul style="list-style-type: none"> <input type="checkbox"/> Obtain a briefing from the Planning Section Chief. <input type="checkbox"/> Recall Building and Code Enforcement personnel to the extent deemed necessary. <input type="checkbox"/> Provide for an initial inspection of the entire City and report locations of damaged structures, utilities, roads, stoplights, and facilities. <input type="checkbox"/> Give special attention to special hazard areas such as City/government facilities, schools, utilities, and large occupied buildings. <input type="checkbox"/> Prepare the initial damage estimate of the City. <input type="checkbox"/> Collect, record and total the type and estimated value of damage. <input type="checkbox"/> Alert and activate structural inspection personnel. <input type="checkbox"/> Provide, as necessary, damage assessment teams to survey structures and areas after the disaster. <input type="checkbox"/> Provide, as necessary, assessment teams to inspect and mark hazardous structures and record damage. City damage records are utilized by Federal and State emergency loan and assistance agencies as a basis for assistance. <input type="checkbox"/> Inspect and post critically damaged structures for occupancy or condemnation. <input type="checkbox"/> Prepare a plan for utilization of building inspectors (additional inspectors may be obtained under mutual aid) to ensure proper deployment as well as a comprehensive coverage of the damaged area. <input type="checkbox"/> Coordinate with the Liaison Officer for utility damage assessments. <input type="checkbox"/> Coordinate with utilities (electric, water, and gas) for information on damage to private dwellings. <input type="checkbox"/> Maintain an Activity Log. | |

PLANNING

DOCUMENTATION

| | |
|---|--|
| Position: | |
| | |
| Organization: | Planning Section |
| Primary: | City Clerk |
| Alternate: | As assigned |
| Supervisor: | Planning Chief |
| Overview: | <ul style="list-style-type: none"> • Maintains and files all EOC messages. • Files, maintains, and stores all disaster documents. • Maintains the official history of the emergency/disaster. • Provides Activity Logs to users. |
| Checklist: | |
| <p>Maintain complete incident files and provide duplication services when requested.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtain a briefing from the Planning Section Chief. <input type="checkbox"/> Establish incident files. <input type="checkbox"/> Maintain a file on <u>all</u> EOC messages. <input type="checkbox"/> Establish duplication services and respond to requests. <input type="checkbox"/> Check accuracy of records. Correct errors by checking with the appropriate EOC person(s). <input type="checkbox"/> File, store, and maintain files for legal, analytical and historical purposes. <input type="checkbox"/> Establish Activity Log checkout and turn-in procedures and information requirements. <input type="checkbox"/> Brief the Planning Chief. <input type="checkbox"/> Be prepared to provide assistance to other jurisdictions. | |

PLANNING

VISUAL DISPLAY

| | |
|---|---|
| Position: | |
| | |
| Organization: | Planning Section |
| Primary: | City Clerk Department |
| Alternate: | As assigned |
| Supervisor: | Planning Chief |
| Overview: | <ul style="list-style-type: none"> • Posts and updates the information on the display boards in the EOC. |
| Checklist: | |
| <p>Post and update all pertinent information on the display boards in the EOC.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtain a briefing from the Planning Section Chief or Situation Unit Leader <input type="checkbox"/> Display situational and operational information in the EOC Operations Room using display boards, maps, and any other visual aids. <input type="checkbox"/> Display EOC organizational chart. <input type="checkbox"/> Establish a situation map. Current maps of the City may be obtained through the Community Development Department. <input type="checkbox"/> Receive all information from situation units. <input type="checkbox"/> Forward message forms to Documentation Unit after posting the needed information. <input type="checkbox"/> Ensure that postings are current. <input type="checkbox"/> Ensure that all display work is clear and concise. Legibility is critical. <input type="checkbox"/> Maintain an Activity Log and a record of all visual displays (photos, worksheets, etc.). | |

FINANCE SECTION SOP

FINANCE SECTION ORGANIZATION AND RESPONSIBILITIES

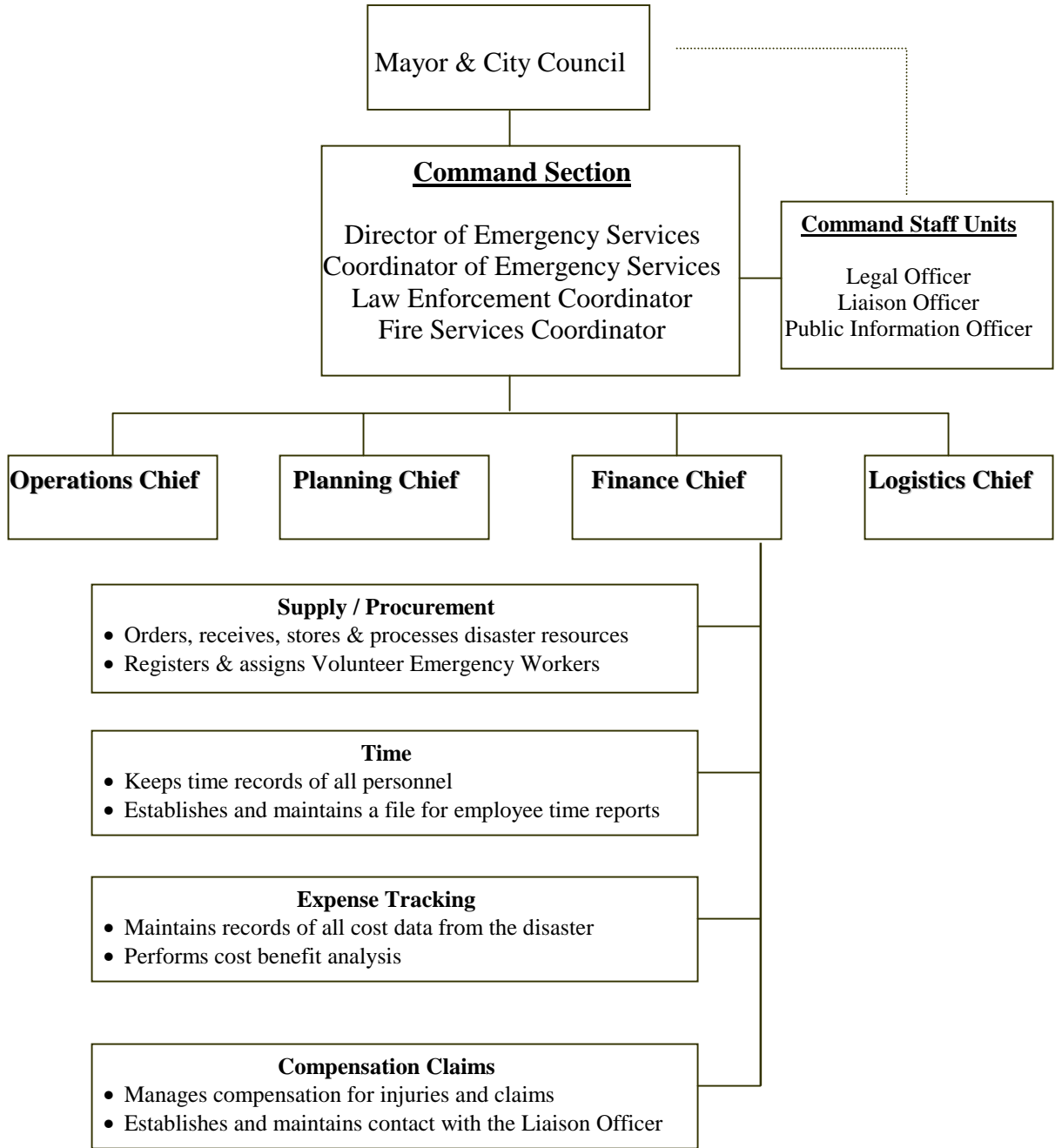
The Finance Section consists of those departments that have a primary responsibility of monitoring and analyzing all financial aspects of the emergency. The Finance Director manages the Finance Section.

The Finance Section is located in the EOC and is primarily responsible for:

- Keeping track of hours worked by all personnel.
- Managing compensation and claims arising out of the emergency.
- Keeping track of costs to the City associated with the emergency.
- Investigates accidents and files claims.

| <u>Functional Branches</u> | <u>Department/Agency</u> |
|-----------------------------------|---------------------------------|
| Supply / Procurement | As assigned |
| Time Unit | Payroll |
| Expense Tracking | Accounts Payable |
| Compensation/Claims | Administrative Assistant |

FINANCE SECTION – ORGANIZATION & SUMMARY RESPONSIBILITIES



FINANCE

CHIEF

| | |
|--|--|
| Position: | |
| | |
| Organization: | Command Section |
| Primary: | Finance Director |
| Alternate: | As assigned |
| Supervisor: | Director of Emergency Services |
| Overview: | <ul style="list-style-type: none">• Briefs and updates the Director of Emergency Services.• Coordinates with the Operations Section Chief.• Briefs the Finance Department EOC staff.• Supervises the Finance Section of the EOC.• Staffs the Disaster Assistance Center (DAC). |
| Checklist: | |
| <p style="text-align: center;">Coordinate all Finance Department activities. All financial and cost analysis aspects of the disaster/emergency and the supervision of members of the Finance Section.</p> <ul style="list-style-type: none"><input type="checkbox"/> Obtain briefing or preliminary survey of the emergency/disaster scene from the Director of Emergency Services.<input type="checkbox"/> Identify yourself as the Finance Chief.<input type="checkbox"/> Attend Command Section planning meetings to gather information on overall strategy.<input type="checkbox"/> Organize the Finance Section (assign and brief Unit Leaders).<ul style="list-style-type: none">○ Supply / Procurement Leader○ Time Unit Leader○ Cost Unit Leader○ Compensation/Claims Unit Leader<input type="checkbox"/> Check Finance Department personnel schedules and rosters.<input type="checkbox"/> Ascertain if all key Finance Department personnel or alternates are in the EOC or have been notified.<input type="checkbox"/> Make recommendations for cost savings to the Command Section.<input type="checkbox"/> Inform the Director of Emergency Services when the Finance Section is operational.<input type="checkbox"/> Coordinate with the Documents Unit for disaster recovery purposes.<input type="checkbox"/> Assess the impact of the disaster on the Finance Department operational capability.<input type="checkbox"/> Brief and update the Director of Emergency Services of all the Finance Department's disaster responsibilities including priorities, plans, development of a fire scene strategy and resources.<input type="checkbox"/> Maintain contact with agency(s) of financial matters.<input type="checkbox"/> Properly prepare and complete all financial obligation documents.<input type="checkbox"/> Brief the Finance Department staff.<input type="checkbox"/> Set Finance Department priorities based on the nature and severity of the disaster.<input type="checkbox"/> Review and expedite invoices, claims and applications for relief from vendors, victims, and mutual aid partners. | |

-
- Prepare applications and claims for Federal and State claims and assistance.
 - Staff the Disaster Assistance Center.
 - Provide, if necessary, in compliance with the State Economic Stabilization Plan, for price stabilization, rent stabilization, and consumer rationing.
 - Be prepared to provide assistance to other jurisdictions.
-

FINANCE

SUPPLY / PROCUREMENT

| | |
|--|---|
| Position: | |
| | |
| Organization: | Finance Section |
| Primary: | As assigned |
| Alternate: | As assigned |
| Supervisor: | Finance Chief |
| Overview: | <ul style="list-style-type: none"> • Order, receive, store, process, and allocate all disaster resources and supplies. • Registers and assigns all volunteer workers. |
| Checklist: | |
| <p>Order personnel, equipment and supplies. Receive and store all supplies for the disaster.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtain a briefing from the Finance Chief. <input type="checkbox"/> Participate in Finance Section planning. <input type="checkbox"/> Assign personnel as needed to adequately staff the Supply Unit. <input type="checkbox"/> Advise on resources available in the inventory. <input type="checkbox"/> Order, receive, store, and process all disaster-related resources and supplies. <input type="checkbox"/> Provide for the conservation, allocation, and distribution of food stocks. <input type="checkbox"/> Procure, allocate, and dispatch personnel and resources to staging areas. <input type="checkbox"/> Open purchase orders for providing emergency response equipment. <input type="checkbox"/> Stockpile, maintain, deploy, and reserve critical supplies and equipment. <input type="checkbox"/> Coordinate with other jurisdictions and private companies on sources of equipment and supply. <input type="checkbox"/> Alert procurement personnel, mutual aid partners, contractors, and emergency vendors of any possible needs. <input type="checkbox"/> Prepare and execute rental agreements. <input type="checkbox"/> Process administrative paper work associated with equipment rental and supply contracts. <input type="checkbox"/> Provide information to other Sections when necessary. <input type="checkbox"/> Maintain a personnel resources pool. <input type="checkbox"/> Recruit additional emergency workers. <input type="checkbox"/> Prepare a record of assignments to indicate deployment. <input type="checkbox"/> Maintain an Activity Log and other requisite documentation. | |

FINANCE

TIME UNIT

| | |
|---|---|
| Position: | |
| | |
| Organization: | Finance Section |
| Primary: | Payroll |
| Alternate: | As assigned |
| Supervisor: | Finance Chief |
| Overview: | <ul style="list-style-type: none"> • Keeps time records of all personnel. • Establishes and maintains a file for employee time reports. |
| Checklist: | |
| <p>Keep track of the hours worked by paid personnel, and the hours that certain equipment is used.</p> | |
| <ul style="list-style-type: none"> <input type="checkbox"/> Obtain briefing from the Finance Section Chief. <input type="checkbox"/> Establish and maintain a file for employee time reports. For each person it should include: <ul style="list-style-type: none"> <input type="checkbox"/> Correct identification <input type="checkbox"/> Specific pay provisions <input type="checkbox"/> Hours worked <input type="checkbox"/> Travel <input type="checkbox"/> Termination of involvement in the disaster <input type="checkbox"/> Establish and maintain a file for time reports of equipment that either needs regular maintenance or is rented. <input type="checkbox"/> Keep time records for each shift. <input type="checkbox"/> Close out individual time reports prior to incident departure. <input type="checkbox"/> Ensure all sections maintain proper supporting records and documentation to support claims. <input type="checkbox"/> Safeguard personal information. <input type="checkbox"/> Maintain an Activity Log. | |

FINANCE

EXPENSE TRACKING

| | |
|---|---|
| Position: | |
| | |
| Organization: | Finance Section |
| Primary: | Accounts Payable |
| Alternate: | As assigned |
| Supervisor: | Finance Chief |
| Overview: | <ul style="list-style-type: none"> • Obtains and records all cost data from the disaster. • Performs cost benefit analysis. • Provides cost estimates and cost saving recommendations. |
| Checklist: | |
| <p style="text-align: center;">Collect all cost data, perform cost effective analyses, and provide cost estimates and cost saving recommendations.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtain briefing from the Finance Section Chief. <input type="checkbox"/> Obtain and record all cost data. <input type="checkbox"/> Maintain a fiscal record of all expenditures related to the emergency or disaster. <input type="checkbox"/> Ensure all obligation documents initiated at the incident are properly prepared and accurately identified. <input type="checkbox"/> Maintain accurate information on the actual cost for the use of all assigned resources. <input type="checkbox"/> Ensure that all pieces of equipment and personnel, which require payment, are properly identified. <input type="checkbox"/> Ensure all Sections maintain proper supporting records and documentation to support claims. <input type="checkbox"/> Make recommendations for cost savings to the Finance Section Chief. <input type="checkbox"/> Prepare incident cost summaries as needed. <input type="checkbox"/> Maintain an Activity Log. | |

FINANCE

COMPENSATION CLAIMS

| | |
|---|--|
| Position: | |
| | |
| Organization: | Finance Section |
| Primary: | Administrative Assistant |
| Alternate: | As assigned |
| Supervisor: | Finance Chief |
| Overview: | <ul style="list-style-type: none"> • Manages compensation for injuries and claims arising out of the disaster. • Briefs and updates the Finance Chief. • Coordinates with the Operations Section Chief. |
| Checklist: | |
| <p>Manage compensation for Injuries and claims arising out of the disaster.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtain briefing from the Finance Section Chief. <input type="checkbox"/> Establish contact with the Liaison Officer (or agency representatives if no liaison are assigned). <input type="checkbox"/> Cause the investigation of all accidents and prepare all necessary claims. <input type="checkbox"/> Assign staff as needed. <input type="checkbox"/> Gather personnel casualty information from the Safety Officer. <input type="checkbox"/> Periodically review logs and forms by your Unit to ensure: <ul style="list-style-type: none"> ○ Completeness ○ Accuracy ○ Timeliness ○ Compliance with guiding documents. <input type="checkbox"/> Maintain an Activity Log <input type="checkbox"/> Keep Finance Section Chief briefed on unit activities. <input type="checkbox"/> Be prepared to provide assistance to other jurisdictions. | |

LOGISTICS SECTION

LOGISTICS SECTION ORGANIZATION AND RESPONSIBILITIES

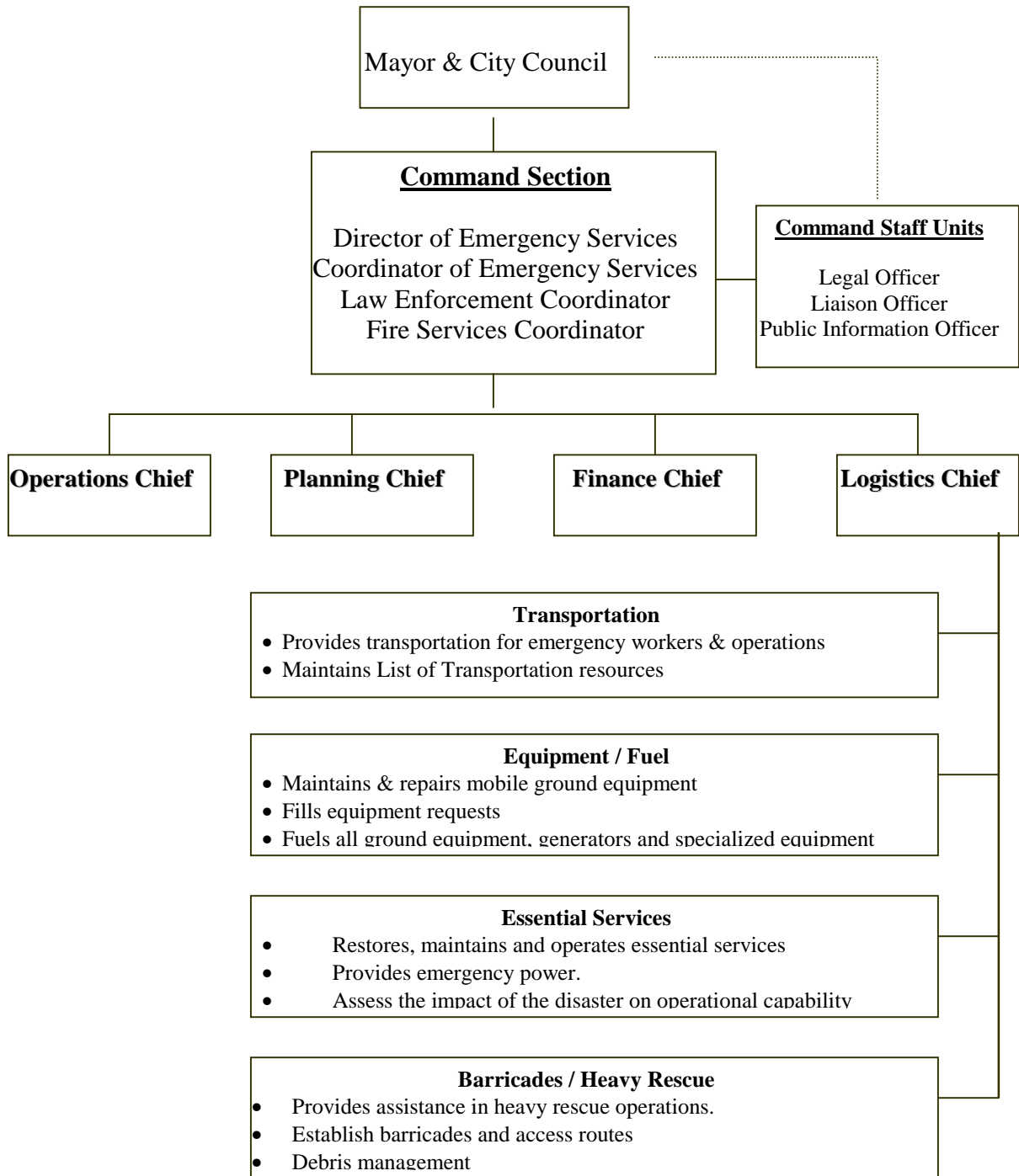
The Logistics Section consists of those departments that have a primary responsibility of supporting the emergency operations of the City. The Public Works Director manages the Logistics Section.

The Logistics Section is located in the EOC and is primarily responsible for:

- Restores, maintains and operates essential services (water supply, roads, sewer, vehicles and equipment)
- Provides emergency power.
- Assists Police Department in establishing barricades.
- Maintains equipment/fuel.
- Provides assistance in heavy rescue operations

| <u>Functional Branches</u> | <u>Department/Agency</u> |
|---------------------------------------|---------------------------------|
| Transportation Branch | Public Works |
| Essential Services | Public Works |
| Equipment/Fuel Unit | Public Works |
| Barricades / Heavy Equipment / Rescue | Public Works |
| Communications Branch | Public Works |

LOGISTICS SECTION – ORGANIZATION & SUMMARY RESPONSIBILITIES



LOGISTICS

CHIEF

| | |
|--|---|
| Position: | |
| | |
| Organization: | Command Section |
| Primary: | Public Works Supervisor |
| Alternate: | As assigned |
| Supervisor: | Director of Emergency Services |
| Overview: | <ul style="list-style-type: none">• Briefs and updates the Director of Emergency Services.• Manages the Logistics Section. |
| Checklist: | |
| <p>Manage those units responsible for manpower, equipment, facilities, and personnel needs in support of incident activities.</p> <ul style="list-style-type: none"><input type="checkbox"/> Obtain a briefing from the Director of Emergency Services.<input type="checkbox"/> Identify yourself as Logistics Section Chief.<input type="checkbox"/> Check staff personnel schedules and rosters.<input type="checkbox"/> Brief and update the Director of Emergency Services of all resources and support concerns caused by the disaster, including priorities and plans.<input type="checkbox"/> Coordinate support operations with the Operations Section Chief to provide for facilities, services and materials in support of the Operations Section. Advise on current service and support capabilities.<input type="checkbox"/> Coordinate and process requests for resources.<input type="checkbox"/> Organize and manage the Logistics Section in the EOC (assign and brief Branch/Unit Leaders):<ul style="list-style-type: none">○ Transportation○ Essential Services○ Equipment and Fuel○ Barricades / Heavy Rescue Operations<input type="checkbox"/> Make logistical arrangements to use other resource groups and resources outside of heavily damaged areas.<input type="checkbox"/> Establish liaison with private heavy equipment operations for assistance as needed.<input type="checkbox"/> Obtain, reproduce, and disseminate updated resource inventories and other information to other Sections when necessary.<input type="checkbox"/> Maintain an Activity Log and other requisite documentation. | |

LOGISTICS

TRANSPORTATION

| | |
|---|--|
| Position: | |
| | |
| Organization: | Logistics Section |
| Primary: | Public Works Staff |
| Alternate: | As assigned |
| Supervisor: | Logistics Chief |
| Overview: | <ul style="list-style-type: none"> • Provide transportation for workers. • Provide transportation for dependents of workers, when necessary. • Maintain a list of transportation sources. |
| Checklist: | |
| <p style="text-align: center;">Provide vehicles to move resources to and from the EOC, to and from the incident scene(s), and for evacuation.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtain a briefing from the Logistics Chief. <input type="checkbox"/> Provide and maintain an inventory of transport vehicles: <ul style="list-style-type: none"> ○ Material Handling Equipment ○ Trucks ○ Passenger Vehicles <input type="checkbox"/> Establish staging areas for vehicles. <input type="checkbox"/> Coordinate with the Equipment/Fuel Unit for mobile refueling capabilities. <input type="checkbox"/> Provide transportation to emergency workers. <input type="checkbox"/> Provide transportation of dependents and families of emergency workers when requested by the Dependent Care Officer. <input type="checkbox"/> Provide transportation for evacuation when requested by the Operations Section. <input type="checkbox"/> Alert managers and transportation officials and coordinate their readiness activities. <input type="checkbox"/> Maintain documentation of personnel and equipment used during the disaster. <input type="checkbox"/> Maintain an Activity Log and other requisite documentation. | |

LOGISTICS

EQUIPMENT / FUEL

| | |
|---|--|
| Position: | |
| | |
| Organization: | Logistics Section |
| Primary: | Public Works |
| Alternate: | As assigned |
| Supervisor: | Logistics Chief |
| Overview: | <ul style="list-style-type: none"> • Maintains and repairs all mobile ground equipment. • Fills requests for equipment. • Fuels all mobile ground equipment, generators, and specialized equipment. |
| Checklist: | |
| <p style="text-align: center;">Maintain, repair, and refuel all mobile equipment, generators, and specialized equipment.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtain a briefing from the Logistics Section Chief. <input type="checkbox"/> Provide maintenance and repair of primary tactical equipment, vehicle and mobile ground equipment. <input type="checkbox"/> Provide fuel for all mobile equipment, generators, and specialized equipment. <input type="checkbox"/> Coordinate with the Transportation Unit for maintenance and refueling of their resource. <input type="checkbox"/> Maintain a list of specialized equipment. <input type="checkbox"/> Receive requests for specialized equipment and assign as available. <input type="checkbox"/> Maintain required records and documentation of personnel and equipment used during the disaster. <input type="checkbox"/> Forward all financial documents to the Costs Unit of the Finance Section. <input type="checkbox"/> Establish feeding schedule. <input type="checkbox"/> Maintain an Activity Log and other requisite documentation. | |

LOGISTICS

ESSENTIAL SERVICES

| | |
|--|--|
| Position: | |
| | |
| Organization: | Logistics Section |
| Primary: | Public Works |
| Alternate: | As assigned |
| Supervisor: | Logistics Chief |
| Overview: | <ul style="list-style-type: none"> • Restores, maintains and operates essential services • Provides emergency power. • Assess the impact of the disaster on operational capability. |
| Checklist: | |
| Restores, maintains and operates essential services. | |
| <ul style="list-style-type: none"> <input type="checkbox"/> Obtain a briefing from the Logistics Section Chief. <input type="checkbox"/> Keep the Logistics Chief abreast of what resources are presently committed and what resources are still available. <input type="checkbox"/> Inventory or coordinate with special districts the status of: <ul style="list-style-type: none"> ○ Water System Electrical and Communications ○ Storm and Flood Control Systems ○ Transportation ○ Structures <input type="checkbox"/> Establish a priority list for re-establishing utility services and beginning necessary repairs. <input type="checkbox"/> Ensure an adequate supply of water for fire fighting operations. Check with Fire for priorities. <input type="checkbox"/> Provide emergency water. Coordinate with special districts and the private sector for bottled water, sport beverages, etc. <input type="checkbox"/> Provide emergency power required for operations. <input type="checkbox"/> Mobilize public utility and private contract repair crews. <input type="checkbox"/> Construct emergency facilities as required. <input type="checkbox"/> Maintain Activity Log and other required records and documentation of personnel and equipment used during the disaster. <input type="checkbox"/> Be prepared to provide assistance to other jurisdictions. | |

LOGISTICS

BARRICADES / HEAVY RESCUE

| | |
|--|--|
| Position: | |
| | |
| Organization: | Logistics Section |
| Primary: | Public Works |
| Alternate: | As assigned |
| Supervisor: | Logistics Chief |
| Overview: | <ul style="list-style-type: none"> • Provides assistance in heavy rescue operations. • Establish barricades and access routes • Debris management |
| Checklist: | |
| <p style="text-align: center;">Establish barricades, access routes, detours and dispose of debris that hampers emergency response.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtain a briefing from the Logistics Section Chief. <input type="checkbox"/> Provide updated information on road availability and closures to the Logistics Chief. <input type="checkbox"/> Provide teams of personnel with equipment to accomplish heavy rescue, assist in light rescue and other operations as required. Coordinate with Police and Fire. <input type="checkbox"/> Construct emergency detours and access roads. <input type="checkbox"/> Assist the Police in establishing barricades and access routes to and from affected areas. <input type="checkbox"/> Forward all financial documents to the Finance Section. <input type="checkbox"/> Remove, haul and dispose of debris that hampers emergency response. <input type="checkbox"/> Arrange for the distribution and installation of chemical toilets as needed. <input type="checkbox"/> Maintain Activity Log and other required records and documentation of personnel and equipment used during the disaster. <input type="checkbox"/> Be prepared to provide assistance to other jurisdictions. | |