

# **City of Pomona**

# **Emergency Operations Plan**

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**July 18, 2011**

City Disclaimer: This emergency operations plan is written in compliance with California's Standardized Emergency Management System and the National Incident Management System. The plan is developed with a multi-hazard perspective to make it applicable to the widest range of emergencies and disasters, both natural and human caused. However, Incident Commanders and Emergency Operations Center Directors retain the flexibility to modify procedures and/or organization structure as necessary to accomplish the emergency/disaster response and recovery missions in the context of a particular hazard scenario.



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## **Part One, Section One**

### **Foreword (CW-#1)**

#### **General**

This Emergency Operations Plan (EOP) addresses the City of Pomona's planned response to emergency/disaster situations associated with natural disasters, technological incidents and national security emergencies. The plan does not address day-to-day emergencies or the well-established and routine procedures used in coping with such emergencies. Instead, the operational concepts reflected in this plan focus on large-scale events.

This plan is a preparedness document—designed to be read, understood and exercised prior to an emergency/disaster. The plan incorporates the concepts and principles of the California Standardized Emergency Management System (SEMS), National Incident Management System (NIMS) and the Incident Command System (ICS) into the emergency operations of the City of City of Pomona. This plan is flexible enough to use in all emergencies and will facilitate response and short-term recovery activities. **(CW-#1)**

This plan provides basic planning information. City departments must prepare standard operating procedures (SOPs) and, in most cases, more detailed checklists that will describe their internal operations under emergency/disaster conditions.

#### **Assumptions**

- The City of City of Pomona is hereafter referred to as the "City" in this plan unless otherwise noted.
- The City is responsible for emergency/disaster actions and will commit all available resources to save lives, minimize injury to persons, minimize damage to property and preserve the environment.
- The City will utilize SEMS and NIMS in emergency/disaster response operations.
- The City will use the Incident Command System (ICS) and the Multi-agency Coordination System (MACS) at all incidents and events.
- As specified in the City's Emergency Services Ordinance, the City Manager is named the Director of Emergency Services and will coordinate the City's disaster response. The City will participate in the Los Angeles County Operational Area.
- The Los Angeles County Operational Area is hereafter referred to as the "Operational Area" in this plan unless otherwise noted.
- Mutual aid assistance will be requested when disaster response and relief requirements exceed the City's ability to meet them.

#### **Emergency/Disaster Management Goals**

- Provide effective life safety measures and reduce property loss.
- Provide for the rapid resumption of community services.
- Provide accurate documentation required for cost recovery efforts.

### **Organization of the Emergency Operations Plan (EOP)**

- **Part One – Basic Plan.** Overall organizational and operational concepts of response and recovery, overview of potential hazards and a description of the emergency/disaster response organization.
- **Part Two – EOC Appendices and Annexes**
  - Checklists for each function/position.
  - Supporting documents follow each functional sectional checklist.
  - Appendices
    - Appendix A (Restricted Use) – public safety sensitive information, i.e., emergency and city-specific information including telephone numbers...Will not be published with Emergency Operations Plan.
    - Appendix B – City Code and California Government Code relating to Emergency Services.
- **Part Three - Forms**
- **Part Four – Acronyms and Glossary**

### **Activation of the Emergency Operations Plan (EOP)**

- On the order of the Director of Emergency Services or other designated authority.
- When the Governor has proclaimed a State of Emergency in an area including this jurisdiction.
- Automatically on the proclamation of a State of War Emergency as defined in California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code).
- A Presidential declaration of a National Emergency.
- Automatically on receipt of an attack warning or the observation of a nuclear detonation.

### **Approval and Promulgation of the Emergency Operations Plan (EOP)**

This Emergency Operations Plan (EOP) will be reviewed by all departments/agencies assigned a primary function in the City Emergency/Disaster Responsibilities Matrix (**see Section Eight, Chart 2**). Upon completion of review and written concurrence by these departments/agencies, the EOP will be submitted to the California Emergency Management Agency (CalEMA), Southern Region, for review and then to the City Council for adoption. Upon concurrence by the City Council, the plan will be officially adopted and promulgated.

### **Maintenance of the Emergency Operations Plan (EOP) (CW-#36)**

The EOP will be reviewed regularly to ensure that plan elements are valid and current. Each organization will review and upgrade its portion of the EOP and its standard operating procedures (SOPs) as required by SEMS and NIMS regulations. Changes in government structure and emergency response organizations will also be considered in the EOP revisions. The City's Risk Manager is responsible for making revisions to the EOP and will prepare, coordinate, publish and distribute any necessary changes to the

plan to all City departments and other agencies as shown on the distribution list on page 4 of this EOP.

The City's Risk Manager will also review documents that provide the legal basis for emergency planning to ensure conformance to SEMS/NIMS requirements and modify the EOP as necessary.



**Department/Agency Plan Concurrence (CW-#2)**

<b>Department/Agency</b>	<b>Signature of Representative</b>	<b>Title</b>	<b>Date</b>
Director of Emergency Services (City Manager)			
City Attorney Office			
City Clerk			
Community Development/ Planning			
Community Services			
Finance Department			
Human Resources/ Risk Management			
Information Technology			
Police Department			
Public Works Department			
Redevelopment Agency			

Adoption Date: \_\_\_\_\_

### **Letter of Promulgation (CW-#3)**

TO: Officials, Employees and Citizens of City of Pomona

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

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

The objective of this plan is to incorporate and coordinate all the facilities and personnel of the City into an efficient organization capable of responding to any emergency.

This Emergency Operations Plan is an extension of the California Emergency Plan. It will be reviewed and exercised periodically and revised as necessary to meet changing conditions.

The City Council gives its full support to this plan and urges all officials, employees and citizens, individually and collectively, to do their share in the total emergency effort of the City.

Concurrence of this promulgation letter constitutes the adoption of the Standardized Emergency Management System, the National Incident Management System and the Incident Command System by the City. This EOP will become effective on adoption by the City Council.

\_\_\_\_\_  
Mayor  
City of Pomona

Plan Distribution List (CW-#36)

Departments/Agencies receiving  
Copies of the Emergency Operations Plan (EOP):

No. of Copies:

CalEMA (previously OES), Southern Region	1
Area D DMAC (CD Rom version)	CD
City Emergency Operations Center	5
Mayor/City Council	7
Director of Emergency Services (City Manager)	1
City Attorney	1
City Clerk	1
Community Development/Planning	1
Community Services	1
Finance	1
Human Resources/Risk Management	1
Information Technology	1
Police Department	1
Public Works	1
Redevelopment Agency	1

### Plan Record of Revisions (CW-#36)

Date	Section	Page Numbers	Entered By

## **Part One, Section Two**

### **General**

#### **Purpose (CW-#5)**

The Basic Plan addresses the City's planned response to natural or human-caused disasters. It provides an overview of operational concepts, identifies components of the City's emergency/disaster management organization within the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). It describes the overall responsibilities of the federal, state and county entities and the City for protecting life and property and assuring the overall well-being of the population.

#### **Scope (CW-#6)**

This Emergency Operations Plan (EOP):

- Defines the scope of preparedness and incident management activities.
- Describes the organizational structures, roles and responsibilities, policies and protocols for providing emergency support.
- Facilitates response and short-term recovery activities.
- Is flexible enough for use in all emergencies/disasters.
- Describes the purpose, situation and assumptions, concept of operations, organization and assignment of responsibilities, administration and logistics, plan development and maintenance and authorities and references.
- Pre-designates jurisdictional and/or functional area representatives to the Incident Command, Unified Command and the Emergency Operations Center (EOC) whenever possible to facilitate responsive and collaborative incident management.
- Includes pre-incident and post-incident public awareness, education and communications plans and protocols.

#### **Preparedness Elements**

The City will place emphasis on:

- Emergency/disaster planning.
- Training of full-time, auxiliary and reserve personnel and volunteers.
- Public awareness and education.
- Identifying the resources needed to cope with emergency/disaster response.

Emphasis will also be placed on prevention and mitigation measures to reduce losses from disasters, as detailed in the City's Local Hazard Mitigation Plan.

#### **Concept of Operations (CW-#19)**

Operations involve a full spectrum of response activities, from a minor incident, to a major earthquake, to a nuclear detonation. There are a number of similarities in operational concepts for responding to natural and man-made disasters. Some emergencies/disasters will be preceded by a build-up or warning period, providing sufficient time to warn the population and implement mitigation measures designed to

reduce loss of life and property damage. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the emergency/disaster operations plan and commitment of resources. All agencies must be prepared to respond promptly and effectively to any emergency/disaster, including the provision and utilization of mutual aid (**see Part One, Section Eleven - Mutual Aid**).

Emergency/disaster management activities are often associated with the five emergency management phases indicated below. However, not every disaster necessarily includes all indicated phases.

### **Prevention Phase**

Following the addition of a fifth phase of emergency management as outlined in the National Fire Protection Association (NFPA) Standard 1600, communities need to evaluate the potential for preventing damage and life impacts from disasters. An example of prevention would be to avoid building on a flood plain as opposed to elevating homes built on the same flood plain. Prevention strategies will vary based upon risk assessments within a community.

### **Mitigation Phase**

Mitigation efforts occur both before and following disaster events. Post-disaster mitigation is part of the recovery process. Eliminating or reducing the impact of hazards which exist within the City and are a threat to life and property are part of the mitigation efforts.

Mitigation tools include:

- City's Local Hazard Mitigation Plan, dated November 1, 2004.
- Local ordinances and statutes (zoning ordinance, building codes and enforcement, etc.).
- Structural measures.
- Tax levee or abatements.
- Public information and community relations.
- Land use planning.
- Professional training.

### **Preparedness Phase**

The preparedness phase involves activities taken in advance of an emergency/disaster. These activities help develop operational capabilities for disaster response. These actions might include mitigation activities, emergency/disaster planning, training, exercises and public education. The agencies and departments identified in this plan as having either a primary or support mission relative to response and recovery should prepare standard operating procedures (SOPs) and checklists detailing personnel assignments, policies, notification rosters and resource lists. Personnel should be acquainted with these SOPs and checklists through periodic training in the activation and use of procedures. **(CW-#37)**

### **Day to Day**

The preparedness phase involves activities undertaken in advance of an emergency. Disaster plans are developed and revised to guide disaster response and increase available resources.

Planning activities include:

- Developing hazard analyses.
- Writing mutual aid plans.
- Developing standard operating procedures (SOPs) and checklists.
- Training personnel and volunteers.
- Improving public information and communications systems.
- Developing systems for logistical support and financial accountability, i.e. disaster accounting system, pre-approved disaster contacts, vendor lists.
- Develop and implement a plan for photo documentation of pre-disaster condition of public buildings and infrastructure.

### **Increased Readiness**

Increased readiness actions will be initiated by the receipt of a warning or the observation that an emergency/disaster situation is imminent or likely to occur soon.

Actions to be accomplished include, but are not necessarily limited to:

- Review and update emergency/disaster plans, standard operating procedures (SOPs) and resources listings.
- Review emergency purchasing agreements and contractor/vendor lists.
- Review disaster cost accounting procedures.
- Review plans for photographic documentation of disaster damages.
- Disseminate accurate and timely public information.
- Accelerate training of all staff and volunteers.
- Recruit volunteers as Disaster Services Workers.
- Prepare resources for possible mobilization.
- Test warning and communications systems.

### **Response Phase**

#### **Pre-Emergency/Disaster**

When a disaster is inevitable, actions are precautionary and emphasize protection of life. Typical responses might be:

- Evacuation of threatened populations to safe areas.
- Advising threatened populations of the emergency/disaster and notifying them of safety measures to be implemented.
- Advising the Operational Area of the emergency/disaster.
- Identifying the need for and requesting mutual aid.
- Consider activation of the City EOC.
- Consider Proclamation of a Local Emergency by local authorities.

### **Emergency/Disaster Response**

During this phase, emphasis is placed on saving lives and property, control of the situation and minimizing effects of the disaster. Immediate response is accomplished within the affected area by local government, the private sector and volunteer agencies.

One of the following conditions will apply to the City during this phase:

- The City is either minimally impacted or not impacted at all, and is requested to provide mutual aid.
- The situation can be controlled without mutual aid assistance from outside the City.
- The situation requires mutual aid from outside the City.

The emergency/disaster management organization will give priority to the following operations:

- Dissemination of accurate and timely information and warning to the public.
- Situation analysis.
- Resource allocation and tracking.
- Evacuation and rescue operations.
- Medical care operations.
- Coroner operations.
- Care and shelter operations.
- Perimeter and access control.
- Public health operations.
- Photographic documentation of all disaster damage to public property.
- Restoration of vital services and utilities.

When local resources are committed or are anticipated to be fully committed and additional resources are required, requests for mutual aid will be initiated through the Operational Area. Fire and law enforcement agencies will request or render mutual aid directly through existing mutual aid channels

Depending on the severity of the emergency/disaster, the local Emergency Operations Center (EOC) may be activated and a Local Emergency may be proclaimed. If a Local Emergency is proclaimed, the EOC must be activated. **See Part One, Section Ten - Emergency Proclamation Process and Part Two, Management Section Annex, Supporting Documents for proclamation and declaration process and forms.**

### **Sustained Disaster Operations**

In addition to continuing life and property protection operations, mass care, relocation, registration of displaced persons and damage assessment operations will be continued until conditions are stabilized.

### **Recovery Phase (CW-#29)**

Recovery is both short-term activity intended to return critical systems to operation and long-term activity designed to return life to normal in the community.



The City will provide local government leadership in developing economic recovery plans, mitigation plans and local legislative strategies necessary to promote recovery. City departments will review impacts on programs, and the City will aggressively pursue state and federal assistance for local recovery.

Outside agencies and nongovernmental organizations will provide some short-term assistance to disaster victims. Local Assistance Centers (LACs) or telephone call centers may also be established, providing a "one-stop" service to begin the process of receiving federal, state and local recovery assistance for the community.

The recovery period has major objectives which may overlap, including:

- Bring families back together.
- Restore government and community services.
- Rebuild damaged property.
- Identify and mitigate hazards caused by the disaster.
- Recover disaster costs associated with response and recovery efforts.

The following recovery issues are addressed in the Recovery Operations, Section 13: **(CW #-30, #31, #32, #33 and #34)**

- The recovery organization.
- The recovery damage assessment organization and responsibilities.
- Recovery documentation procedures.
- Recovery After-Action Reports.
- Recovery Disaster Assistance (programs, purpose, restrictions and application process).

### **Hazard Identification and Analysis (CW-#8)**

The City's Local Hazard Mitigation Plan shows the City is at risk from certain types of hazards. For further information see the City's Hazard Mitigation Plan (November 1, 2004) and the Safety Element in the City's General Plan, (1976). These hazards are identified in Part One, Section Six - Threat Summary, which also provides general and specific information on their possible impact on the jurisdiction.

### **Public Awareness and Education (CW-#28)**

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

Pre-disaster awareness and education programs must be viewed as equal in importance to all other preparations for emergencies and receive an adequate level of planning. These programs must be coordinated among local, state and federal officials to ensure their contribution to emergency preparedness and response operations.

Emergency Public Information procedures are addressed in **Part Two, Management Section Annex, Supporting Documents.**

**ADA Considerations for Local Government (CW-#16)**

Emergency preparedness and response programs must be made accessible to people with disabilities and is required by the Americans with Disabilities Act of 1990 (ADA). Disabilities include but are not limited to mobility, vision, hearing, cognitive disorders, mental illnesses and language barriers.

Included in the City's planning efforts for those with disabilities are:

- Notification and warning procedures.
- Evacuation considerations.
- Emergency transportation issues.
- Sheltering requirements.
- Accessibility to medications, refrigeration and back-up power.
- Accessibility for mobility devices or service animals while in transit or at shelters.
- Accessibility to emergency information.

**Refer to Part Two, Operations Section Annex, Supporting Documents for additional issues.**

**Disaster Animal Care Considerations for Local Government**

The PETS Act (Pets Evacuation and Transportation Standards Act of 2006) directs that state and local emergency preparedness plans address the needs of people with pets and service animals after a major disaster, including the rescue, care and sheltering of animals. An annex addressing these needs will be developed and incorporated into this plan when State guidance is provided to the City.

**Training and Exercises (CW-#38)**

The City's Emergency/Disaster Management Organization will conduct regular training and exercising of city staff in the use of this plan and other specific training as required for compliance with both SEMS and NIMS. The Risk Manager who works for the Human Resources Department, is responsible for coordinating, scheduling and documenting training, exercises and After-Action and Corrective Action Reports.

The objective is to train and educate public officials, emergency/disaster response personnel and volunteers. Both training and exercises are important components to prepare personnel for managing disaster operations.

Training includes classroom instruction and drills. All staff who may participate in emergency response in the EOC, in department operating centers (DOCs) or at the field level must receive appropriate SEMS/NIMS/ICS training. Refer to California Emergency Management Agency (CalEMA) (previously OES) Training Matrix for specific SEMS/NIMS/ICS classes and target audiences ([www.calema.ca.gov](http://www.calema.ca.gov)).

Regular exercises are necessary to maintain the readiness of operational procedures. Exercises provide personnel with an opportunity to become thoroughly familiar with the procedures, facilities and systems which will be used in a disaster. Annual exercises are required by both SEMS and NIMS. There are several forms of exercises:

- **Tabletop exercises** provide a convenient and low-cost method designed to evaluate policies, plans and procedures and resolve coordination and responsibility issues. Such exercises are a good way to test the effectiveness of policies and procedures.
- **Functional exercises** usually take place in the EOC and simulate an emergency in the most realistic manner possible, without field activities. They are used to test or evaluate the capabilities of one or more functions, such as communications, public information or overall city response.
- **Full-scale exercises** simulate an actual emergency, typically involving personnel in both the field and EOC levels and are designed to evaluate operational capabilities.

After an exercise or actual event, After Action and Corrective Action Reports must be written and submitted to the Operational Area within ninety days.

The City is currently developing a training program that provides periodic exercises for EOC and field personnel under SEMS/NIMS.

### **Alerting and Warning**

Warning is the process of alerting government agencies and the general public to the threat of imminent danger. Depending on the nature of the threat and the population groups at risk, warnings can originate at any level of government.

Success in saving lives and property depends on the timely dissemination of warning and emergency information to persons in threatened areas. Local government is responsible for warning the populace of the jurisdiction. The City will utilize various modes to alert and warn the community. **See Part Two, Operations Section Annex, Supporting Documents for additional information on alerting and warning systems and information.**

**Part One, Section Three**  
**Standardized Emergency Management System**  
**(SEMS) (CW-#10 & #21)**

**General**

The Standardized Emergency Management System has been adopted by the City for managing response to multi-agency and multi-jurisdiction emergencies and to facilitate communications and coordination between all levels of the system and among all responding agencies.

SEMS (Government Code Section 8607(a)) incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement and existing mutual aid systems, the Operational Area Concept and multi-agency or inter-agency coordination.

The National Incident Management System (NIMS) was adopted by the State of California and is integrated into the existing SEMS. NIMS is further discussed in **Part One, Section Four**.

SEMS consists of five organizational levels: field response, local government, operational area, regional and state.

**Field Response Level**

The field response level is where emergency response personnel and resources carry out tactical activities. SEMS and NIMS regulations require the use of the Incident Command System (ICS) at the field response level of an incident. The ICS field functions are: command, operations, planning/intelligence, logistics and finance/administration.

Requests for any resources or support that cannot be obtained at the field level are sent to the City EOC.

**Local Government Level**

Local governments include cities, counties and special districts. Local governments manage and coordinate the overall emergency/disaster response and recovery activities in their jurisdictional emergency operations center (EOC). Local governments are required to use SEMS when their EOC is activated or a local emergency is proclaimed in order to be eligible for state funding of response-related personnel costs. Local governments shall provide the following functions in the EOC: management, operations, planning/intelligence, logistics and finance/ administration.

The City EOC will submit all requests for resources that cannot be obtained through local sources, along with other pertinent disaster information, to the Operational Area.

Local jurisdictions are responsible for overall direction of personnel and equipment provided for emergency/disaster operations through mutual aid (Government Code

Section 8618). The City requests all mutual aid (except fire and law) through the Operational Area. Fire and law mutual aid is coordinated through the designated Regional Fire and Law Coordinators.

All local governments are responsible for coordinating with the field response level, other local governments and the operational area. Local governments are also responsible for providing mutual aid within their capabilities.

### **SEMS Requirements for Local Governments**

The City will comply with SEMS regulations in order to be eligible for state funding of response-related personnel costs and will:

- 1) Use SEMS when
  - A local emergency is proclaimed, or
  - The local government EOC is activated.
- 2) Establish coordination and communications with Incident Commanders either
  - Through department operations centers (DOCs) to the EOC, when activated, or
  - Directly to the EOC, when activated.
- 3) Use existing mutual aid systems for coordinating fire and law enforcement resources.
- 4) Establish coordination and communications between the City EOC and any state or local emergency response agency having jurisdiction at an incident within the City.
- 5) Use multi-agency or inter-agency coordination to facilitate decisions for overall local government level disaster/emergency response activities.

### **City Responsibilities under SEMS/NIMS**

The integration of SEMS/NIMS will be a cooperative effort of all departments and agencies within the City that have a disaster/emergency response role. The Risk Manager is the Point of Contact for SEMS/NIMS compliance for the City with responsibilities for:

- Communicating information within the City on SEMS/NIMS requirements and guidelines.
- Coordinating SEMS/NIMS compliance among departments and agencies.
- Incorporating SEMS /NIMS into the City's procedures.
- Incorporating SEMS/NIMS into the City's emergency ordinances, agreements, memorandum of understandings, etc.
- Identification of special districts that operate or provide services within the City. The disaster/emergency role of these special districts should be determined and provisions made for coordination during emergencies.
- Identification of local volunteer and private agencies that have a disaster/emergency response role. Contacts should be made to develop arrangements for coordination in emergencies.

### **Operational Area (Los Angeles County Operational Area)**

Under SEMS, the operational area is defined in the California Emergency Services Act

as the intermediate level of the state's emergency services organization, consisting of a county and all political subdivisions within the county area. Political subdivisions include cities, counties and special districts. The operational area is responsible for:

- Coordinating information, resources and priorities among local governments within the operational area.
- Coordinating information, resources and priorities between the regional level and the local government level.
- Using multi-agency or inter-agency coordination to facilitate decisions for overall operational area level emergency response activities.

In compliance with SEMS regulations, on July 5, 1995, the Los Angeles County Board of Supervisors adopted a formal resolution establishing the Los Angeles County Operational Area, which includes the City. An Operational Area Advisory Board was formed which meets quarterly. The cities within Los Angeles County are represented on this Board by the Disaster Management Area Coordinators (DMACs). Los Angeles County Office of Emergency Management (OEM) is the coordinating agency for the Operational Area.

When the Operational Area EOC is activated, the Sheriff of Los Angeles County, designated by County Ordinance, is the Operational Area Coordinator and has the overall responsibility for coordinating and supporting emergency/disaster operations within the County. The Operational Area is the focal point for information sharing and resource requests by cities. The Operational Area submits all requests for resources that cannot be obtained within the County, and other relevant information, to CalEMA (previously OES) Southern Region.

The Los Angeles County EOC will fulfill the role of the Operational Area EOC. Activation of the Operational Area EOC during a State of Emergency or a Local Emergency is required by SEMS regulations under the following conditions:

- 1) A local government within the operational area has activated its EOC and requested activation of the operational area EOC to support their emergency operations.
- 2) Two or more cities within the operational area have proclaimed a local emergency.
- 3) The county and one or more cities have proclaimed a local emergency.
- 4) A city or the county has requested a governor's proclamation of a state of emergency, as defined in the Government Code Section 8558(b).
- 5) A state of emergency is proclaimed by the governor for the county or two or more cities within the operational area.
- 6) The operational area requests or receives resources from outside its boundaries. This does not include resources used in normal day-to-day operations which are obtained through existing mutual aid agreements.

## **Regional**

Because of its size and geography, the state has been divided into six mutual aid regions and three administrative regions. Los Angeles County is within CalEMA (previously OES) Mutual Aid Region I and the CalEMA Southern Administrative Region, which includes eleven counties. The primary mission of the Southern Region's emergency management organization is to support all the operational areas' response and recovery operations and to coordinate non-law and non-fire mutual aid regional response and recovery operations through the Regional EOC (REOC). **Refer to CalEMA (previously OES) Administrative and Mutual Aid Regions, Chart 3, in Part One, Section Eleven - Mutual Aid.**

Emergency management within the State of California is overseen and directed by the California Emergency Management Agency (CalEMA) (previously OES).

## **State**

The state level of SEMS manages state resources in response to the emergency/disaster needs of the other levels and coordinates mutual aid among the six mutual aid regions and between the three administrative regions and state level. The state level also serves as the coordination and communication link between the state and the federal disaster response system.

### **California Emergency Functions (CA-EFs)**

The California Emergency Functions (CA-EFs), while similar to the federal Emergency Support Functions (ESFs), are established to augment state operations during all phases of emergency management, using the resource of state agencies, departments and stakeholders from the public and private sector. The CA-EFs are a source for discipline-specific and subject matter expertise that can be used during an emergency response at any level of SEMS. **See Chart 2 – California Emergency Functions (dated July, 2009 – California Emergency Plan)**

Local governments and operational areas (OAs) are not required to implement the CA-EF concept unless they choose to do so. Instead, they should organize consistent with local resources and established SEMS regulations and guidelines.

## **Federal**

### **U.S. Department of Homeland Security (DHS)**

The Homeland Security Act of 2002 established the Department of Homeland Security (DHS) to:

- Secure the United States from terrorist threats or attacks.
- Reduce the vulnerability of the United States to terrorism, natural disasters and other emergencies.
- Minimize the damage and assist in the recovery from terrorist attacks, natural disasters and other emergencies.

**Federal Emergency Management Agency (FEMA)**

The Federal Emergency Management Agency (FEMA) serves as the main federal government contact during disasters and national security emergencies. In a disaster, different federal agencies may be involved in the response and recovery operations. Federal disaster assistance is organized under the concept of the Emergency Support Functions (ESFs) as defined in the National Response Framework. All contact with FEMA and other federal agencies must be made through the Operational Area during the response phase. During the recovery phase, there may be direct city contact with FEMA and other federal agencies.

**Emergency Support Functions**

The federal government organized much of its resources and capabilities under 15 Emergency Support Functions (ESFs) as described in the National Response Framework (NRF). When the federal government deploys its ESF to assist in an emergency, it provides the greatest possible access to federal department and agency resources regardless of which organization has those resources.

**See Chart 1 – California Emergency Functions.**

**See Chart 1 – SEMS/NIMS Communications and Coordination.**



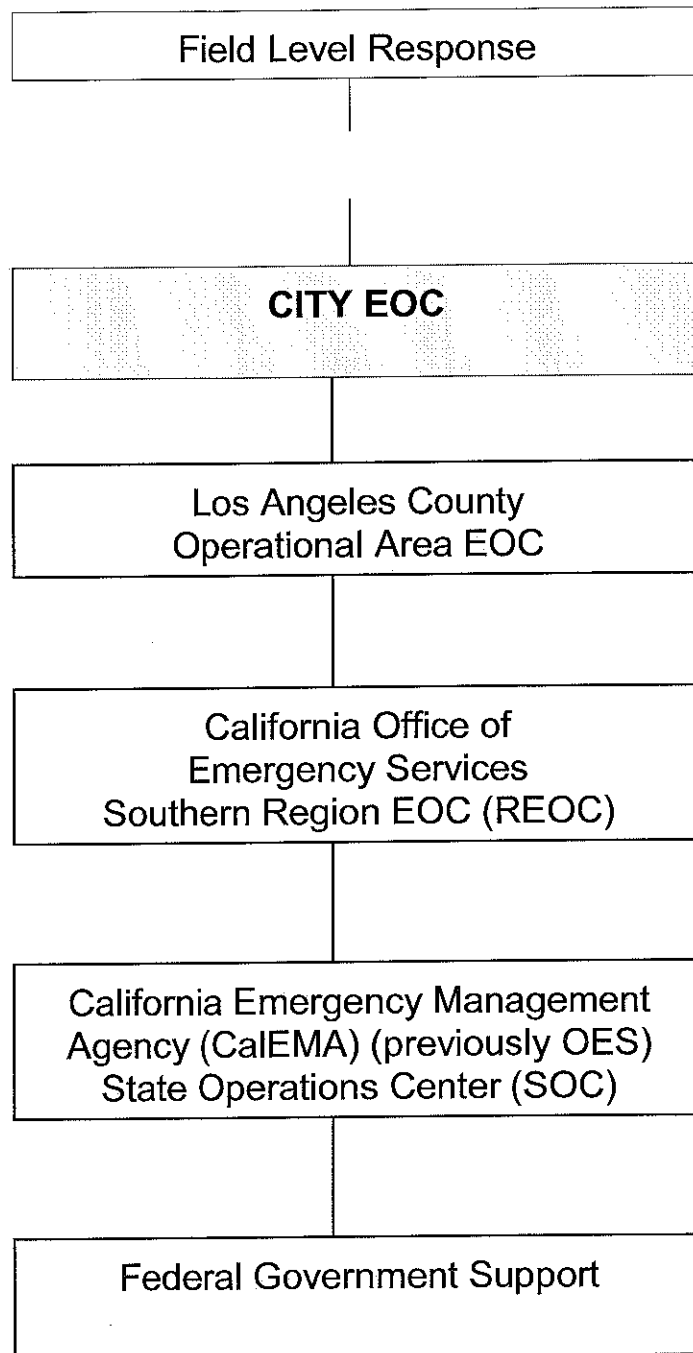
**Chart 1**  
**California Emergency Functions**  
**(Excerpt from July, 2009 CA Emergency Plan)**

<b>CA-EF Title</b>	<b>Definition</b>	<b>Lead Agency</b>	<b>Federal ESF</b>
Transportation	Assists in the management transportation systems and infrastructure during domestic threats or in response to incidents.	Business, Transportation and Housing Agency	ESF #1 – Transportation
Communications	Provides resources, support and restoration of government emergency telecommunications, including voice and data. Lead will transfer to the Office of the Chief Information Officer on May 1, 2009, upon implementation of the Governor's Reorganization Plan.	State and Consumer Services Agency or Office of Chief Information Officer	ESF #2 - Communications
Construction and Engineering	Organizes the capabilities and resources of the state government to facilitate the delivery of services, technical assistance, engineering expertise, construction management and other support to local jurisdictions.	State and Consumer Services Agency	ESF #3 – Public Works and Engineering
Fire and Rescue	Monitors the status of fire mutual aid activities. Coordinates support activities related to the detection and suppression of urban, rural and wildland fires and emergency incident scene rescue activities and provides personnel, equipment and supplies to support local jurisdictions.	California Emergency Management Agency	ESF #4 – Firefighting
Management	Coordinates and resolves issues among the CA-EFs in the four phases of emergency management to ensure consistency in the development and maintenance of the SEP annexes. During emergencies, serves in an advisory capacity to the EOC Director.	California Emergency Management Agency	ESF #5 – Emergency Management
Care and Shelter	Coordinates actions to assist responsible jurisdictions to meet the needs of victims displaced during an incident including food assistance, clothing, non-medical care and sheltering, family reunification and victim recovery.	Health and Human Services Agency	ESF #6 – Mass Care, Emergency Assistance, Housing and Human Services
Resources	Coordinates plans and activities to locate, procure and pre-position resources to support emergency operations.	State and Consumer Services Agency	ESF #7 – Logistics Management and Resource Support

<b>CA-EF Title</b>	<b>Definition</b>	<b>Lead Agency</b>	<b>Federal ESF</b>
Public Health and Medical	Coordinates Public Health and Medical activities and services statewide in support of local jurisdiction resource needs for preparedness, response, and recovery from emergencies and disasters.	Health and Human Services Agency	ESF #8 – Public Health and Medical Services
Search and Rescue	Supports and coordinates response of personnel and equipment to search for and rescue missing or trapped persons. CalEMA Law Enforcement supports and coordinates responses to search for, locate and rescue missing or lost persons, missing and downed aircraft, high angle rock rope rescue and investigations of missing person incidents that may involve criminal acts and water rescues. CalEMA Fire and Rescue supports and coordinates responses to search for, locate and rescue victims of structure collapse, construction cave-ins, trench, confined space, high angle structure rope rescue and similar emergencies and disasters and water rescues.	California Emergency Management Agency	ESF #9 – Search and Rescue
Hazardous Materials	Coordinates state resources and supports the responsible jurisdictions to prepare for, prevent, minimize, assess, mitigate, respond to and recover from a threat to the public or environment by actual or potential hazardous materials releases.	California Environmental Protection Agency	ESF #10 – Oil and Hazardous Materials Response
Food and Agriculture	Supports the responsible jurisdictions and coordinates activities during emergencies impacting the agriculture and food industry and supports the recovery of impacted industries and resources after incidents.	Department of Food and Agriculture	ESF #11 – Agriculture and Natural Resources
Utilities	Provides resources and support to responsible jurisdictions and in partnership with private sector to restore gas, electric, water, wastewater and telecommunications.	Resources Agency	ESF #12 – Energy
Law Enforcement	Coordinates state law enforcement personnel and equipment to support responsible law enforcement agencies, coroner activities and public safety in accordance with Law Enforcement and Coroner's Mutual Aid Plans.	California Emergency Management Agency	ESF #13 – Public Safety and Security
Long-Term Recovery	Supports and enables economic recovery of communities and California from the long-term consequences of extraordinary emergencies and disasters.	SCSA and BTHA	ESF #14 – Long-Term Community Recovery
Public Information	Supports the accurate, coordinated, timely and accessible information to affected audiences, including governments, media, the private sector and the local populace, including the special needs population.	California Emergency Management Agency	ESF #15 – External Affairs

<b>CA-EF Title</b>	<b>Definition</b>	<b>Lead Agency</b>	<b>Federal ESF</b>
Volunteer and Donations Management	Supports responsible jurisdictions in ensuring the most efficient and effective use of affiliated and unaffiliated volunteers and organizations and monetary and in-kind donated resources to support incidents requiring a state response.	California Volunteers	N/A
Evacuation	Supports responsible jurisdictions in the safe evacuation of persons, domestic animals and livestock from hazardous areas.	Business, Transportation and Housing Agency	N/A

## Chart 2 SEMS/NIMS Communications and Coordination



## **SEMS EOC Organization**

SEMS regulations require local governments to provide for five functions: management, operations, planning/intelligence, logistics and finance/administration. These functions are the basis for structuring the EOC organization.

- **Management:** Responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.
- **Operations:** Responsible for coordinating all jurisdictional operations in support of the disaster/emergency response through implementation of the local government's EOC Action Plan.
- **Planning/Intelligence:** Responsible for collecting, evaluating and disseminating information; developing the EOC Action Plan and After-Action/Corrective Action Report in coordination with other functions; and maintaining documentation.
- **Logistics:** Responsible for providing facilities, services, personnel, equipment and materials.
- **Finance/Administration:** Responsible for financial activities and other administrative aspects.

The EOC organization should also include representatives from special districts, volunteer agencies, and private agencies with significant response roles.

### **Special District Involvement (CW-#12)**

Special districts are defined as local governments in SEMS. The disaster/emergency response role of special districts is generally focused on providing normal services. During disasters, some special districts will be more involved in the disaster/emergency response by assisting other local governments.

Coordination and communications should be established among special districts who are involved in disaster/emergency response, other local governments and the operational area. This may be accomplished in various ways depending on the local situation. Relationships among special districts, cities, county government and the operational area are complicated by overlapping boundaries and by the number of special districts. Special districts need to work with the local governments in their service areas to determine how best to establish coordination and communications in disasters/emergencies.

When a special district is wholly contained within the City, the special district should have a liaison representative at the City EOC and direct communications should be established between the special district EOC and the City EOC. An exception may occur when there are many special districts within the City.

Typically, special district boundaries cross municipal boundary lines. A special district may serve several cities and county unincorporated areas. Some special districts serve more than one county. In such a situation, the special district may wish to provide a liaison representative to the Operational Area EOC to facilitate coordination and communication with the various entities it serves.

When there are many special districts within a City, it may not be feasible for the City EOC to accommodate representatives from all special districts during area-wide

disasters. In such cases, the City should work with the special districts to develop alternate ways of establishing coordination and communications.

The initial reporting contact for a special district would be with the Liaison Officer at both the EOC and field levels.

### **Coordination with Nongovernmental Agencies and Private Sector Businesses (CW-#12)**

In disaster/emergency preparedness, response and recovery, the City partners with nongovernmental agencies and private sector business.

- Nongovernmental Organizations (NGOs) provide vital support services to promote the disaster recovery process for disaster victims and some may provide specialized services that help individuals with disabilities. These groups collaborate with first responders, governments at all levels and other agencies and organizations.
- Key business partners should be involved in the local crisis decision-making process or have a direct link to the EOC during an incident.

City EOCs will generally be a focal point for coordination of response activities with many of these nongovernmental agencies and key businesses. The EOC should establish communication with private and volunteer agencies providing services within the city.

Agencies that play key roles in the response should have representatives at the EOC or at the Incident Command Post, and their initial contact would be with the Liaison Officer. If an agency supports several functions and has only one representative at the EOC, the agency representative should be located at the liaison area. If an agency is supporting one function only, its representative may be located with that functional element. Some agencies may have several personnel participating in functional elements in the EOC. For example, American Red Cross personnel may be part of the staffing for the Care and Shelter element of the EOC.

Agencies that have countywide response roles and cannot respond to numerous city EOCs should be represented at the operational area level.

Cities served by a large number of private and volunteer agencies may not be able to accommodate representatives in the EOC from all agencies that have important response roles. Cities should develop alternate means of communicating with these agencies when liaison representation is not practical.

Coordination with volunteer and private agencies that do not have representatives at the EOC may be accomplished through telecommunications, liaison with community councils that represent several agencies or involvement of agencies in special multi-agency groups on specific issues.

## **Major Concepts of SEMS**

### **Organization Flexibility - Modular Organization**

The SEMS organization is modular and can be expanded or contracted as the situation develops. The types of activated functions and their relationship to one another will depend upon the size and nature of the incident. Only those functional elements that are required to meet current objectives will be activated. Those functions which are needed but not staffed will be the responsibility of the next higher element in the organization.

### **Management of Personnel - Hierarchy of Command and Span-of-Control**

Each activated function will have a person in charge of it, but a supervisor may be in charge of more than one functional element. Every individual will have a supervisor and each supervisor will generally be responsible for no more than seven employees, with the ideal span-of-control being one supervisor to every five persons or units.

### **EOC Action Plans**

At local, operational area, regional and state levels, the use of EOC action plans provide designated personnel with knowledge of the objectives to be achieved and the steps required for achievement. Action plans not only provide direction, but they also serve to provide a basis for measuring achievement of objectives and overall system performance. Action planning is an important management tool that involves:

- A process for identifying priorities and objectives for emergency response or recovery efforts,
- Documentation of the priorities and objectives, the tasks and personnel assignments associated with meeting them.

The action planning process should include all EOC functions and other agency representatives, as needed. The Planning/Intelligence Section is responsible for coordinating the development of the action plan and for facilitation of action planning meetings.

Action plans are developed for a specified operational period which may range from a few hours to 24 hours and beyond. The operational period is determined by first establishing a set of priority actions that need to be performed. A reasonable time frame is then established for accomplishing those actions. The action plans need not be complex, but should be sufficiently detailed to guide EOC elements in implementing the priority actions. Guidelines for developing action plans and example action plan formats are contained in **Part Two, Planning/Intelligence Section Annex, Supporting Documents - Action Planning**.

### **Multi-Agency or Inter-Agency Coordination at the Local Government Level (EOC)**

Emergency response is coordinated at the EOC through representatives from city departments and agencies, outside agencies, volunteer agencies and private organizations.

Multi-agency or inter-agency coordination is important for:

- Establishing priorities for response.
- Allocating critical resources.
- Developing strategies for handling multi-agency response problems.
- Sharing information.
- Facilitating communications.

The City may participate with other local governments and agencies in a multi-agency coordination group organized by another local government.



## **Part One, Section Four**

### **National Incident Management System (NIMS)**

#### **General**

Homeland Security Presidential Directive-5 (HSPD-5) established the National Incident Management System (NIMS) as the required emergency/disaster response system. NIMS integrates existing best practices into a consistent, flexible and adjustable nationwide approach for emergency management. Using NIMS, Federal, State, local and tribal governments; the private sector and non-governmental organizations work together to prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity.

#### **NIMS Components**

Six major components make up NIMS.

#### **Command and Management**

NIMS standard incident command structures are based on three key organizational systems:

- **The Incident Command System (ICS)** – ICS is a standardized, all-hazard incident management concept. Its organizational structure allows its users to match the complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries.
- **Multi Agency Coordination Systems (MACS)** – Provides coordination for incident prioritization, critical resource allocation, communications systems and information coordination. These systems include facilities, equipment, emergency operation centers (EOCs), personnel, procedures and communications.
- **Public Information Systems (PIS)** - These refer to processes, procedures and systems for communicating timely and accurate information to the public during crisis or emergency situations.

#### **Preparedness**

Effective incident management begins with a host of preparedness activities conducted on an ongoing basis, well in advance of any potential incident. Preparedness involves an integrated combination of planning, training, exercises, personnel qualification and certification standards, equipment acquisition and certification standards, and publication management processes and activities.

- **Planning** - Plans describe how personnel, equipment, and other resources are used to support incident management and emergency response activities. Plans provide mechanisms and systems for setting priorities, integrating multiple entities and functions, and ensuring that communications and other systems are available and integrated in support of a full spectrum of incident management requirements.
- **Training** - Training includes standard courses on multi agency incident command and management, organizational structure, and operational

procedures; discipline-specific and agency-specific incident management courses; and courses on the integration and use of supporting technologies.

- **Exercises** - Incident management organizations and personnel must participate in realistic exercises—including multi-disciplinary, multi-jurisdictional, and multi-sector interaction—to improve integration and interoperability and optimize resource utilization during incident operations.
- **Personnel Qualification and Certification** - Qualification and certification activities are undertaken to identify and publish national-level standards and measure performance against these standards to ensure that incident management and emergency responder personnel are appropriately qualified and officially certified to perform NIMS-related functions.
- **Equipment Acquisition and Certification** - Incident management organizations and emergency responders at all levels rely on various types of equipment to perform mission essential tasks. A critical component of operational preparedness is the acquisition of equipment that will perform to certain standards, including the capability to be interoperable with similar equipment used by other jurisdictions.
- **Mutual Aid** - Mutual-aid agreements are the means for one jurisdiction to provide resources, facilities, services, and other required support to another jurisdiction during an incident. Each jurisdiction should be party to a mutual-aid agreement with appropriate jurisdictions from which they expect to receive or to which they expect to provide assistance during an incident.
- **Publications Management** - Publications management refers to forms and forms standardization, developing publication materials, administering publications—including establishing naming and numbering conventions, managing the publication and promulgation of documents, and exercising control over sensitive documents—and revising publications when necessary.

### **Resource Management**

The NIMS defines standardized mechanisms and establishes requirements for processes to describe, inventory, mobilize, dispatch, track, and recover resources over the life cycle of an incident.

### **Communications and Information Management**

The NIMS identifies the requirement for a standardized framework for communications, information management (collection, analysis, and dissemination), and information-sharing at all levels of incident management. These elements are briefly described as follows:

- **Incident Management Communications** - Incident management organizations must ensure that effective, interoperable communications processes, procedures, and systems exist to support a wide variety of incident management activities across agencies and jurisdictions.
- **Information Management** - Information management processes, procedures, and systems help ensure that information, including communications and data, flows efficiently through a commonly accepted architecture supporting numerous agencies and jurisdictions responsible for managing or directing domestic incidents, those impacted by the incident, and those contributing resources to the

incident management effort. Effective information management enhances incident management and response and helps insure that crisis decision-making is better informed.

### **Supporting Technologies**

Technology and technological systems provide supporting capabilities essential to implementing and continuously refining the NIMS. These include voice and data communications systems, information management systems (i.e., record keeping and resource tracking), and data display systems. Also included are specialized technologies that facilitate ongoing operations and incident management activities in situations that call for unique technology-based capabilities.

### **Ongoing Management and Maintenance**

This component provides strategic direction for and oversight of the NIMS, supporting both routine review and the continuous refinement of the system and its components over the long term.

### **NIMS Compliance**

The State of California's NIMS Advisory Committee issued "*California Implementation Guidelines for the National Incident Management System*" to assist state agencies, local governments, tribes and special districts to incorporate NIMS into already existing programs, plans, training and exercises. The City is following this document to ensure NIMS compliance.

Cities should be familiar with the National Response Framework and the Emergency Support Functions (ESFs) process that may provide federal assistance for response and recovery.

## **Part One, Section Five** **Incident Command System (ICS)**

### **General**

The Incident Command System (ICS) is a nationally recognized system for managing incidents as well as pre-planned events. It consists of a modular and flexible organizational structure as well as features such as management by objectives, action planning, span of control, organizational hierarchy, accountability and resource management. Detailed information on the Incident Command System (ICS) can be found at [www.fema.gov](http://www.fema.gov).

### **Use of ICS at the Field Level (CW-#21 & #22)**

The concepts, principles and organizational structure of the Incident Command System (ICS) will be used in managing field operations. The size, complexity, hazard environment and objectives of the situation will determine the ICS size and the support that will be required to support field activities. The incident will be managed by objectives to be achieved and those objectives are communicated to field and EOC personnel through the use of the action planning process.

Typically, an Incident Commander (IC) will communicate with the EOC Director as to situation and resource status through established communications channels. Members of the IC Command and General Staff will communicate with their counterparts in the EOC using the same communications methods. Some members of the EOC Command or General Staff may be asked to attend briefings or planning meetings at the Command Post.

When multiple agencies respond to the incident, the IC will establish a Unified Command/Multi-Agency Coordination System and agency representatives will be asked to report to the Liaison Officer. Outside agencies including those from county, state and federal agencies will participate in the Unified Command/Multi-Agency Coordination System by assisting in identifying objectives, setting priorities and allocating critical resources to the incident.

### **Field/EOC Communications and Coordination (CW-#23)**

The City's communication plan outlines the communications channels and protocols to be used during an incident. Typically, field to EOC communications will occur at the Command and General Staff levels or, if they are established, field units will communicate with a Department Operations Center (DOC) who will, in turn, relay the information to the appropriate section/function in the EOC.

The City EOC will communicate situation and resource status information to the Los Angeles County Operational Area and other outside agencies via designated countywide emergency reporting systems and other systems referenced in **the Los Angeles County Operational Area Disaster Information Reporting Procedures**.

**Field/EOC Direction and Control Interface (CW-#24)**

The EOC Director will establish jurisdictional objectives and priorities and communicate those to everyone in the organization through the EOC Action Plan. The EOC Action Plan does not direct or control field units but supports their activities. Incident Commander(s) will ensure incident objectives and priorities are consistent with those policies and guidelines established at the city level by the EOC Director.

It is the responsibility of the Incident Commander to communicate critical information to the EOC Director in a timely manner.

**Field/EOC Coordination with Department Operations Centers (DOCs) (CW-#25)**

If a department within the City establishes a DOC to coordinate and support their departmental field activities, its location, time of establishment and staffing information will be communicated to the City EOC. All communications with the field units of that department will be directed to the DOC who will then relay situation and resource information to the EOC. DOCs act as an intermediate communications and coordination link between field units and the City EOC.

**Part One, Section Six**  
**Threat Summary and Assessment for**  
**City of Pomona (CW-#8 & #48)**

This section of the Basic Plan consists of a series of threat summaries based on the City's Safety Element, dated (1976) of the General Plan and the Local Hazard Mitigation Plan, dated November 1, 2004. The purpose is to describe the area at risk and the anticipated nature of the situation, which could result should the event threaten or occur.

The City is located within Disaster Management Area D in Los Angeles County and in the Southern Administrative Region of the California Emergency Management Agency (CalEMA). The City is located 27 miles east of downtown Los Angeles. The City is bordered by San Dimas to the northeast; La Verne and Claremont to the north; Montclair and Chino to the east; Chino Hills and Diamond Bar to the south and Walnut and Industry to the southwest. The latitude is 34.060760N and longitude is 117.755886W. The City has a residential population of 149,473 (Census 2000). The City consists of 22.8 square miles and is approximately 46.5% of residential population, 4.8% commercial, 10.8% industrial and 36.5% public, parks, institutional or vacant land (Land Use Element of Revised General Plan).

The City has 27 elementary schools, 6 middle schools, 5 high schools, 1 continuation high school, 2 all ages alternative schools and 1 adult school. There are currently 16 private schools, 12 commercial day care providers, 1400 licensed private child care providers and 2 colleges/universities. It has 1 major hospital(s): Pomona Valley Medical Center, as well as 1 psychiatric facility, 1 rehabilitative medicine facility, 2 health care centers and 10 senior care centers. The City is home to many light manufacturing and technology companies as well as Seamans, Sunstrand, L.A. County Fairplex, San Gabriel Valley Co-Generation Plant and Verizon and AT&T Switching Stations.

The City is served by Interstates 10 and 210 and State Route 60 for east/west access while State Routes 57 and 71 provide north/south access. There are 5 major arterial highways in Pomona and they are Holt Blvd.; Mission Blvd.; Arrow Highway; Foothill Blvd. and Garey Avenue. Holt, Mission, Arrow Highway and Foothill Blvd. all run east to west while Garey Avenue runs north to south.

The following threat summaries have a potential to impact the City:

- An earthquake could impact major segments of, or the total population.
- Many major highways (and light rail lines) traverse or pass near the City and transportation incidents (including hazardous material incidents) as well as pipeline ruptures or illegal dumping could affect the City. The City has some industry and faces the potential for hazardous materials incidents from the stationary hazardous materials users as well.
- Some areas of the City may be subject to flooding, due to flash flooding, urban flooding (storm drain failure/infrastructure breakdown), river channel overflow,

downstream flooding, etc. The City has not historically been vulnerable to tropical storms and severe winter storms.

- Some areas of the City may be subject to landslides, mud and debris flows.
- The City may be subject to severe weather, including drought, winds, heat and cold.
- Some areas of the City are identified as wildland/urban interface and may be subject to wildland fires.
- A transportation incident such as a major air crash, light train derailment or trucking incident could impact areas within the City.
- There are 4 major dam/ reservoirs located in or upstream from the City: San Antonio Dam and Reservoir; Live Oak Reservoir; Puddingstone Dam and Reservoir and Thompson Creek Dam and Reservoir.
- A civil unrest incident could impact areas within the City or the entire City.
- The entire Los Angeles Basin is considered as a possible risk area for a nuclear event or act of terrorism; therefore both sheltering and evacuation issues should be considered.

Any single incident or a combination of events could require evacuation and/or sheltering of the population. Neither the City nor the County of Los Angeles has the capability to plan for the organized evacuation of the basin; therefore, the extent of planning at this time is restricted to assisting and expediting spontaneous evacuation. In the increased readiness stage, expedient shelters will be utilized as appropriate and information will be provided to the public as the City no longer maintains public fallout shelters.

The City has its own police and public works departments and contracts with Los Angeles County for fire services. The City relies on the American Red Cross for assistance with emergency shelters and other necessary emergency services.

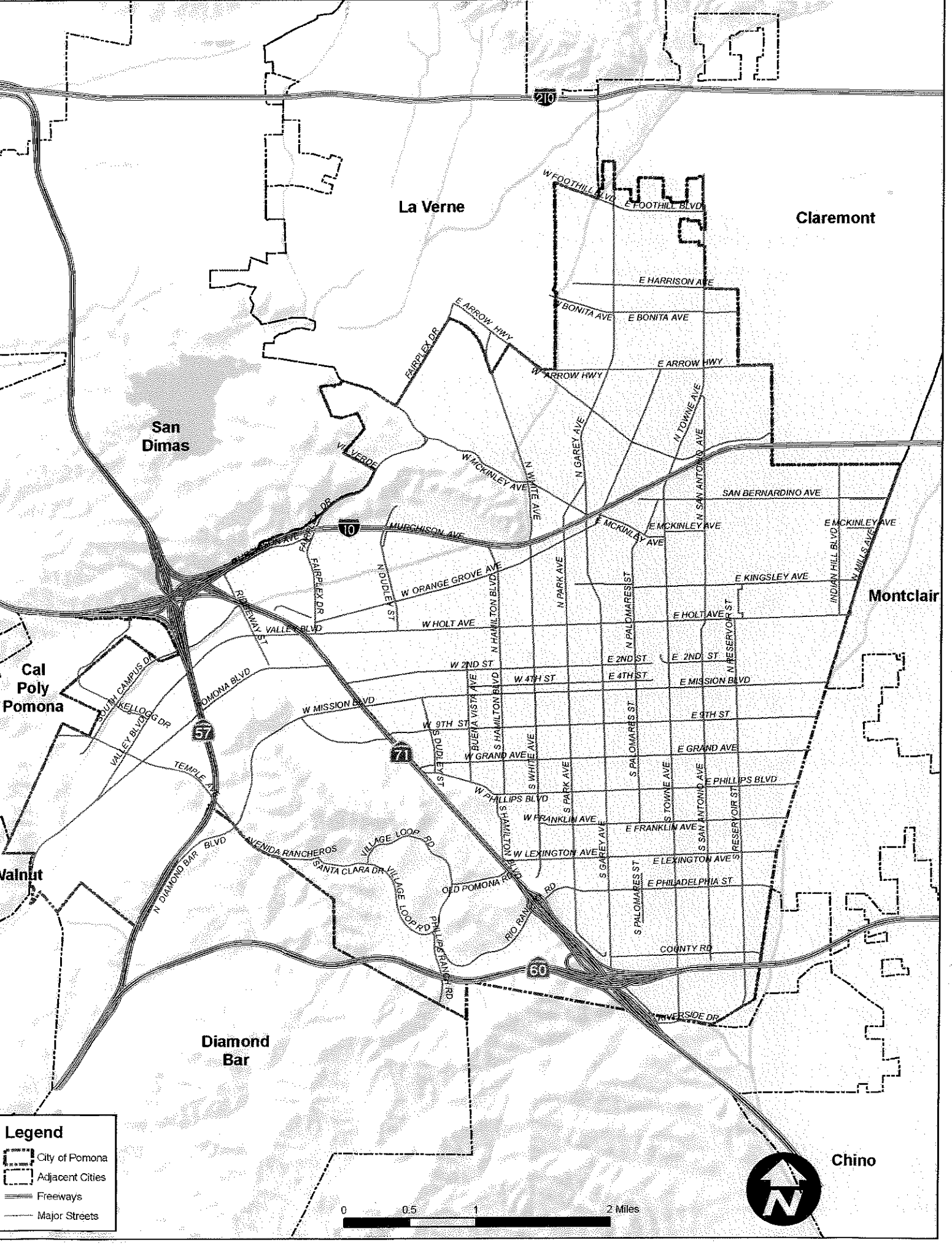
The following threat assessments identify and summarize the hazards that could impact the City.





Threat Assessment 1	Major Earthquake
Threat Assessment 2	Hazardous Materials
Threat Assessment 3	Flooding
Threat Assessment 4	Dam Failure
Threat Assessment 5	Fire
Threat Assessment 6	Landslide/Mudflow
Threat Assessment 7A	Transportation - Air Crash
Threat Assessment 7B	Transportation - Train Derailment
Threat Assessment 8	Civil Unrest
Threat Assessment 9	Terrorism
Threat Assessment 10	Public Health Emergency (Pandemic)
Threat Assessment 11	National Security Emergency

References: For more detailed information and maps, refer to the City's Local Hazard Mitigation Plan.

## City - Map





- Legend**
-  City of Pomona
  -  Adjacent Cities
  -  Freeways
  -  Major Streets

0 0.5 1 2 Miles



Chino

## **Threat Assessment 1 Major Earthquake**

### **General Situation**

A major earthquake will cause significant social disruption and damage to buildings and infrastructure due to severe ground shaking. A large earthquake, catastrophic in its effect upon the population, could exceed the response capabilities of the individual cities and the Operational Area. Response and disaster relief support would be required from other local governmental and private organizations, and from the state and federal governments.

The extent of damage from an earthquake is determined by the magnitude of the earthquake, distance from the epicenter, and characteristics of surface geology. This hazard is the primary cause of the collapse of buildings and other structures.

Los Angeles County is prone to major earthquakes from seismic faults, including the San Andreas Fault, the Newport-Inglewood Fault, and dozens of other faults throughout the County. These are illustrated on **Attachment 1, Earthquake Fault Map**. Earth scientists consider Los Angeles County to be continually prone to moderate to major earthquakes.

Many areas may have buildings destroyed or unusable due to the phenomenon of liquefaction, which occurs during severe ground shaking in soft, poorly graded granular soils where there is a high water table. Structures above the liquefaction strata may sink or structurally fail; pipelines passing through liquefaction materials may sustain an unusually large number of breaks.

### **Specific Situation**

A major earthquake occurring in or near Los Angeles County has the potential to cause many deaths and casualties, extensive property damage, fires and hazardous material spills and other hazards. The effects could be aggravated by after shocks and by the secondary affects of fire, hazardous material/chemical accidents and possible failure of waterways and dams.

The shaking from a major earthquake has the potential to cause serious to catastrophic damage to buildings, including hospitals, businesses, schools, public service agencies, and other buildings critical to public and private use. Older buildings, including unreinforced masonry structures, are particularly vulnerable to damage from earthquakes. A major earthquake can also cause serious damage to dams, railways, airports, major highways and bridges, utilities, telephone systems, and other critical facilities. The damage can cause hazardous materials releases and extensive fires.

Extensive search and rescue operations may be required to assist trapped or injured persons. Emergency medical care, food and temporary shelter could be required by injured or displaced persons. In the most serious earthquakes, identification and burial of the dead could exceed the capacity of the Coroner. Public health will be a major

concern, due to potential contamination of water sources. A major earthquake will be a traumatic experience for people in Los Angeles County. Mental Health counseling will be needed for an extended period. A major earthquake will aggravate existing social problems, such as poverty and unemployment.

Evacuations of areas downwind from hazardous material releases may be essential to save lives. Many families could be separated, particularly if the earthquake should occur during working hours. Emergency operations could be seriously hampered by the loss of communications and damage to transportation routes within the disaster area and by the disruption of public utilities and services.

The negative economic impact on Los Angeles County and its cities due to a major earthquake could be considerable, with a loss of employment and of the local tax base. A major earthquake could cause serious damage and/or outage of critical data processing facilities. The loss of such facilities could curtail or seriously disrupt the operations of banks, insurance companies and other elements of the financial community which could affect the ability of local government, business and the population to make payments and purchases.

The damage to water systems could cause water pollution or water shortages. Two of the three major aqueducts serving Southern California are expected to be out of service from three to six months following a major event; only the Colorado River Aqueduct is expected to remain in service. Ruptures could occur along the water pipelines in the County; damage to reservoir outlets could take weeks to repair. The majority of water wells are expected to be disabled by loss of electricity and the lack of backup power sources. In addition, shear forces could render a third of the wells inoperative for an indefinite period.

### **Emergency Response Actions**

Emergency response actions applicable to all hazards are included in **Part Two Annexes, Checklist Actions for each Section.**

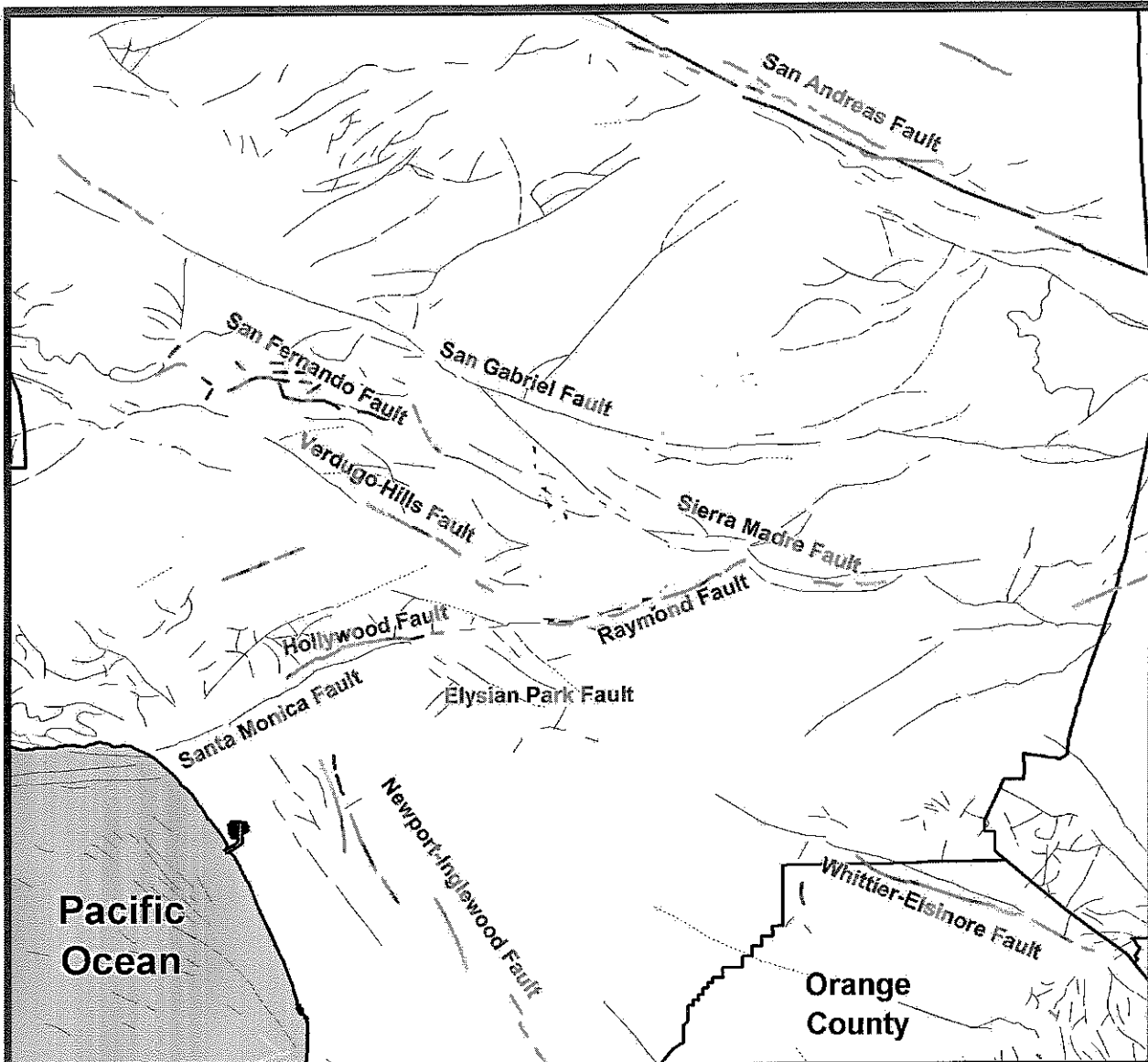
Note: For more detailed information and maps on shaking intensity, liquefaction, etc., refer to the City's Local Hazard Mitigation Plan.

Attachment 1 — Southern California Earthquake Fault Map

Attachment 2 — Abridged Modified Mercalli Intensity Scale




Attachment 3 — Richter Scale

# Attachment 1, Threat Summary 1 Earthquake Fault Map



Source: Jennings, 1994

## Map Explanation

-  Fault Showing Evidence of Historic Rupture.
-  Fault Showing Evidence of Holocene Rupture.
-  Fault Showing Evidence of Pre-Holocene Rupture.

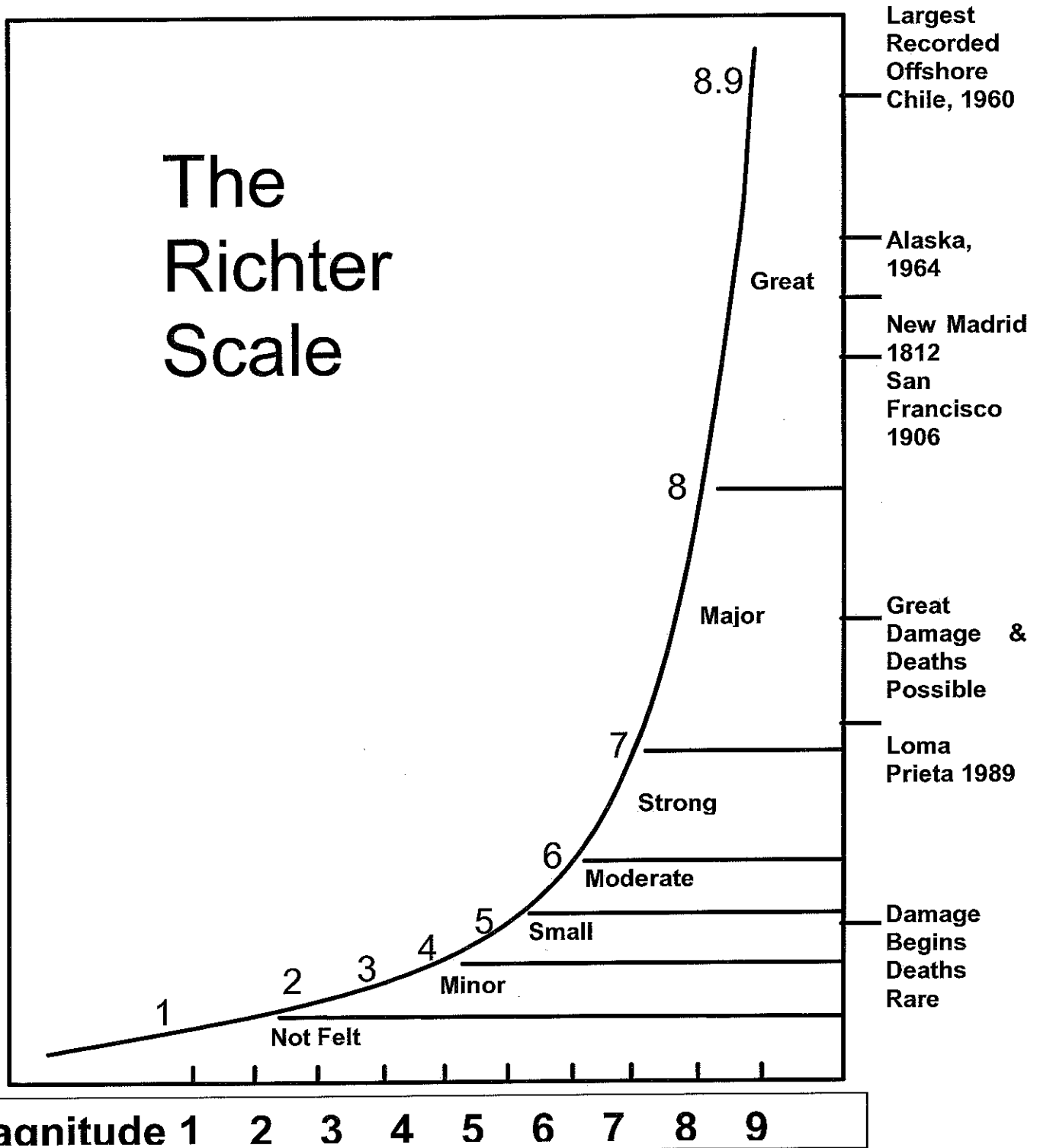
## Attachment 2, Threat Summary 1

### Abridged Modified Mercalli Intensity Scale

Intensity Value and Description	Average Peak Velocity (cm/sec)	Average Peak Acceleration (g = gravity )
I. Not felt except by a very few under especially favorable circumstances (I Rossi-Forel scale). Damage potential: None.	<0.1	<0.0017
II. Felt only by a few persons at rest, especially on upper floors of high-rise buildings. Delicately suspended objects may swing. (I to II Rossi-Forel scale). Damage potential: None.		
III. Felt quite noticeably indoors, especially on upper floors of buildings, but many people do not recognize it as an earthquake. Standing automobiles may rock slightly. Vibration like passing of truck. Duration estimated. (III Rossi-Forel scale). Damage potential: None.		
IV. During the day felt indoors by many, outdoors by few. At night some awakened. Dishes, windows, doors disturbed; walls make creaking sound. Sensation like a heavy truck striking building. Standing automobiles rocked noticeably. (IV to V Rossi-Forel scale). Damage potential: None. Perceived shaking: Light.	1.1 – 3.4	0.014 - 0.039
V. Felt by nearly everyone, many awakened. Some dishes, windows, and so on broken; cracked plaster in a few places; unstable objects overturned. Disturbances of trees, poles, and other tall objects sometimes noticed. Pendulum clocks may stop. (V to VI Rossi-Forel scale). Damage potential: Very light. Perceived shaking: Moderate.	3.4 – 8.1	0.039-0.092
VI. Felt by all, many frightened and run outdoors. Some heavy furniture moved, few instances of fallen plaster and damaged chimneys. Damage slight. (VI to VII Rossi-Forel scale). Damage potential: Light. Perceived shaking: Strong.	8.1 - 16	0.092 -0.18
VII. Everybody runs outdoors. Damage negligible in buildings of good design and construction; slight to moderate in well-built ordinary structures; considerable in poorly built or badly designed structures; some chimneys broken. Noticed by persons driving cars. (VIII Rossi-Forel scale). Damage potential: Moderate. Perceived shaking: Very strong.	16 - 31	0.18 - 0.34
VIII. Damage slight in specially designed structures; considerable in ordinary substantial buildings with partial collapse; great in poorly built structures. Panel walls thrown out of frame structures. Fall of chimneys, factory stacks, columns, monuments, and walls. Heavy furniture overturned. Sand and mud ejected in small amounts. Changes in well water. Persons driving cars disturbed. (VIII+ to IX Rossi-Forel scale). Damage potential: Moderate to heavy. Perceived shaking: Severe.	31 - 60	0.34 - 0.65
IX. Damage considerable in specially designed structures; well-designed frame structures thrown out of plumb; great in substantial buildings with partial collapse. Buildings shifted off foundations. Ground cracked conspicuously. Underground pipes broken. (IX+ Rossi-Forel scale). Damage potential: Heavy. Perceived shaking: Violent.	60 - 116	0.65 – 1.24
X. Some well-built wooden structures destroyed; most masonry and frame structures destroyed; ground badly cracked. Rails bent. Landslides considerable from river banks and steep slopes. Shifted sand and mud. Water splashed, slopped over banks. (X Rossi-Forel scale). Damage potential: Very heavy. Perceived shaking: Extreme.	> 116	> 1.24
XI. Few, if any, (masonry) structures remain standing. Bridges destroyed. Broad fissures in ground. Underground pipelines completely out of service. Earth slumps and land slips in soft ground. Rails bent greatly.		
XII. Damage total. Waves seen on ground surface. Lines of sight and level distorted. Objects thrown into air.		

Modified from Bolt (1993); Wald et al. (1999)

### Attachment 3, Threat Summary 1 Richter Scale



## **Threat Assessment 2 Hazardous Materials Incident**

### **General Situation**

Because of the City's close proximity to freeways, major highways and rail lines, the release of a hazardous material into the environment could cause a multitude of problems that can be discussed in a general manner. The significance of the problems to the environment, property, or human health is dependent on the type, location and quantity of the material released. Although hazardous material incidents can happen almost anywhere, certain areas are at higher risk. Jurisdictions near roadways that are frequently used for transporting hazardous materials and jurisdictions with industrial facilities that use, store, or dispose of such materials all have an increasing potential for major mishaps, as do jurisdictions crossed by certain railways, waterways, airways and pipelines.

Releases of explosive and highly flammable materials have caused fatalities and injuries, necessitated large-scale evacuations and destroyed millions of dollars worth of property. Toxic chemicals in gaseous form have caused injuries and fatalities among emergency response teams and passers-by. When toxic materials have entered either surface or ground water supplies, serious health effects have resulted. Releases of hazardous chemicals have been especially damaging when they have occurred in highly populated areas and/or along heavily traveled transportation routes.

### **Specific Situation**

Many forms of hazardous materials are present in the City in permanent storage locations, roadway transport and at various industrial and commercial sites. With its proximity to major highway transportation routes and various light industries, the City has a growing potential for serious hazardous materials incidents. The 10; 57; 60; 71 and 210 freeways are heavily traveled by trucks. They carry every conceivable type of hazardous material including gasoline, pesticides and compressed chlorine materials.

A hazardous materials release in the City would most likely involve either transportation of chemicals by truck or rail, use of chemicals at a business or illegal dumping of chemical waste.

### **Transportation Accidents**

The greatest probability of a major hazmat incident is from a transportation accident. The amount of hazardous materials transported over roadways on a daily basis is unknown, but estimated to be steadily increasing as our economy grows. There is the potential for a hazardous materials incident almost anywhere on the highways and roads throughout the City, especially on the freeways and major highways. Some of the most vulnerable areas along these routes are considered to be the on/off ramps and interchanges near the City.

Besides the immediate effect of a hazardous materials incident on scene, there are also ancillary effects such as the impact on waterways and drainage systems, and the evacuation of schools, business districts, and residential areas.

### **Fixed Facility**

The second most likely serious hazmat threat exists from an accidental spill and/or incident at one of the facilities that manufacture, warehouse, and process toxic chemicals and/or generate hazardous waste materials within or next to City boundaries.

Although there are numerous facilities involved with hazardous materials throughout the City, they are less of a threat due to required plant contingency and evacuation plans. The Los Angeles County Fire Department reviews these plans and makes sure they are in compliance with current laws and regulations.

### **Clandestine Dumping**

Clandestine dumping is the criminal act of disposing of toxic materials and hazardous waste on public or private property. As the costs and restrictions increase for legitimate hazardous waste disposal sites, it might be anticipated that illegal dumping of hazardous materials will increase proportionately.

### **Emergency Response Actions**

Emergency response actions applicable to all hazards are included in **Part Two Annexes, Checklist Actions for each Section.**

Note: For specific information refer to the City's Hazardous Materials Area Plan with the Los Angeles County Fire Department. **(CW-#46)**



## **Threat Assessment 3 Flooding**

### **General Situation**

The size and frequency of a flood in a particular area depends on a complex combination of conditions, including the amount, intensity and distribution of rainfall, previous moisture condition and drainage patterns.

The magnitude of a flood is measured in terms of its peak discharge, which is the maximum volume of water passing a point along a channel. Floods are usually referred to in terms of their frequency of occurrence, such as 50 or 100 years.

The primary effect of flooding is the threat to life and property. People and animals may drown; structures and their contents may be washed away or destroyed; roads, bridges, and railroad tracks may be washed out; and crops may be destroyed.

Floods may also create health hazards due to the discharge of raw sewage from damaged septic tank leach fields, sewer lines, and sewage treatment plants and due to flammable, explosive, or toxic materials carried off by flood waters. In addition, vital public services may be disrupted.

Floods are generally classed as either slow-rise or flash floods. Slow-rise floods may be preceded by a warning time lasting from hours, to days, or possibly weeks. Evacuation and sand bagging for a slow rise flood may lessen flood related damage. Conversely, flash floods are the most difficult to prepare for due to the extremely short warning time, if available at all. Flash flood warnings usually require immediate evacuation within the hour. On some occasions, adequate warning may be impossible.

Once flooding begins, personnel will be needed to assist in rescuing persons trapped by flood waters, securing utilities, cordoning off flood areas, and controlling traffic. The Public Health Department would be actively involved in addressing the public health impact of a flood, such as disease and environmental health issues. These actions may overwhelm local agencies, and additional personnel and resources may be required. It is anticipated that existing mutual aid resources would be used as necessary to augment local resources.

### **Specific Situation**

The potential for flooding is not normally a major threat to the City. The city receives an average of 16.96 inches of rainfall annually, with most of it occurring between January and March. February is the wettest month of the year receiving an average rainfall of 4.05 inches (Source: <http://cdec.water.ca.gov/>).

Areas subject to flooding drain either naturally into flood controls or are assisted by pumping stations designed to handle average and above average flows. Areas of flooding concern for Pomona are the underpasses at the intersections of Garey, Towne and White Avenues as well as the Union Pacific Railroad tracks. Additional areas of

concern are East End Avenue between Mission and Grand Avenues; Ninth Street between the Union Pacific Railroad tracks and East End Avenue and various cul-de-sacs that are bordered by State Route 60 and County Road, Garey Avenue and reservoir Street.

Some flooding may occur in low-lying areas during heavy prolonged storms, or when storm drains are clogged with debris and unable to carry excess water away. Time should be available to organize forces, obtain needed supplies, equipment and outside aid.

An unusual number of brush fires in hillside areas may create the potential for mudslides if heavy rains arrive before the replanting has taken hold. Situations of this nature can usually be managed by warnings to the residents and making sandbags available in advance of the predicted heavy rainfall.

### **Emergency Readiness Stages**

Flood in the special risk areas can occur rapidly or slowly depending on the heaviness and severity of rainfall. Emergency preparedness will be based on three stages of response actions.

#### **Stage I (Flood Watch)**

Stage I indicates light to moderate rain. Monitor storm to establish precise nature of flood risk. Alert key personnel. Ensure availability of Shelters (if it is later necessary to evacuate and look after local people). Ensure availability of sandbags at pre-designated locations

#### **Stage II (Flood Warning or Urban and Small Stream Advisory)**

Stage II means moderate to heavy rain. Monitor storm constantly to establish precise nature of flood risk and evolving situation. Establish liaison with all emergency services agencies and consider whether to set up Emergency Operations Center. Deploy staff to risk areas to monitor river levels. If needed alert staff to open shelters. Deploy reserve sand bags. Post flood warnings in affected areas.

#### **Stage III (Flood Statement)**

Stage III signifies a continuation of heavy rain and a threat to private property and persons. Areas should be evacuated. In addition to the Flood Warning activities, open shelters, assist with evacuation of flooded area(s), deploy staff to assist in spreading flood warnings, liaison with media to pass on important information.

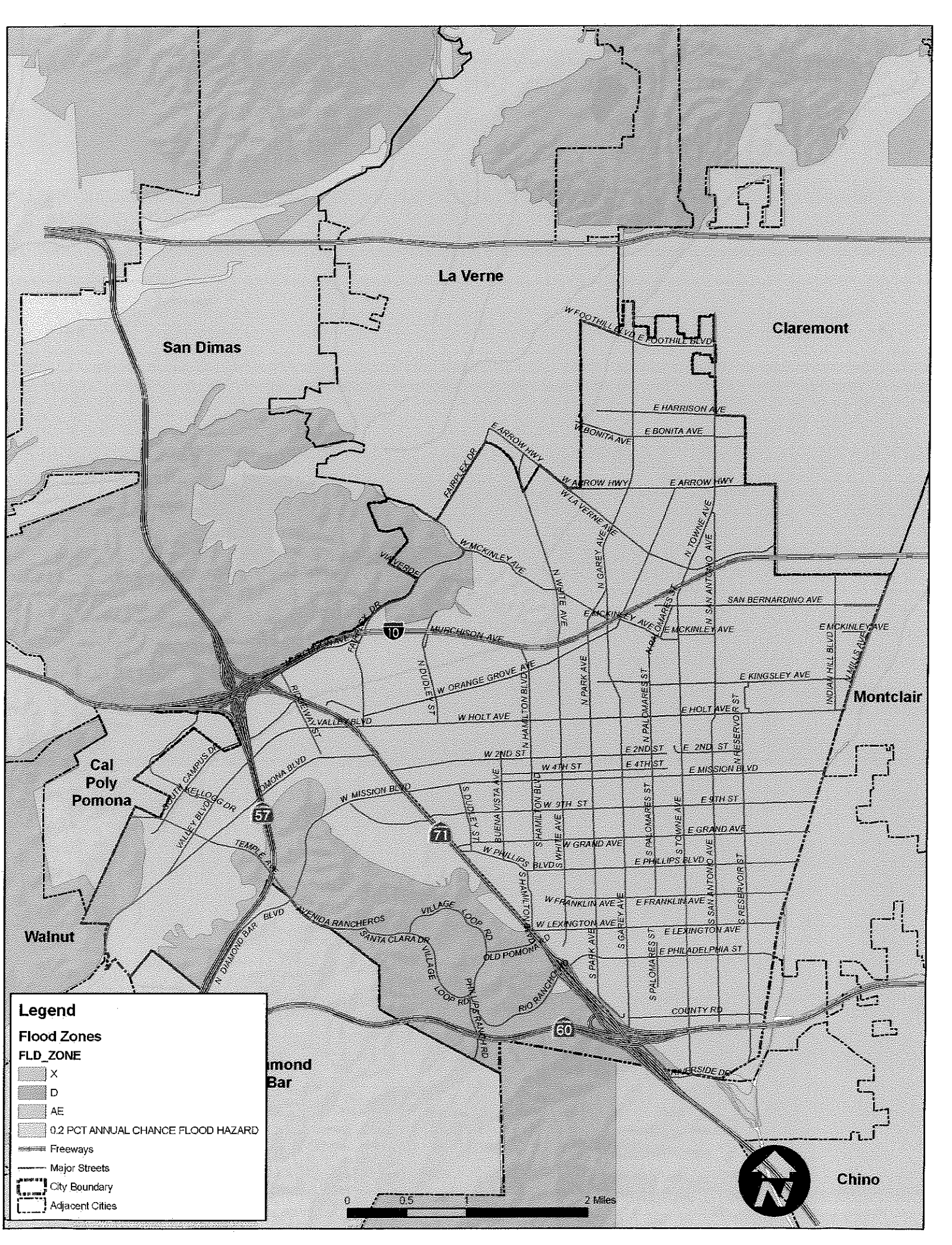
### **Evacuation Routes**

It is expected that most major streets will be open. As such, evacuation should be easily facilitated. **Other pertinent information relating to evacuation operations are in Part Two, Operations Section Annex, Supporting Documents.**

**Emergency Response Actions**

Emergency response actions applicable to all hazards are included in **Part Two Annexes, Checklist Actions for each Section.**

Note: For more detailed information and flood plain maps, refer to the City's Local Hazard Mitigation Plan.



San Dimas

La Verne

Claremont

Cal Poly  
Pomona

Walnut

Diamond  
Bar

Montclair

Chino

**Legend**

**Flood Zones**

- FLD\_ZONE
- X
- D
- AE
- 0.2 PCT ANNUAL CHANCE FLOOD HAZARD
- Freeways
- Major Streets
- City Boundary
- Adjacent Cities



## **Threat Assessment 4**

### **Dam Failure (CW-#47)**

#### **General Situation**

Dam failures can result from a number of natural or manmade causes such as earthquakes, erosion of the face or foundation, improper siting, rapidly rising flood waters, and structural/design flaws. There are three general types of dams: earth and rockfill, concrete arch or hydraulic fill, and concrete gravity. Each of these types of dams has different failure characteristics.

A dam failure will cause loss of life, damage to property, and other ensuing hazards, as well as the displacement of persons residing in the inundation path. Damage to electric transmission lines could impact life support systems in communities outside the immediate hazard areas. A catastrophic dam failure, depending on size of dam and population downstream, could exceed the response capability of local communities. Damage control and disaster relief support would be required from other local governmental and private organizations, and from the state and federal governments. Mass evacuation of the inundation areas would be essential to save lives, if warning time should permit. Extensive search and rescue operations may be required to assist trapped or injured persons. Emergency medical care, food, and temporary shelter would be required for injured or displaced persons. Identification and burial of many dead persons would pose difficult problems; public health would be a major concern. Many families would be separated, particularly if the failure should occur during working hours.

These and other emergency/disaster operations could be seriously hampered by the loss of communications, damage to transportation routes, and the disruption of public utilities and other essential services. Governmental assistance could be required and may continue for an extended period. Actions would be required to remove debris and clear roadways, demolish unsafe structures, assist in reestablishing public services and utilities, and provide continuing care and welfare for the affected population including, as required, temporary housing for displaced persons.

#### **Specific Situation**

There are a total of 103 dams in Los Angeles County, owned by 23 agencies or organizations, ranging from the Federal government to Home Owner Associations. These dams hold billions of gallons of water in reservoirs. Releases of water from the major reservoirs are designed to protect Southern California from flood waters and to store domestic water. Seismic activity can compromise the dam structures, and the resultant flooding could cause catastrophic flooding.

Following the 1971 Sylmar earthquake the Lower Van Norman Dam showed signs of structural compromise, and tens of thousands of persons had to be evacuated until the dam could be drained. The dam has never been refilled.

The City lies in the inundation path of 2 dams: San Antonio Dam and Reservoir and Live Oak Reservoir. San Antonio Dam and Reservoir is owned by the United States Army Corps of Engineers and is located on San Antonio Creek in Los Angeles County. The dam is 160 feet high and is of earth construction and was completed in 1956. When full, the dam holds 9,350 acre feet of water. Should a rupture or failure of the dam occur, large portions of the City located in the northern and eastern areas of the City would be vulnerable to flooding. Live Oak Reservoir is operated by the Metropolitan Water District of Southern California and is located on a tributary of Marshall Creek in Los Angeles County. Live Oak Reservoir was completed in 1975 and is of rock construction. It is 105 feet high and holds 2,500 acre feet of water. Should this dam fail, northern portions of the City would be subject to flooding, primarily at the Fairplex. In the unlikely event of a dam failure involving any of these dams, a portion of the city could be affected.

Failure of these dams during a catastrophic event, such as a severe earthquake, is considered a very unlikely event. Due to the method of construction of these dams, they have performed well in earthquakes; and failure is not expected to occur.

### **Evacuation Routes**

Pertinent information that relates to evacuation operations is included in **Part Two, Operations Section Annex, Supporting Documents**.

### **Emergency Response Actions**

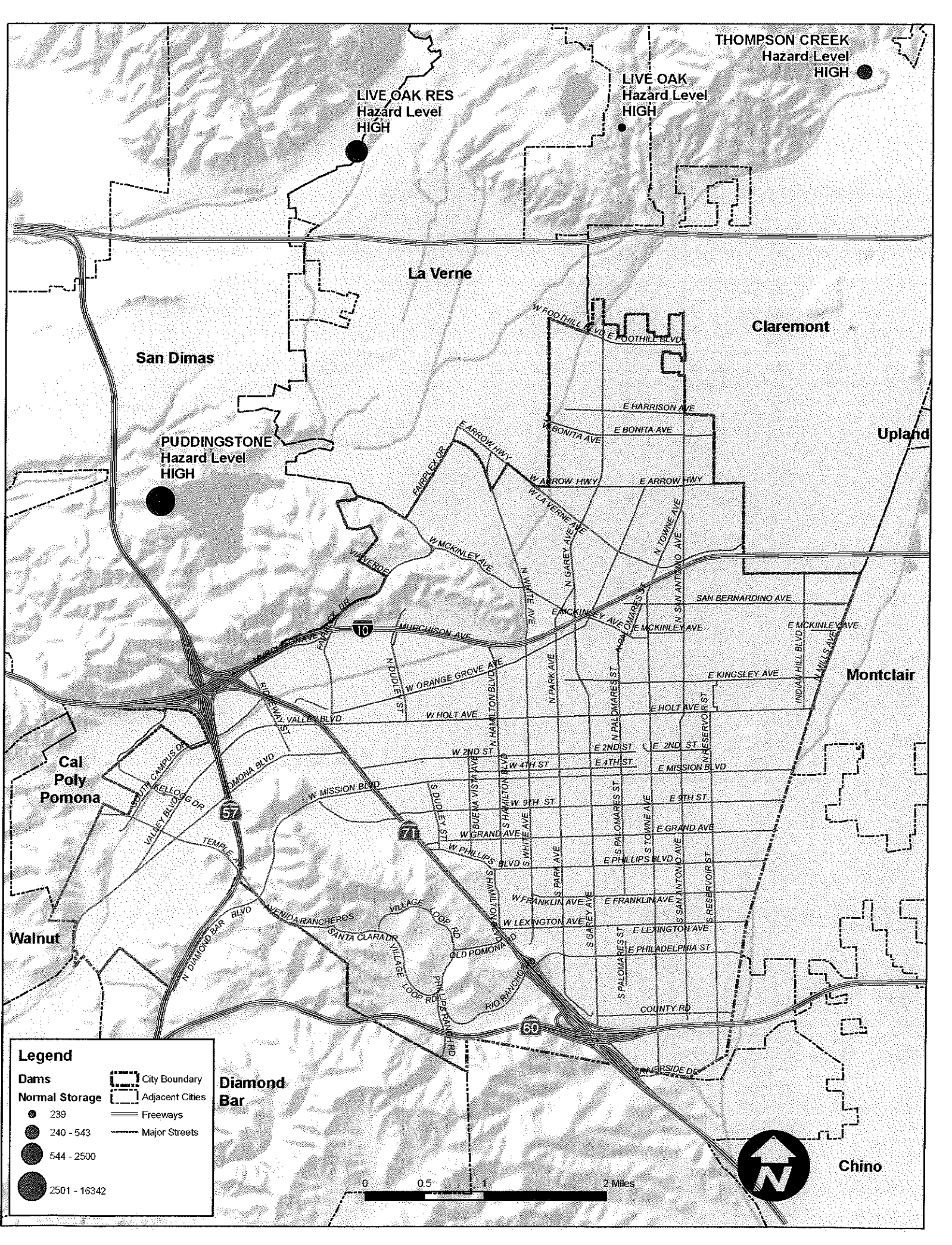
Emergency response actions applicable to all hazards are included in **Part Two Annexes, Checklist Actions for each Section**.

Note: For more detailed information and maps, refer to the City's Local Hazard Mitigation Plan.

Attachment 1 — Dam Inundation Map(s) (City to insert map)

**Attachment 1, Threat Summary 4**  
**Location of Dams and Reservoir Inundation Routes**





THOMPSON CREEK  
Hazard Level  
HIGH

LIVE OAK  
Hazard Level  
HIGH

LIVE OAK RES  
Hazard Level  
HIGH

San Dimas

La Verne

Claremont

Upland

PUDDINGSTONE  
Hazard Level  
HIGH

Montclair

Cal Poly  
Pomona

Walnut

Diamond  
Bar

Chino

**Legend**

**Dams**

- 239
- 240 - 543
- 544 - 2500
- 2501 - 16342

**Normal Storage**

- City Boundary
- Adjacent Cities
- ≡ Freeways
- Major Streets





## **Threat Assessment 5 Wildland Fire/Urban Interface**

### **General Situation**

Due to its weather, topography, and native vegetation, the entire southern California area is at risk from wildland fires. The extended droughts characteristic of California's Mediterranean climate result in large areas of dry vegetation that provide fuel for wildland fires. Furthermore, the native vegetation typically has a high oil content that makes it highly flammable. The area is also intermittently impacted by Santa Ana winds, the hot, dry winds that blow across southern California in the spring and late fall.

A wildfire that consumes thousands of acres of vegetated property can overwhelm local emergency response resources. Often, when a wildland fire encroaches onto the built environment, multiple ignitions develop as a result of "branding", the term for wind transport of burning cinders over a distance of a mile or more. If ignited structures sustain and transmit the fire from one building to the next, a catastrophic fire can ensue. Insurance carriers consider fire a catastrophe if it triggers at least \$25 million in claims or more than 1,000 individual claims. The Oakland Hills firestorm of October 1991 and the California wildfires of 2003 and 2005 were such events. Firestorms, especially in areas of wildland-urban interfaces can be particularly dangerous and complex, posing a severe threat to public and firefighter safety, and causing devastating losses of both life and property. Continuous planning, preparedness, and education are required to reduce the fire hazard potential, and to limit the destruction caused by fires.

### **Specific Situation**

Wildfire hazard areas are commonly identified in regions of the wildland/urban interface. Ranges of the wildfire hazard are further determined by the ease of fire ignition due to natural or human conditions and the difficulty of fire suppression. The wildfire hazard is also magnified by several factors related to fire suppression/control such as the surrounding fuel load, weather, topography and property characteristics. Generally, hazard identification rating systems are based on weighted factors of fuels, weather and topography. The City is vulnerable to high fire hazard areas.

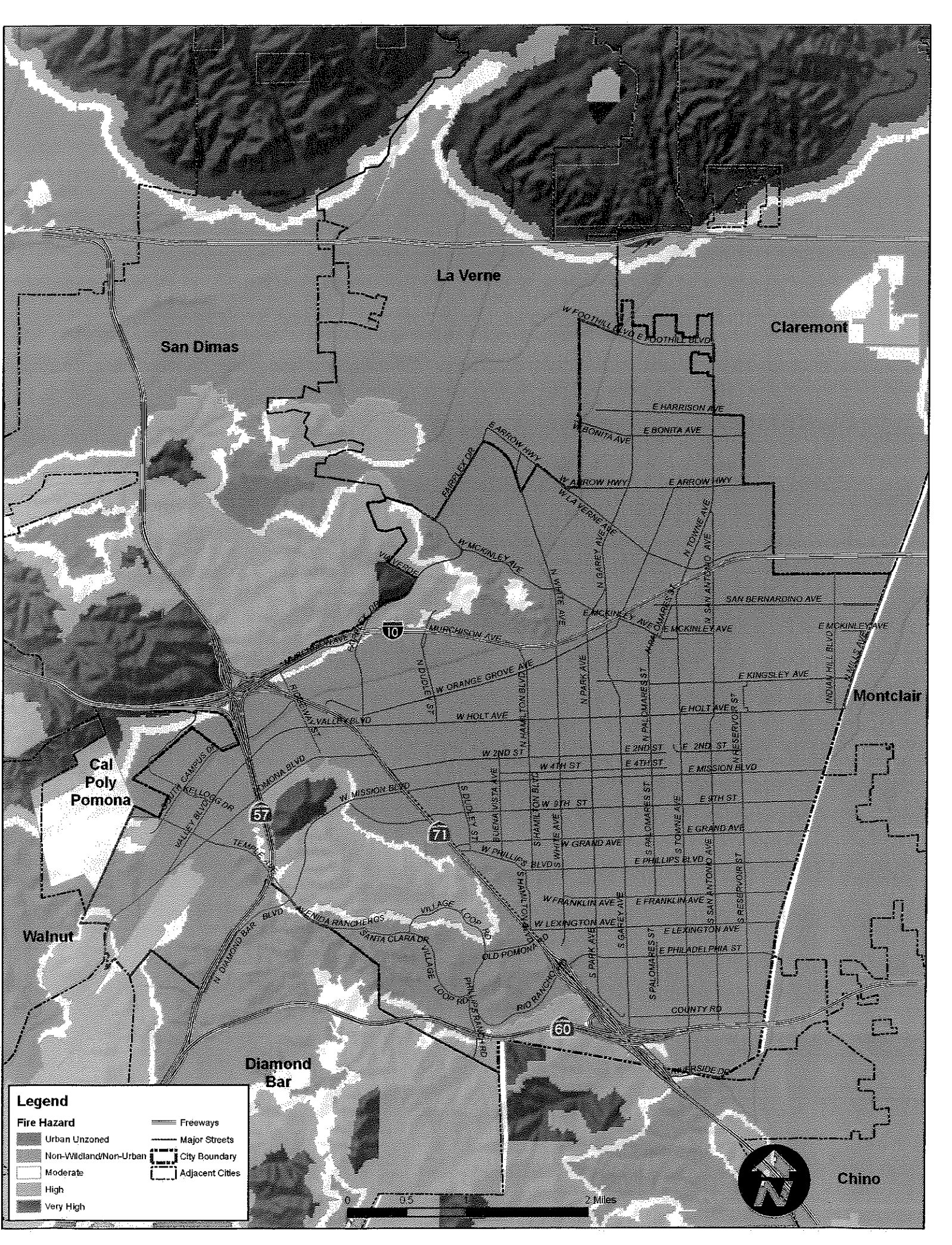
### **Emergency Response Actions**

Emergency response actions applicable to all hazards are included in **Part Two Annexes, Checklist Actions for each Section.**

Note: For more detailed information and maps, refer to the City's Local Hazard Mitigation Plan.

Attachment 1 - Fire Hazard Map

**Attachment 1, Threat Summary 5  
Fire Hazard Map**



La Verne

San Dimas

Claremont

Cal Poly Pomona

Walnut

Diamond Bar

Montclair

Chino

**Legend**

	Urban Unzoned		Freeways
	Non-Wildland/Non-Urban		Major Streets
	Moderate		City Boundary
	High		Adjacent Cities
	Very High		



## **Threat Assessment 6 Landslide/Mudflow**

### **General Situation**

Landslide is a general term for a falling mass of soil or rocks; vertical movement of small pieces of soil. "Mudslide" (mudflow) is a flow of very wet rock and soil. The primary effects of landslides or mudslides can include:

- Abrupt depression and lateral displacement of hillside surfaces over distances of up to several hundreds of feet.
- Disruption of surface drainage.
- Blockage of flood control channels and roadways.
- Displacement or destruction of improvements such as roadways, buildings, oil and water wells.

The speed with which landslides can occur vary considerably from rapid rockfalls to virtually imperceptible movements down slope under the pull of gravity. Soil creep is a very slow type of earth flow movement. It occurs mainly in solids containing clay. Most landslides are shallow, ranging up to perhaps 100 feet in depth and limited in extent to generally less than 100 acres. Most are not presently in motion (active), but have moved down slope to a position of stability and have remained.

An unusual number of brush fires in hillside areas may create the potential for mudslides if heavy rains arrive before the replanting has taken hold. Situations of this nature can usually be managed by warnings to the residents and making sandbags available in advance of the predicted heavy rainfall.

### **Specific Situation**

Both the United States Geologic Survey and the California Geologic Survey are currently conducting significant research that focuses on the conditions and processes that lead to destructive slope failures. This includes methodology for analysis of slopes and drainage basins, and the development of susceptibility maps.

### **Emergency Response Actions**

Emergency response actions applicable to all hazards are included in **Part Two Annexes, Checklist Actions for each Section.**

Note: For more detailed information and maps, refer to the City's Local Hazard Mitigation Plan.

## **Threat Assessment 7-A Transportation: Major Air Crash**

### **General Situation**

A major air crash that occurs in a populated residential area can result in considerable loss of life and property. The impact of a disabled aircraft as it strikes the ground creates the likely potential for multiple explosions, resulting in intense fires. Regardless of where the crash occurs, the explosions and fires have the potential to cause injuries, fatalities and the destruction of property at and adjacent to the impact point. The time of day when the crash occurs may have a profound affect on the number of dead and injured. Damage assessment and disaster relief efforts associated with an air crash incident will require support from other local governments, private organizations and in certain instances from the state and federal governments.

It can be expected that few, if any, airline passengers will survive a major air crash. The intense fires, until controlled, will limit search and rescue operations. Police barricades will be needed to block off the affected area. The crowds of onlookers and media personnel will have to be controlled. Emergency medical care, food and temporary shelter will be required by injured or displaced persons. Many families may be separated, particularly if the crash occurs during working hours; and a locator system should be established at a location convenient to the public. Investigators from the National Transportation and Safety Board and the Los Angeles County Coroners Office will have short-term jurisdiction over the crash area and investigations will be completed before the area is released for clean up. The clean-up operation may consist of the removal of large debris, clearing of roadways, demolishing unsafe structures and towing of demolished vehicles.

It can be anticipated that the mental health needs of survivors and the surrounding residents will greatly increase due to the trauma associated with such a catastrophe. A coordinated response team, comprised of mental health professionals, should take a proactive approach toward identifying and addressing mental health needs stemming from any traumatic disaster. The American Red Cross is mandated by Congress to provide assistance to families and victims of air crashes.

It is impossible to totally prepare, either physically or psychologically, for the aftermath of a major air crash. However, since Southern California has become one of the nation's most overcrowded air spaces, air crash incidents are no longer a probability but a reality. Therefore, air crash incidents must be included among other potential disasters.

### **Specific Situation**

The skies above the City are occupied by aircraft originating and departing from a number of airports located in Southern California. The airports nearest to the City which handle the greatest amount of air traffic are as follows:

- Los Angeles International Airport (LAX)
- Van Nuys Airport

- Burbank Airport
- Long Beach Airport
- John Wayne
- Ontario International

Aircraft flying over The City are located in the Los Angeles Terminal Control Area (TCA). The TCA is airspace restricted to large, commercial airliners. Each TCA has an established maximum and minimum altitude in which a large aircraft must travel. Smaller aircraft desiring to transit the TCA may do so by obtaining Air Traffic Control clearance. The aircraft may then proceed to transit when traffic conditions permit. Aircraft departing from other than LAX, whose route of flight would penetrate the TCA, are required to give this information to Air Traffic Control on appropriate frequencies. Pilots operating small aircraft often rely on geographical landmarks, rather than charts, to indicate geographical landmarks of the Southern California basin, he/she may misinterpret a particular landmark and inadvertently enter the restricted TCA airspace. This misunderstanding may result in a mid-air collision.

### **Emergency Response Actions**

Emergency response actions applicable to all hazards are included in **Part Two Annexes, Checklist Actions for each Section.**

Attachment 1 – Map of Airport Locations



Burbank - Glendale - Pasadena  
2,352,465

Los Angeles

San Bernardino

Ontario Intl  
3,089,025

Santa Monica Muni  
103

Los Angeles Intl  
26,239,584

Hawthorne Muni  
431

Riverside

Long Beach  
1,409,039

John Wayne Airport - Orange County  
4,266,083

Orange

### Legend

— Air Routes within 10 Miles

### Southern California Airports

#### Enplanements per Year

- 103 - 383,902
- 383,903 - 1,409,039
- 1,409,040 - 4,266,083
- 4,266,084 - 7,565,196
- 7,565,197 - 26,239,584

City of Pomona

Southern California Counties

0 3.75 7.5 15 Miles



San Diego

## **Threat Assessment 7-B Transportation: Train Incident/Derailment**

### **General Situation**

#### **Metro and Light Rail**

The Metro Rail system consists of:

- **Rail transit lines:**
  - **Metro Blue Line**—runs north and south between Los Angeles and Long Beach
  - **Metro Red Line**—subway meets the Blue Line in Los Angeles and provides service through downtown, the mid-Wilshire area, Hollywood and the San Fernando Valley, where it meets the Metro Orange Line transitway.
  - **Metro Green Line**—crosses the Blue Line in running east and west between Norwalk and Redondo Beach, curving to near the Los Angeles International Airport. It operates in and through the cities of Norwalk, Downey, South Gate, Paramount, Los Angeles, Hawthorne, Inglewood and El Segundo
  - **Metro Gold Line**—connects with the Red Line at Union Station and runs northeast to Pasadena.
  
- **Metrolink:** Commuter train network which connects long-distance commuters from outlying communities to the Los Angeles area.

The Metrolink runs through the City. There are 2 support facilities located within the City: the First Street Transit Center and the North Garey Avenue Metrolink station.

#### **Amtrak**

Amtrak operates a nationwide rail network, including intercity trains and commuter trains in California. Amtrak's corridors in California are among the busiest in the nation; and the Los Angeles Station is one of the busiest stations in the national Amtrak system.

#### **Freight Train**

Both the Union Pacific (UP) and Burlington Northern Santa Fe (BNSF) railroads have extensive operations in the Los Angeles region. There are also four short-line railroads that shuttle cars and equipment in and between the marine ports and rail intermodal yards. Dozens of trains per day travel along their most heavily used line segments. In addition to on-dock rail terminals at the ports, there are six major rail/truck intermodal transshipment yards in the region.

Three inland rail yards serve primarily the ports of Los Angeles and Long Beach:

- The Intermodal Container Transfer Facility (UP) five miles inland from the ports of Los Angeles and Long Beach. The ICTF facilitates the relay of



marine cargo containers between the ports and major rail yards near downtown Los Angeles.

- East Los Angeles facility (UP) near downtown Los Angeles
- Hobart Intermodal Facility (BNSF), also near downtown Los Angeles

These facilities are connected to the ports by the Alameda Corridor, a 20-mile freight rail expressway that currently handles an average of 35 train movements per day but has capacity to handle up to 150 daily trains. There are also three additional rail intermodal centers in the region:

- LATC (UP) near downtown Los Angeles
- City of Industry facility (UP) approximately 15 miles east of Los Angeles
- San Bernardino facility (BNSF) approximately 50 miles east of Los Angeles

### **Specific Situation**

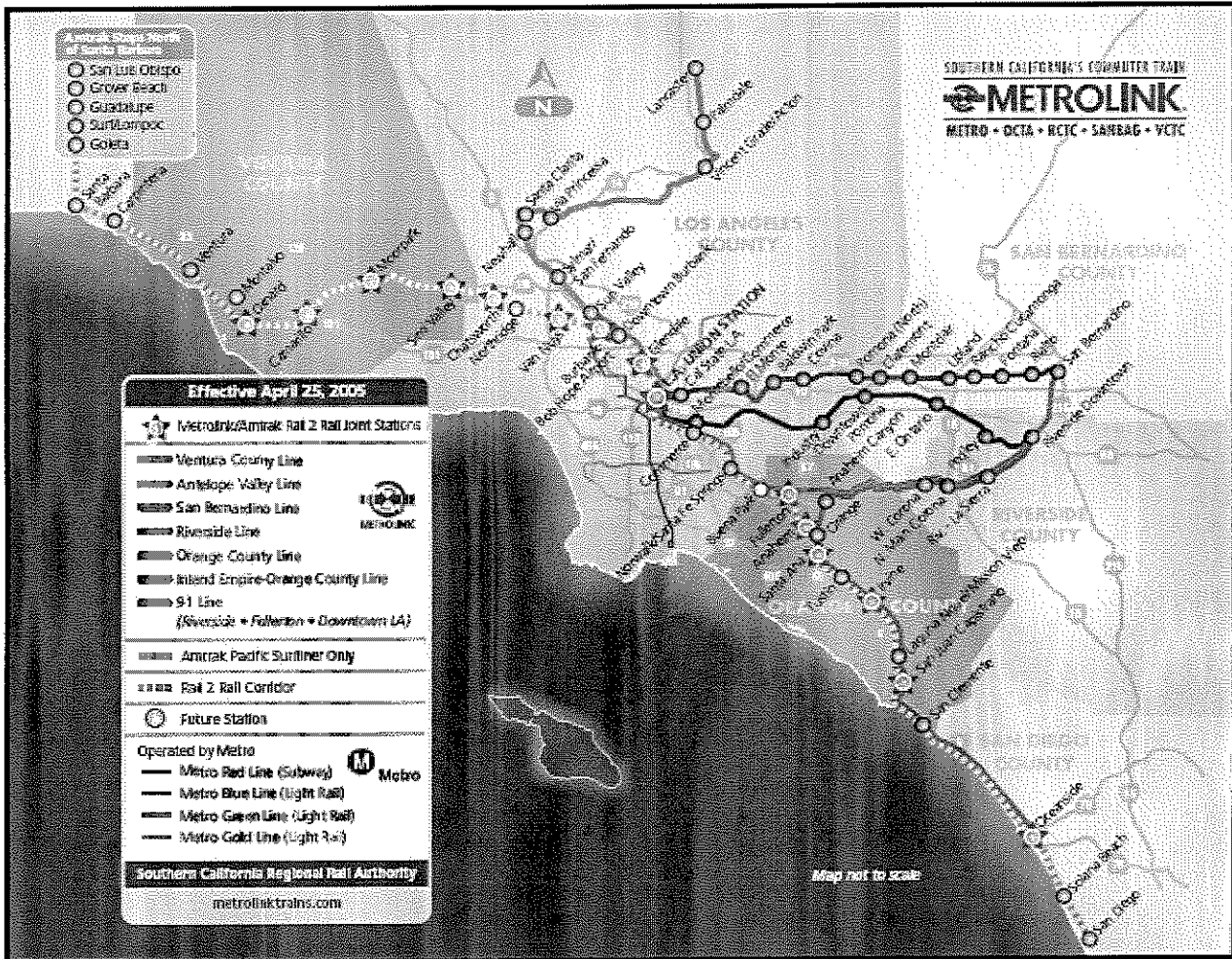
Safety issues include: derailments, hazardous materials releases, sabotage, station accidents, boarding and disembarking accidents, and right-of-way accidents.

### **Emergency Response Actions**

Emergency response actions applicable to all hazards are included in **Part Two Annexes, Checklist Actions for each Section.**

Attachment 1 – Metrolink Map

# Attachment 1, Threat Assessment 7-B, Metrolink Map



## **Threat Assessment 8 Civil Unrest**

### **General Situation**

The disruption of normal, orderly conduct and activities in urban areas, or outbreak of rioting or violence that is of a large nature referred to as civil unrest. Civil unrest can be the result of long-term dissatisfaction with authority, social/economic factors or racial or religious tensions. Civil unrest is usually noted by the fact that normal on-duty police and public safety personnel cannot adequately deal with the situation until additional resources can be acquired.

### **Specific Situation**

Situations of civil unrest may include, but not be limited to:

- Neighborhood problems.
- Mistrust of local authorities.
- Problems in the school system, on and off campus.

Add any city specific issues/activities

### **Emergency Response Actions**

Emergency response actions applicable to all hazards are included in **Part Two Annexes, Checklist Actions for each Section.**

## **Threat Assessment 9 Terrorism**

### **General Situation**

Los Angeles County has a diverse population of approximately ten million persons. The County and its cities are home to many business and government agencies, transportation infrastructure and cultural facilities which are vulnerable to terrorist attack. Terrorism is a continuing threat throughout the world and within the United States. A variety of political, social, religious, cultural and economic factors underlie terrorist activities. Terrorists typically target civilians to advance their agenda. The media interest generated by terrorist attacks makes this a high visibility threat.

### **Specific Situation**

Incidents generating significant mass casualties make preparedness and the mechanisms for effective response essential. In addition to large-scale attacks, a full range of assault styles must be considered, including simple letter bombings, assassinations with small arms, major car bombings, etc.

Use of explosive devices remains the weapon of choice for terrorist activity. Related activities include bomb threats which disrupt the normal operations of transit systems, government or corporate facilities. Locations likely to be targets include airports, mass transit targets and government facilities. Entertainment and cultural facilities may also be targeted.

The potential for nuclear, biological or chemical (NBC) terrorism is also a concern. NBC emergencies would necessitate detailed contingency planning and preparation of emergency responders to protect their communities.

The Federal Bureau of Investigation (FBI) is the lead federal agency for all terrorist activities within the United States. The FBI coordinates this activity with local law enforcement through the Joint Regional Intelligence Center (JRIC).

Los Angeles County also participates in the JRIC, which assesses potential threats to determine if they are credible. The JRIC is a multi-agency, multi-jurisdictional group that works with key federal and state agencies and other counties.

A broad threat assessment of potential terrorist targets, threat elements and local response capabilities has been developed. This assessment is contained in restricted use-planning documents. The information contained in this document will be used as necessary during a threat situation or actual event. Following is a general overview of potential terrorist targets in Los Angeles County:

Facilities that store, manufacture or transport hazardous materials.

- US and State Highways.
- Telecommunications facilities.
- Federal, state, county and city offices.

- Shopping malls.
- Medical centers.
- Schools, churches and religious centers.
- Research facilities.
- Electrical facilities and power plants.
- Water and wastewater facilities, dams.
- Bridges and overpasses.

**Emergency Response Actions**

Emergency response actions applicable to all hazards are included in **Part Two Annexes, Checklist Actions for each Section.**

## Threat Assessment 10

### Public Health Emergency/Pandemic Event

#### General Situation

Widespread public health emergencies, referred to as “pandemics”, occur when a disease, often a strain of influenza, emerges to which the population has little immunity. The 20th century saw three such pandemics, the most notable of which was the 1918 Spanish influenza pandemic that was responsible for 20-40 million deaths throughout the world.

Public health experts are always concerned about the risk of another pandemic where a disease spreads between and amongst species. When strains of animal disease interact with the common strains of human diseases, a mutation can occur, creating a disease capable of human-to-human transmission, initiating a pandemic. Depending on the nature of such a disease, between 25 to 35 percent of the population could become ill. This level of disease activity would disrupt all aspects of society and severely affect the economy.

#### Public Health Emergency – World Health Organization (WHO) Pandemic Phases

To ensure consistent planning efforts, federal, state and county public health agencies use the World Health Organization (WHO) pandemic phases as described below.

Interpandemic Period	General Definition
Phase 1	<ul style="list-style-type: none"> <li>• No new influenza virus subtypes detected in humans.</li> <li>• May or may not be present in animals.</li> <li>• If present in animals, the risk of human infection is considered to be low.</li> </ul>
Phase 2	<ul style="list-style-type: none"> <li>• No new influenza virus subtypes detected in humans.</li> <li>• A circulating animal virus subtype may be detected in animals.</li> <li>• There may be a substantial risk of human disease.</li> </ul>
Pandemic Alert Period	General Definition
Phase 3	<ul style="list-style-type: none"> <li>• Humans have been infected with a novel virus subtype but human-to-human transmission has not occurred or only in rare instances of close contact.</li> </ul>
Phase 4	<ul style="list-style-type: none"> <li>• Small cluster(s) of cases with limited human-to-human transmission are documented, but spread is highly localized.</li> <li>• Virus is not well adapted to humans.</li> </ul>

Interpandemic Period	General Definition
Phase 5	<ul style="list-style-type: none"> <li>• Larger cluster(s) appear, but human-to-human spread is still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be highly transmissible.</li> <li>• The risk of pandemic is now substantial.</li> </ul>
Pandemic Period	General Definition
Phase 6	<ul style="list-style-type: none"> <li>• Increased and sustained transmission is documented in the general population.</li> </ul>
Post-Pandemic Period	General Definition
Phase 7	<ul style="list-style-type: none"> <li>• Continuing public health actions, including communication with the public on issues such as when public gatherings can resume and continued monitoring of possible outbreaks of infection, etc.</li> </ul>

The Los Angeles County Department of Public Health (LACDPH) is the lead department for the county’s response. LACDPH will work closely with local jurisdictions to ensure that:

- planning efforts are consistent throughout the county;
- official information will be provided to the jurisdictions in a timely manner;
- pharmaceutical distribution planning, training and exercising is conducted; and
- the organization is SEMS/NIMS (Standardized Emergency Management System/National Incident Management System) compliant.

**Specific Situation**

In highly urbanized and densely populated Los Angeles County, quarantine and isolation practices would not be enforceable or practical. The City will work in conjunction with county, state and federal agencies to aggressively promote basic sanitation and hygiene public education programs. The City will, at the direction of the Public Health Officer for Los Angeles County, implement the procedures and protocols as outlined in the **Public Health Emergency Annex to this plan.**

**Emergency Response Actions**

Emergency response actions applicable to all hazards are included in **Part Two Annexes, Checklist Actions for each Section.**

**Reference: County of Los Angeles Department of Public Health, All-Hazards Emergency Management Plan, Annex 11, Operational Plan for Implementation and Enforcement of Isolation and Quarantine Measures**

## **Threat Assessment 11 National Security Emergency**

### **General Situation**

National security emergencies are typically war-related events or those events which threaten our national infrastructure, both physical and human, including those which hold the potential for destabilizing our national economy. National security emergencies could also include events such as severe petroleum shortages, disruption to food production and the supply chain or a public health emergency such as a pandemic. National security emergencies are, by their nature, catastrophic events which impact us not just on a local or regional level but threaten the well-being of the entire country.

### **Emergency Response Actions**

Response activities to the nuclear materials threat will be far reaching and will consist of in-place protection measures, relocation and spontaneous evacuation. Emergency response actions applicable to all hazards are included in **Part Two Annexes, Checklist Actions for each Section.**



## **Section Seven** **Hazard Mitigation**

### **Purpose**

This section establishes actions, policies and procedures for implementing hazard mitigation programs at the local level

### **Authorities and References**

The following laws and regulations govern the hazard mitigation process:

- Disaster Mitigation Act (DMA2000) (PL106-390) Section 322 Mitigation Planning establishes the requirement for local, state and tribal mitigation plans.
- Disaster Mitigation Act (DMA2000) (PL106-390) Section 203 authorizes the Pre-disaster Mitigation (PDM) grant program.
- Robert T. Stafford Disaster Assistance and Emergency Relief Act (Stafford Act) (PL93-288) Section 404 authorizes the Hazard Mitigation Grant Program.
- 44 CFR (Code of Federal Regulations, Title 44) Parts 201 and 206 implement policies and procedures that apply to Mitigation Planning and the Hazard Mitigation Grant Program.
- National Flood Insurance Act established the National Flood Insurance Program (NFIP) and the Flood Mitigation Assistance (FMA) Program.
- California Emergency Services Act, Chapter 7, Division 1, Title 2 of the Government Code California Disaster Assistance Act (CDAA), 406 Mitigation.

### **General**

Hazard mitigation is defined as any action taken to reduce or eliminate the long-term risk to human life and property from disasters. Section 322 of Public Law 106-390 requires, as a condition of receiving certain federal disaster aid, that local governments develop a mitigation plan that outlines processes for identifying the natural hazards, risks and vulnerabilities in their jurisdiction. Mitigation plans must:

- Describe actions to mitigate hazards, risks and vulnerabilities identified under the plan.
- Establish a strategy to implement those plans.

Specific plan requirements are listed in 44 CFR Section 201.6. Local jurisdictions without an approved hazard mitigation plan will not be eligible to receive funds for the Hazard Mitigation Grant (HMGP), Pre-Disaster Mitigation (PDM) or Flood Mitigation Assistance (FMA) programs.

Local mitigation plans are the jurisdiction's commitment to reduce risks from natural hazards and guide decision makers as they commit resources to reduce the damage from natural hazards. Hazard mitigation planning and actions are continuous year-round efforts.

**Reference: The City's Local Hazard Mitigation Plan.**

## **Hazard Mitigation Grants**

### **Pre-Disaster Mitigation (PDM)**

The Pre-Disaster Mitigation (PDM) grant program may provide financial assistance to local jurisdictions to develop and update plans or identify and mitigate pre-disaster conditions to reduce vulnerability.

PDM funding is provided through the National Pre-Disaster Mitigation Fund and is subject to Congressional appropriations. PDM projects are nationally competitive and opportunities to apply for grants are announced once a year by the California Emergency Management Agency (CalEMA) (previously OES).

### **Hazard Mitigation Grant Program (HMGP)**

Following a disaster, mitigation opportunities and financial assistance may be available through the Hazard Mitigation Grant Program (HMGP). The program funds projects that are cost-effective and which substantially reduce the risk of future damage, hardship, loss or suffering as a result of a natural disaster. The HMGP is funded for each disaster. Total allocation is based upon a sliding scale of between 7.5 and 15 percent of the Federal Emergency Management Agency's (FEMA) estimate of all public infrastructure damages (not emergency work) and individual assistance costs in a particular disaster. As an incentive to encourage the development of local plans, DMA2000 permits local governments to be eligible for up to a 20 percent share of the total damages estimated in the Public and Individual Assistance programs if they have an approved local hazard mitigation plan. HMGP awards are competitive among jurisdictions that are part of the disaster declaration.

### **Flood Mitigation Assistance Program (FMA)**

FEMA's Flood Mitigation Assistance Program (FMA) provides funding to communities to reduce or eliminate the long-term risk of flood damage to buildings, manufactured homes and other structures insurable under the National Flood Insurance Program (NFIP). The program provides grants for mitigation planning, projects and technical assistance to reduce claims under the NFIP. A priority of the FMA Program is to fund flood mitigation activities that reduce the number of repetitive loss structures insured by the NFIP. Repetitive loss structures are those that have sustained two or more losses, each exceeding \$1000, within a ten year period. FEMA encourages communities to develop plans that address repetitive loss properties.

The federal contribution for an individual HMGP, PDM or FMA project can be up to 75 percent of the cost of the proposed project with applicants providing matching funds through a combination of either state, local or private sources. Awards go to projects that best demonstrate the goals and objectives of local mitigation programs. HMGP funding may not be used to fund any mitigation project that is eligible under Public Assistance or other federal programs, though it may be used to complement or enhance mitigation funded under Individual or Public Assistance.

## **Implementation**

Following each Presidentially declared Emergency or Major Disaster, the Regional Director of the Federal Emergency Management Agency (FEMA) and the Governor sign a document called the Federal/State Agreement. This agreement includes appropriate provisions for hazard mitigation, such as:

- Evaluate or have the applicant evaluate specific natural hazards in the disaster area and make appropriate recommendations to mitigate them.
- Follow up with applicants to ensure that the appropriate hazard mitigation actions are taken.
- Follow up with applicants to ensure that the appropriate hazard mitigation plans are developed and submitted to the FEMA Regional Director for concurrence.
- Review and update disaster mitigation portions of emergency plans.

A hazard mitigation officer is appointed for the state and local applicant. These individuals constitute the hazard mitigation survey team which will:

- Identify significant hazards in the affected areas, giving priority to disaster-related hazards.
- Evaluate impacts of these hazards and recommend mitigation measures.

The hazard mitigation survey team uses information from Project Worksheets (PWs) and visits selected sites where significant damage has occurred. The survey team is responsible for ensuring an adequate consultation among interested federal, state and local parties. The survey team also prepares a hazard mitigation plan which is submitted to the FEMA Regional Director through the Governor's Authorized Representative within 180 days after a Presidential declaration. The plan:

- Recommends hazard mitigation measures for local, state and federal agencies.
- Establishes short and long-term planning frameworks for implementation of hazard mitigation efforts.

The State sets mitigation priorities and awards for HMGP grants. FEMA conducts the final eligibility review to ensure that all projects are compliant with Federal regulations. This includes the Federal law that requires States and communities to have FEMA-approved mitigation plans in place prior to receipt of HMGP project funds.

## **Responsibilities**

Hazard mitigation measures include avoidance, reduction and land use regulations. Key responsibilities of local governments are to:

- **Participate** in the process of evaluating hazards and adoption of appropriate hazard mitigation measures, including land use and construction standards.
- **Appoint** a Local Hazard Mitigation Officer, if appropriate.
- **Participate** on Hazard Mitigation Survey Teams and Inter-agency Hazard Mitigation Teams, as appropriate.
- **Participate** in the development and implementation of section 409 plans or plan updates, as appropriate.
- **Coordinate and monitor** the implementation of local hazard mitigation measures.

## **Part One, Section Eight** **Emergency Operations**

### **Concept of Operations (CW-#9)**

The City will operate under the following policies during a disaster/emergency as the situation dictates:

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- All city and department operating procedures will be adhered to unless directed otherwise by the Director of Emergency Services.
- All on-duty personnel are expected to remain on duty until relieved of duty. Off-duty personnel will be expected to return to work in accordance with the City's policies.
- While in a disaster mode, work shifts typically will be 12 hours on and 12 hours off for the duration of the event. The City's work shifts will typically begin at 7 a.m. and 7 p.m. The length of the work shifts may be adjusted to meet local conditions.

### **City Emergency Management Organization and Responsibilities**

The City's Disaster/Emergency Management Organization (including emergency/disaster response and recovery) will be directed by the City Manager who serves as the Director of Emergency Services and has the responsibility for:

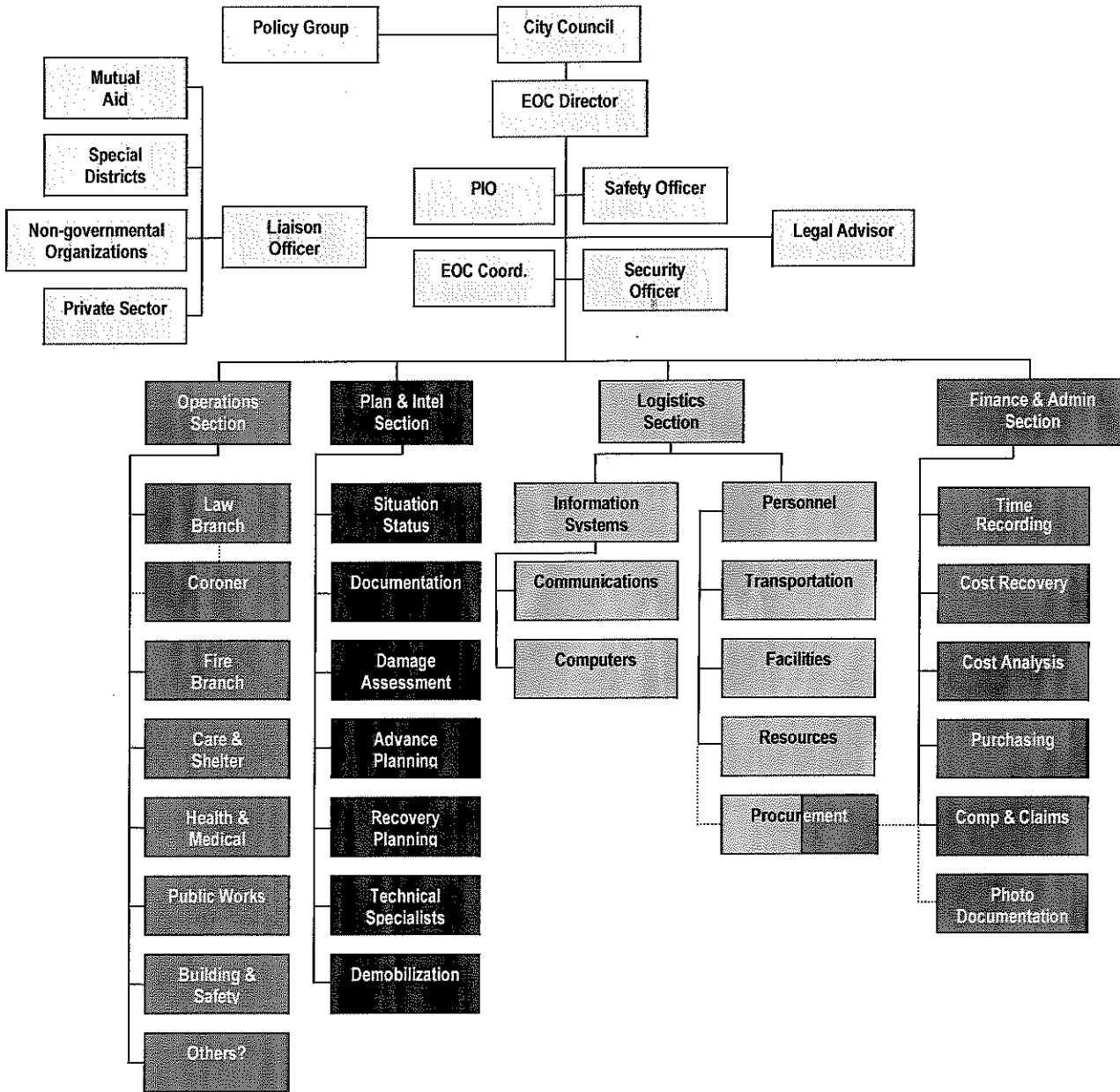
- Implementing the SEMS/NIMS Emergency Operations Plan (EOP).
- Working with the City Council and the City of Pomona Disaster Council per 14-73 of the City's Municipal Code.
- Oversee all city disaster preparedness.

The designated EOC Director has overall responsibility for:

- Organizing, staffing and operating the Emergency Operations Center (EOC).
- All 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 and providing support to other jurisdictions as required.
- Identifying and analyzing potential hazards and recommending appropriate countermeasures.
- Collecting, evaluating and disseminating damage assessment and other essential information.
- Providing status and other reports to the Operational Area.

The City's EOC Functions Chart is in **Chart 1** and correlates to the City's Emergency/Disaster Responsibilities Matrix in **Chart 2**.

**Chart 1 - SEMS/NIMS EOC Function Chart**  
(CW-#9, #10 and #12)



This ICS organization chart represents a full scale EOC activation for a large organization. The EOC for the City may not have all branches and units fully staffed, depending on the nature and extent of an event. To maintain the span of control, deputies may be appointed. When sections, branches or units are not activated, the responsibility for those functions rises to the next highest level of supervision. The EOC Director is responsible for maintaining the appropriate staffing levels.

**Chart 2 (Fill in Chart Appropriately For Jurisdiction)**

P=Primary

S=Support

City Emergency/ Disaster Responsibilities Matrix		City Council	City Manager	Admin.	City Attorney	City Clerk	Community Dev/Planning	Community Services	Finance	Fire	Human Resources	Information Technology	Police	Public Works	RDA			
<b>MANAGEMENT</b>	Policy Group	P	P		S													
	EOC Director.		P															
	Liaison Officer			P														
	EOC Coordinator										P							
	Safety Officer										P							
	Security Officer												P					
	P.I.O.			P														
	Legal Advisor				P													
<b>OPERATIONS</b>	Operations Section Coord														P			
	Law Branch												P					
	Coroner Unit																	
	Fire Branch									P								
	Care & Shelter Branch																	
	Health & Medical Branch																	
	Public Works Branch							S							P			
	Building & Safety Branch							S							P			
<b>PLANNING</b>	Plans/Intelligence Coord.						P											
	Situation Status Unit												P					
	Documentation Unit															P		
	Damage Assessment Unit													P				
	Advance Planning Unit						P											
	Recovery Planning Unit																	
	Demobilization Unit																	
	Technical Specialists																	
<b>LOGISTICS</b>	Logistics Section Coord.										P							
	Resources - or in Plans						P											
	Personnel										P							
	Facilities														P			
	Transportation														P			
	Procurement – or in Finance								P									
	Information Systems											P						
<b>FINANCE</b>	Finance/Admin Coord.								P									
	Comp & Claims Unit										P							
	Cost Recovery								P									
	Purchasing								P									
	Time Unit								P									
	Cost Analysis								P									

**City of Pomona Disaster Council**

In accordance with the California Emergency Services Act, the City was accredited by the State of California Emergency Council. The primary role of the Disaster Council is to develop and recommend for adoption the City's emergency plan, emergency services organization, mutual aid plans and agreements and any other emergency management-related rules and regulations.

The membership of the Disaster Council is designated in Ordinance 3180. The membership of the Council is as follows: Mayor (Chair), Director of Emergency Services (Vice Chair), Manager of Emergency Services, Section Chiefs of Emergency Services identified in the City's emergency plan and representatives of local groups and organizations (e.g., civic, business, labor, etc.) appointed by the Director, with the advice and consent of the City Council.

The Disaster Council meets as specified by the City ordinance (upon call of the Chair, or in his/her absence, the Vice Chair). Given the role assigned to the Disaster Council by State law, it should be convened when a significant change is made to the City's emergency services organization or emergency plans or in the event of a major disaster.

**Employee Assignments and Responsibilities**

California Labor Code §3211.92(b) identifies public agency employees as Disaster Service Workers. Consequently, all on-duty City employees are expected to remain at work. Off-duty employees should report for work in accordance with City policy. If at home when a disaster occurs, employees are expected to ensure the welfare of their families and homes before reporting to work. **(See Appendix A for information on employee notification and recall and Appendix B for any City policies regarding disaster assignments.)**

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

In addition to being available for an emergency assignment, it is the responsibility of all City staff to:

- Be familiar with the City emergency organization, concept of emergency operations and the procedures outlined in this Emergency Operations Plan (EOP).
- Be familiar with department emergency procedures.
- Attend required emergency training and exercises.
- Maintain proficiency in any special skills needed for emergency assignment.

**City Employee Notification and Recall (See Appendix A) (CW-#20)**

- For obvious emergencies, (e.g., major earthquakes):
  - Employees pre-assigned to an emergency role/EOC function should

- automatically report to their duty station.
- All other employees must:
  - Follow their respective department response plans. In the absence of any formalized department plans, employees should call the City's emergency notification telephone number (909) 802-7450 for further instructions on when and where to report for duty.
  - Monitor radio stations KFI 640 AM, KFWB 980 AM or KNX 1070 AM for instructions.
  - Attempt to make contact with City Hall.
  - Report for their next scheduled shift if no emergency instructions are available.
- For all other events, department managers will implement telephone calling trees or other means of notifying employees (e.g., pager, radio, etc.) In the absence of contact from a department manager, employees should call the City's emergency notification telephone number (909) 802-7450 to receive updated instructions on when and where to report.

### **Emergency Operations Center (EOC) (CW-#11)**

In normal conditions, day-to-day operations are conducted by departments and agencies that are widely dispersed throughout the City. In a major emergency or disaster, the City will use an Emergency Operations Center (EOC), from which centralized disaster/emergency management can be performed. This facilitates a coordinated response by the City and representatives of other organizations who are involved in the emergency response and recovery. The level of EOC staffing will vary with the specific disaster/emergency situation.

An EOC provides a central location for information and decision making, and allows for face-to-face coordination among personnel who must make emergency decisions. The following functions may be performed in the City's EOC:

- Managing and coordinating disaster/emergency operations.
- Receiving and disseminating warning information.
- Developing emergency policies and procedures.
- Collecting intelligence from, and disseminating information to, the various EOC representatives and to County, State, Federal and other agencies.
- Preparing intelligence summaries, situation reports, operational reports and other reports.
- Maintaining maps, display boards and other disaster related information.
- Continuing analysis of disaster information.
- Coordinating operational and logistical support.
- Maintaining contact and coordination with department operations centers (DOCs), other local government EOCs and the Operational Area.
- Providing disaster/emergency information to the public and making official releases to the news media.
- Communications.
- Resource dispatching and tracking.



City emergency/disaster response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency/disaster.

**Level One**

Level One activation may be a minor to moderate incident wherein local resources are adequate and available. A Local Emergency may or may not be proclaimed. The City EOC may be activated at a minimal level or may not be activated. Off-duty personnel may be recalled.

**Level Two**

Level Two activation may be a moderate to severe emergency/disaster wherein local resources are not adequate and mutual aid may be required on a regional or even statewide basis. Key management level personnel from the principal involved agencies will co-locate in a central location to provide jurisdictional or multi-jurisdictional coordination. The EOC should be activated. Off-duty personnel may be recalled. A Local Emergency may be proclaimed by the City/County and a State of Emergency may be proclaimed by the Governor.

**Level Three**

Level Three activation may be a major local or regional disaster wherein resources in or near the impacted area are overwhelmed and extensive state and/or federal resources are required. A Local Emergency (City/County) and a State of Emergency (Governor) will be proclaimed and a Presidential Declaration of an Emergency or Major Disaster will be requested. All response and early recovery activities will be conducted from the EOC. Most off-duty personnel will be recalled.

**EOC Location and Description (CW-#13)**

The primary EOC is located at: Fire Station 181; 590 S. Park Avenue, Pomona, CA.  
The alternate EOC is located at: City Council Conference Room.

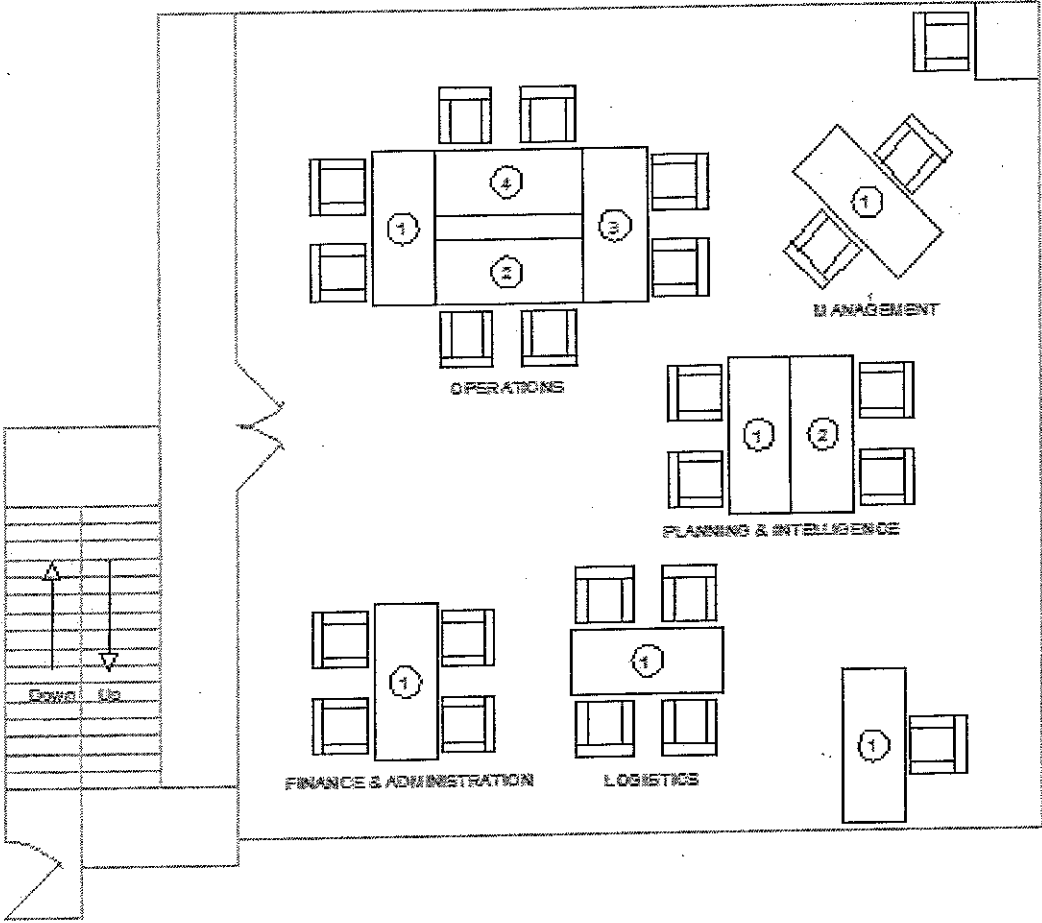
**See Chart 3 EOC Floor Plan on following page.**

The EOC totals 1,020 square feet and is divided among the Management, Operations, Logistics, Planning/Intelligence and Finance/Administration sections. Emergency power is provided by a diesel generator. The emergency fuel reserve is sufficient for 72 hours. Re-supply of emergency fuel will be obtained through the Police Department's Facilities/Maintenance Coordinator. The EOC has the capability to house and feed staff for 48 consecutive hours. On-site services include kitchen and bathrooms.

The alternate EOC may be activated when the primary EOC is unusable. The Logistics Section will coordinate the relocation to the alternate EOC. The operational functions of the alternate EOC will be the same as those of the primary EOC. **(CW-#13)**

**Chart 3  
EOC Floor Plan**

# Chart 3 EOC Floor Plan



### **EOC Displays**

Because the EOC's major purpose is gathering and sharing information for coordinated emergency response, status boards may be used to track information. All EOC sections must track information so that other EOC staff can quickly comprehend what actions have been taken, what resources are available and the damage in the City resulting from the disaster. The Planning/Intelligence Section is responsible for coordinating displays of information. All display charts, boards, and materials are stored in the primary EOC or in the EOC in a Box.

A significant events log should be compiled for the duration of the emergency. It is the responsibility of the Planning/Intelligence Section to record key disaster information in the logs.

### **EOC Communications**

Communications in the EOC include analogue telephones, fax, computers, dispatch base radio, 4 HD radios and data. The Logistics Section is responsible for communications.

### **EOC Facility Management (CW-#11)**

Management of and maintaining operational readiness of the primary and alternate EOC facilities is the responsibility of the Risk Manager/Emergency Services Coordinator.

The EOC Director will have the primary responsibility for ensuring that the City Council is kept informed of the situation and will bring all major policy issues to the Council for review and decision.

### **EOC Activation Policy (CW-#14)**

The EOC is activated when field response agencies need support, a citywide perspective is needed or multiple-departments need to coordinate their response. Activated EOCs may be partially or fully staffed to meet the demands of the situation.

The Operational Area must be notified via the designated countywide emergency reporting systems when the EOC is activated. The Disaster Management Area Coordinator must also be notified.

### **When to Activate the EOC**

- An emergency situation that has occurred or might occur that will require a large commitment of resources from two or more City Departments over an extended period of time. Examples include: an earthquake, brush fire, bombing, flooding, major hazardous material incident, civil disturbance, aircraft disaster, high rise structure fire, severe weather conditions, uncontrolled release or dam failure, act of terrorism, large-scale school incident and special events.
- An impending or declared "State of War Emergency".

### **Who Can Activate the EOC**

The following individuals, either acting as the EOC Director or on behalf of the EOC Director, or their appointed representatives (**as referenced in Part One, Section Nine, Continuity of Government Lines of Succession**) are authorized to activate the EOC:

- City Manager
- Police Chief
- Public Works Director
- Human Resources/Risk Management Director

### **EOC Activation Guidelines**

- Call an official who has authority to activate the EOC (see list above) and request activation to the level needed.
- Identify yourself as the Incident Commander or other appropriate authority and provide a call-back confirmation phone number.
- Briefly describe the emergency/disaster situation requiring the EOC activation.
- Identify in general what EOC functions will be needed.

### **EOC Activation Procedures**

- Determine level of EOC activation and staffing levels. (**See Chart 4, EOC Activation and Staffing Guidelines**)
- Notify EOC staff.
- Set up the EOC. (**See EOC Set Up Procedures in Part Two, Management Section Annex, Supporting Documents.**)
- Notify the Operational Area and your Disaster Management Area Coordinator (DMAC) that the City EOC has been activated.

All employees, elected officials and partner agencies will be advised when either the EOC or alternate EOC is activated.

### **EOC Deactivation Procedures (CW-#14)**

- The EOC Director will determine which units, branches or sections are no longer needed and order EOC deactivation to begin.
- Deactivated units will complete all required paperwork and transfer any remaining tasks or responsibilities to the appropriate unit, branch or section.
- As EOC deactivation continues, this process will repeat itself.
- The deactivation should be overseen by the Demobilization Unit to ensure procedures are followed.
- Notify the Operational Area and your Disaster Management Area Coordinator (DMAC) when the EOC deactivation is complete.

### Chart 4 EOC Activation and Staffing Guidelines

Event/Situation	Activation Level	Minimum Staffing
Events with potential impacts on the health and safety of the public and/or environment Severe Weather Issuances (see Part Two, Operations Annex Supporting Documents-NWS) Significant incidents involving 2 or more Departments Power outages and Stage 1 and 2 power Emergencies Earthquake Advisory/Prediction Level One	One	EOC Director Other Designees <i>Note: May be limited to Department Operations Center activation.</i>
Two or more large incidents involving 2 or more departments Earthquake Advisory/Prediction Level Two or Three Major wind or rain storm Wildfire affecting developed area Major scheduled event Large scale power outages and Stage 3 power emergencies Earthquake with damage reported. Hazardous materials incident involving large-scale or possible large-scale evacuations Events with potential impacts on the health and safety of the public and/or environment	Two	EOC Director Section Coordinators, Branches and Units as appropriate to situation Liaison/Agency representatives as appropriate. Public Information Officer
Major city or regional emergency - multiple departments with heavy resource involvement Earthquake with damage in the City or adjacent cities. Events with potential impacts on the health and safety of the public and/or environment	Three	All EOC positions

### **Coordination with the Field Response Level**

Coordination among SEMS levels is clearly necessary for effective emergency response. In a major disaster/emergency, the City's EOC may be activated to coordinate the overall response while the Incident Command System is used by field responders. Incident Commanders may report to department operations centers (DOCs) which in turn will coordinate with the EOC. In some jurisdictions Incident Commanders may report directly to the EOC, usually to their counterpart in the Operations Section

### **Communication and Coordination with the Operational Area Level**

Communications should be established between all cities and the Operational Area. Designated countywide emergency reporting systems should be used to coordinate and communicate reports and resource requests with the Operational Area EOC. If those systems are not available, all reports and requests are to be sent to the contact Sheriff's Station by means coordinated with and agreed to by the Watch Commander and City staff. The Sheriff's Station will then be responsible for sending the information to the Operational Area EOC. **(See Charts 5-A and 5-B, Information Reporting Process.)**

A City should report its status to the Operational Area EOC whether or not it has any disaster damage.

The Operational Area will use the Multi-Agency Coordinating System (MACS) concept when developing response and recovery operations.

### **Reporting to the Operational Area**

City reports and notifications are to be made to the Operational Area. These reports and notifications include:

- Activation of the EOC.
- Proclamation of a Local Emergency.
- Reconnaissance (Recon) Reports.
- City Status Reports.
- Initial Damage Estimates.
- Incident Reports.
- Resource Requests.

Established reporting procedures include:

- Use of the designated countywide emergency reporting system.
- Phoning or faxing information to the Operational Area EOC.
- Contacting the contact Sheriff's Station in the City of Walnut by means coordinated with and agreed to by the Watch Commander and city staff. The City of Walnut Sheriff Station is responsible for sending the information to the Operational Area EOC.
  - Verify with the Operational Area EOC as soon as possible that they have received your reports.
- Making contact via amateur radio (Disaster Communications Service).

(Reference: Los Angeles County Operational Area Disaster Information Reporting Procedures.)

(See Appendix A for listing of Contact Sheriff's Stations.)



Chart 5-A  
City to Operational Area Information Reporting System –  
OARRS Is Operational

**DISASTER OCCURS**



City EOC is activated



Contact your Disaster Management Area Coordinator



IF OARRS IS OPERATIONAL



Enter Initial Event via OARRS if it is not already in the system



City should call OEM (during normal work hours) or Duty Officer (after work hours)  
to verify receipt of the report unless OEM has already verified with the city  
If County cannot verify receipt of report, see Chart 5-B



All Cities should enter Recon Report in 30 minutes (even if not impacted)



City should call OEM (during normal work hours) or Duty Officer (after work hours)  
to verify receipt of the Recon Report unless OEM has already verified receipt with the City



Reports and Updates:

City Status Report (first report filed within 2 hours; subsequent reports as conditions  
change)

Initial Damage Report (when possible or when requested)

Resource Requests (ongoing)

Major Incident Reports (ongoing)

Messages (ongoing)



OEM will make notification to CalEMA (previously OES) and CalEMA will notify other levels  
of government

Note: Telephone numbers for the various agencies are located in Appendix A (Restricted  
Use)

Chart 5-B  
City to Operational Area Information Reporting System –  
OARRS Is Not Operational

**DISASTER OCCURS**



City EOC is activated



Contact your Disaster Management Area Coordinator



IF OARRS IS NOT OPERATIONAL



Notify your Contact Sheriff Station of the Initial Event



Contact Sheriff Station notifies the Emergency Operations Bureau (EOB) and then relays all reports from the City (both Initial and follow-up) to the EOB until EMIS is operational



EOB notifies OEM of all reports from the City



City should contact OEM (during normal work hours) or Duty Officer (after work hours) to verify receipt of all reports and updates unless OEM has already verified receipt with the City



Reports and Updates:

Recon Report (all cities should enter in 30 minutes even if not impacted)

City Status Report (first report filed within 2 hours; subsequent reports as conditions change)

Initial Damage Report (when possible or when requested)

Resource Requests (ongoing)

Major Incident Reports (ongoing)

Messages (ongoing)



OEM will make notification to CalEMA (previously OES) and CalEMA will notify other levels of government



Follow these procedures until OARRS is operational

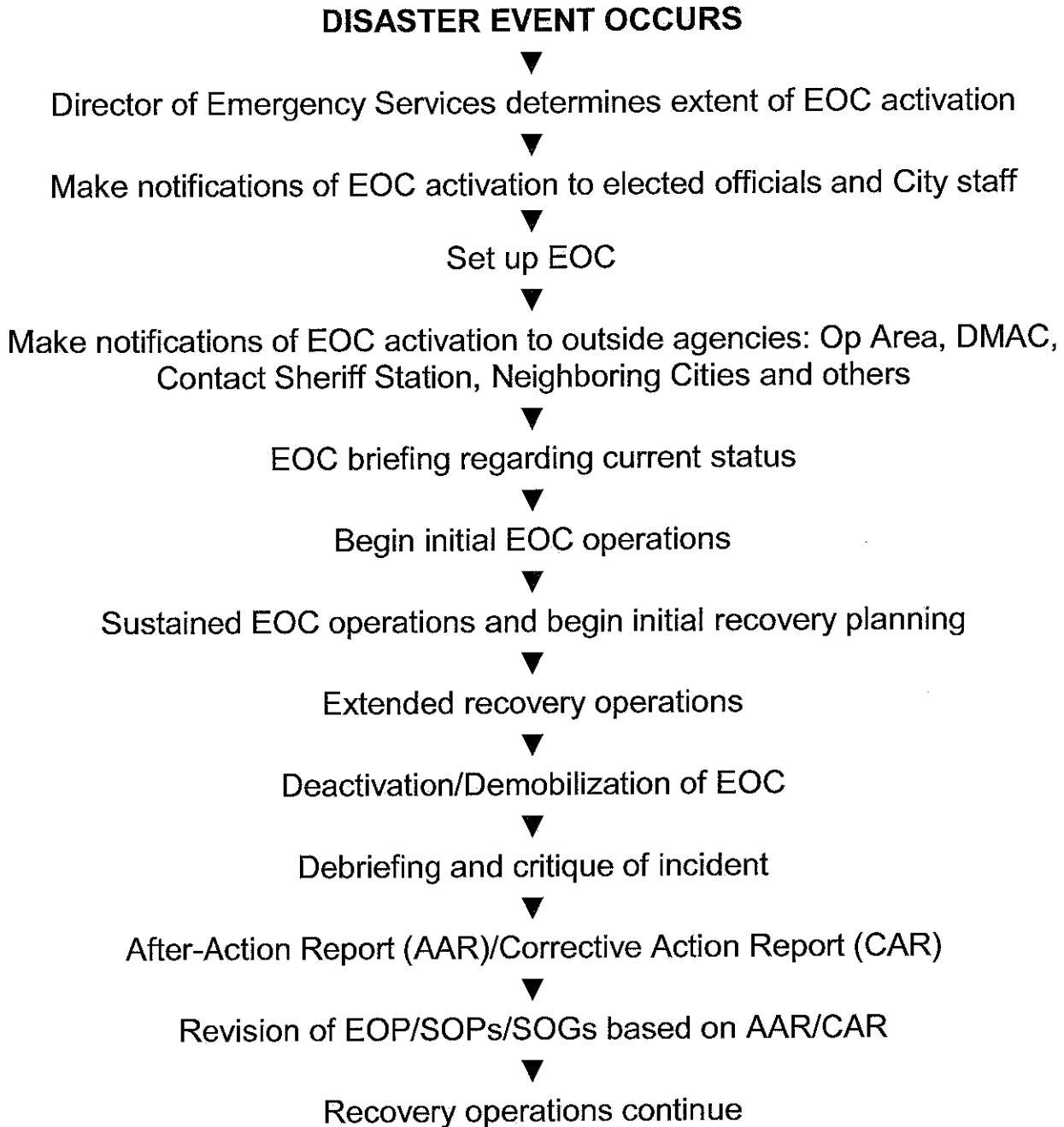
- Note:
- 1) Telephone numbers for the various agencies are located in Appendix A (Restricted Use)
  - 2) In the event all communication systems are down, relay information to Contact Sheriff Station via runner.

**Resource Request Process**

When a disaster or emergency occurs, a city will use its own internal assets to provide emergency services. If a city's internal assets are not sufficient, the City will normally make a request to a neighboring jurisdiction for assistance. Internal assets include supplies and equipment available from local vendors.

- If resources are still not available, resource requests should be directed to the Operational Area EOC via the designated countywide emergency reporting systems.
- Existing mutual aid agreements and financial protocols will be followed.

## Chart 6 SEMS/NIMS Emergency Activities Flow Chart



## **Part One, Section Nine** **Continuity of Government (CW-#17)**

### **Purpose**

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

In the aftermath of a major disaster, law and order must be preserved and essential government services must be maintained. This preservation is best accomplished by civil government. To this end, it is particularly essential that local government continue to function.

Applicable portions of the California Government Code and the State Constitution (cited in the next paragraphs) provide authority for the continuity and preservation of state and local government.

### **Responsibilities**

Government at all levels is responsible for providing continuous, effective leadership and authority under all aspects of emergency services operations (prevention, preparedness, response, recovery and mitigation). Under California's concept of mutual aid, local officials remain in control of their jurisdiction's emergency operations while other jurisdictions may provide additional resources upon request. A key aspect of this control is to be able to communicate official requests, situation reports and emergency information during any disaster a community might face.

### **Preservation of Local Government**

Article 15 of the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code) provides the authority, as well as the procedures to be employed, to ensure continued functioning of political subdivisions within the State of California. Generally, Article 15 permits the appointment of up to three standby officers for each member of the governing body, and up to three standby officers for the chief executive, if not a member of the governing body. Article 15 provides for the succession of officers who head departments responsible for maintaining law and order, or in furnishing public services relating to health and safety.

Article 15 also outlines procedures to assure continued functioning of political subdivisions in the event the governing body, including standby officers, is unavailable to serve.

The Emergency Services Act provides for the preservation of city government in the event of a major disaster.

## **Lines of Succession for Officials with Emergency Responsibilities**

The first step in assuring continuity of government is to have personnel who are authorized and prepared to carry out emergency actions for government in the event of a natural, technological or national security disaster.

### **City Council**

Article 15, Section 8638 of the Emergency Services Act authorizes governing bodies to designate and appoint three standby officers for each member of the governing body and for the chief executive, if not a member of the governing body. Standby officers may be residents or officers of a political subdivision other than that to which they are appointed. Standby officers take the same oath as regular officers and are designated Number 1, 2 or 3 as the case may be.

Article 15, Section 8644 of the Emergency Services Act establishes a method for reconstituting the governing body. It authorizes that, should all members, including all standbys be unavailable, temporary officers shall be appointed as follows:

- By the chairman of the board of the county in which the political subdivision is located, or
- By the mayor of any city within 150 miles (nearest and most populated down to farthest and least populated).

Article 15, Section 8642 of the Emergency Services Act authorizes local governing bodies to convene as soon as possible whenever a State of War Emergency, State of Emergency, or Local Emergency exists, and at a place not necessarily within the political subdivision.

Article 15, Section 8643 Emergency Services Act describes the duties of a governing body during emergencies as follows:

- Ascertain the damage to the jurisdiction and its personnel and property.
- Reconstitute itself and any subdivisions.
- Perform functions in preserving law and order and furnishing local services.

### **Director of Emergency Services**

A successor to the position of Director of Emergency Services is appointed by the City Council. The succession occurs:

- Should the director be unavailable or unable to serve, the positions listed below, in order, shall act as the Director of Emergency Services.
- Should these positions be unavailable or unable to serve, the individuals who hold permanent appointments to the following positions in the city will automatically serve as acting director in the order shown. The individual who serves as acting director shall have the authority and powers of the Director, and will serve until the Director is again able to serve, or until a successor has been appointed by the City Council.
  - First Alternate:           Public Works Director
  - Second Alternate:        Chief of Police
  - Third Alternate:         Human Resources/Risk Management Director

Notification of any successor changes shall be made through the established chain of command.

### **Department Heads**

Article 15, Section 8637 of the Emergency Services Act authorizes political subdivisions to provide for the succession of officers (department heads) having duties related to law and order and/or health and safety. **(See Lines of Succession list for city departments at the end of this Section.)**

### **Temporary City Seat and City Council Meeting Location (CW-#15)**

Section 23600 of the California Government Code provides among other things:

- The City Council shall designate alternative city seats which may be located outside city boundaries.
- Real property cannot be purchased for this purpose.
- Additional sites may be designated if needed.

In the event the primary location is not usable because of emergency conditions, the temporary seat of city government will be as follows:

- First Alternate: City's EOC – 590 S. Park Avenue
- Second Alternate: West Parking Lot – City Hall, 505 S. Garey Avenue

### **Emergency Operations Center (EOC) (CW-#15)**

For information on the City EOC please refer to the EOC section in Appendix A of this Plan. The Appendix contains confidential and sensitive information and is not a public document.

### **Preservation of Vital Records (CW-#18)**

The following individuals are responsible for the preservation of vital records in the City:

- 1) City Manager
- 2) City Clerk
- 3) City Attorney
- 4) Public Works Director
- 5) Human Resources/Risk Management Director
- 6) Finance Director

Vital records are defined as those records that are essential to:

- Protect and preserve the rights and interests of individuals, governments, corporations and other entities. Examples include contracts, legislative actions, land and tax records, license registers, birth and death records and articles of incorporation.
- Conduct emergency response and recovery operations. Records of this type include utility system maps, locations of emergency supplies and equipment, emergency operations plans and procedures, personnel rosters, etc.
- Reestablish normal governmental functions and protect the rights and interests of government. Constitutions and charters, statutes and ordinances, court records, official proceedings and financial records would be included here.

Record depositories should be located well away from potential danger zones and/or housed in facilities designed to withstand most destructive forces.

Each department within the city should identify, maintain and protect its own essential records.

## **References**

- Judicial System, Article VI, Section 1, 4, 5 and 10, of the Constitution of California.
- Local Government, Article XI, of the Constitution of California.
- Preservation of Local Government, Article 15 of the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code).



**Continuity of Government  
Lines of Succession**

<b>Service/Department</b>	<b>Title/Position</b>
City Manager	1. Linda Lowry 2. 3.
City Attorney	1. 2.
City Clerk	1. Marie Macias 2. Pam Perkins
Community Development Director	1. Mark Lazzaretto 2. Brad Johnson
Community Services Director	1. John Baker 2. Bruce Guter
Finance Director	1. Paula Chamberlain 2. Karen Zane
Human Resources Director	1. Susan Paul 2. Sandra Piva
Information Technology Director	1. John DePolis 2.
Police Chief	1. Chief Dave Keetle 2. Capt. Paul Capraro 3. Lt. Mike Ellis
Public Works Director	1. Daryl Grigsby 2. 3.
Redevelopment Agency Director	1. Raymond Fong 2. Joaquin Wong

## **Part One, Section Ten**

### **Emergency Proclamation Process (CW-#27)**

#### **General**

The California Emergency Services Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of the Act. There are three types of proclamations of emergency in the State of California: local emergency, state of emergency and state of war emergency.

#### **Local Emergency (City)**

A Local Emergency may be proclaimed by the City Council or by the Director of Emergency Services as specified by Ordinance No. 3180, adopted by the City Council. A Local Emergency proclaimed by the Director of Emergency Services must be ratified by the City Council within seven days. The governing body must review the need to continue the proclamation at least every fourteen days (or every twenty-one days if the governing body does not meet at least weekly) until the Local Emergency is terminated. The Local Emergency must be terminated by resolution as soon as conditions warrant. Proclamations are normally made when there is an actual incident or threat of disaster or extreme peril to the safety of persons and property within the city caused by natural or man-made situations.

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

- If necessary, request that the Governor proclaim a State of Emergency and/or request a Presidential declaration.
- Promulgate or suspend orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries.
- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans or agreements.
- Request state agencies and other jurisdictions to provide mutual aid.
- Require the emergency services of any local official or employee.
- Requisition necessary personnel and materials from any local department or agency.
- Obtain vital supplies and equipment and, if required, immediately commandeer the same for public use.
- Impose penalties for violation of lawful orders.
- Conduct emergency operations without incurring legal liability for performance, or failure of performance. (Note: Article 17 of the Emergency Services Act, Section 8655, provides for certain privileges and immunities.)

**Note: Emergency proclamation forms are in Part Two, Management Section Annex, Supporting Documents.** The City Clerk's office is responsible for preparing

and submitting the paperwork with the assistance of the City Attorney's office. Documents will be on file in the City Clerk's office.

The City should immediately notify and send a copy of the City's proclamation to the Operational Area EOC so that the County can request a Local Emergency proclamation or a concurrence by the County.

### **Local Emergency (County)**

Los Angeles County Office of Emergency Management is the administrative coordinator of the Operational Area (OA). When the County's Office of Emergency Management (OEM) receives the City's proclamation, the County may:

- Proclaim a local emergency or
- Concur with the City's proclamation or
- Take no action.

The County then forwards to the California Emergency Management Agency (CalEMA) (previously OES), Southern Region:

- The City's proclamation.
- The County's proclamation.
- The County's concurrence with the local proclamation.

When the County of Los Angeles proclaims a local emergency, the City will be covered under the County proclamation (62 Ops.Cal.Atty.Gen. 701, 708 (1979)). If the emergency/disaster affects the City, it is recommended that the City also proclaim a local emergency, as that will enable the City to adopt emergency ordinances and promulgate regulations that would not otherwise be valid. Note that, according to the Attorney General, the County's ordinances prevail in the event there is a conflict between the County's ordinances and ordinances adopted by the City (62 Ops.Cal.Atty.Gen. 701, 708 (1979)).

When the County proclaims a local emergency, they may request that:

- The California Emergency Management Agency (previously State OES) Secretary concur with the local proclamation,
- The Governor proclaim a State of Emergency, and/or
- The Governor request a Presidential Declaration of an Emergency or Major Disaster.

### **State of Emergency**

A State of Emergency may be proclaimed by the Governor when:

- Conditions of disaster or extreme peril exist which threaten the safety of persons and property within the state caused by natural or man-made incidents.
- Requested to do so by local authorities.
- Local authority is inadequate to cope with the emergency.

Whenever the Governor proclaims a State of Emergency:

- Mutual aid shall be rendered in accordance with approved emergency plans when the need arises in any county or city for outside assistance.
- The Governor shall, to the extent deemed necessary, have the right to exercise all police power vested in the state by the Constitution and the laws of the State of California within the designated area.
- Jurisdictions may command the aid of citizens as deemed necessary to cope with an emergency.
- The Governor may suspend the provisions of orders, rules or regulations of any state agency; and any regulatory statute or statute prescribing the procedure for conducting state business.
- The Governor may commandeer or make use of any private property or personnel (other than the media) in carrying out the responsibilities of the office.
- The Governor may promulgate, issue and enforce orders and regulations deemed necessary.

### **State of War Emergency**

Whenever the Governor proclaims a State of War Emergency, or if a State of War Emergency exists, all provisions associated with a State of Emergency apply, plus: All state agencies and political subdivisions are required to comply with the lawful orders and regulations of the Governor which are made or given within the limits of authority as provided for in the Emergency Services Act.

### **Federal Declaration**

The Governor can request a Presidential Declaration of an Emergency or a Major Disaster. This opens the door for federal disaster assistance. In some circumstances, a Presidential Declaration may allow for the termination of public works contracts (California Government Code 4410-4412).

**Refer to Part Two, Management Section Annex, Supporting Documents for additional information on specific actions and the Emergency Proclamation/Declaration process.**

## **Part One, Section Eleven**

### **Mutual Aid (CW-#26)**

#### **General**

Mutual aid is designed to ensure that adequate resources, facilities and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation(s). The basis for the system is the California Disaster and Civil Defense Master Mutual Aid Agreement, as provided for in the California Emergency Services Act (**see Part Two, Management Section Annex, Supporting Documents**). This Agreement was developed in 1950 and has been adopted by the state, all 58 counties and most incorporated cities in the State of California. The Master Mutual Aid Agreement creates a formal structure wherein each jurisdiction retains control of its own facilities, personnel and resources, but may also receive or render assistance to other jurisdictions within the state. State government is obligated to provide available resources to assist local jurisdictions in emergencies. It is the responsibility of the local jurisdiction to negotiate, coordinate and prepare mutual aid agreements

#### **Mutual Aid System**

A statewide mutual aid system, operating within the framework of the Master Mutual Aid Agreement, allows for the mobilization of resources to and from local governments, operational areas, regions and state to provide requesting agencies with adequate resources. The general flow of mutual aid resource requests and resources within mutual aid systems are depicted in **Chart 1**.

The system includes several discipline-specific mutual aid agreements, such as fire and rescue, law, medical, building and safety, coroners, emergency managers (EMMA) and public works. These systems are consistent with SEMS and NIMS at all levels. (**See Chart 2.**)

In addition to the mutual aid agreements that are in place within the state of California, the Governor signed the Emergency Management Assistance Compact (EMAC) which allows the State of California to participate with the other states in a nationwide mutual aid system.

#### **Mutual Aid Regions**

Mutual Aid Regions I-VI were established in California under the Emergency Services Act and each contains designated counties. Los Angeles County and its cities are in Mutual Aid Region I, which is in the CalEMA (previously OES) Southern Administrative Region. (**See Chart 3.**)

#### **Mutual Aid Coordinators**

To facilitate mutual aid, discipline-specific mutual aid systems work through designated mutual aid coordinators at the operational area, regional and state levels. The basic role of a mutual aid coordinator is to receive mutual aid requests, coordinate the provision of resources from within the coordinator's geographic area of responsibility and pass on unfilled requests to the next level.

Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are handled through the emergency services mutual aid system by emergency management staff at the local government, operational area, regional and state levels. In the Operational Area, this would be coordinated through the Los Angeles County Office of Emergency Management.

Mutual aid system-coordinators at an EOC may be located in various functional elements (sections, branches, groups or units) or serve as an agency representative, depending on how the EOC is organized and the extent to which it is activated.

### **Participation of Volunteer, Non-Governmental and Private Agencies**

Volunteer, non-governmental and private agencies may participate in the mutual aid system along with governmental agencies. For example, the disaster medical mutual aid system relies heavily on private sector involvement for medical/health resources. The City's emergency preparedness partnerships, including volunteer agencies such as the American Red Cross, Salvation Army, Disaster Communications Services, community and faith-based organizations and others are an essential element of local, state and national emergency response to meet the needs of disaster victims. Volunteer agencies and non-governmental organizations mobilize volunteers and other resources through their own systems. They also may identify resource needs that are not met within their own systems that would be requested through the mutual aid system. Volunteer agencies and non-governmental organizations with extensive involvement in the emergency response should be represented in EOCs.

Some private agencies have established mutual aid arrangements to assist other private agencies and government within their functional area. For example, electric and gas utilities have mutual aid agreements within their industry and established procedures for coordinating with governmental EOCs. In some functional areas, services are provided by a mix of special district, municipal and private agencies. Mutual aid arrangements may include both governmental and private agencies.

Liaison should be established between activated EOCs and private agencies involved in a response. Where there is a need for extensive coordination and information exchange, private agencies should be represented in activated EOCs at the appropriate SEMS level.

### **Policies and Procedures**

- Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement.
- During a proclaimed emergency/disaster, inter-jurisdictional mutual aid will be coordinated at the county, operational area or mutual aid regional level.
- Make sure a communications plan is in place for response activities.
- The City will make all non-law and non-fire mutual aid requests via designated countywide emergency reporting systems. Requests should specify, at a minimum:

- Number and type of personnel needed.
- Type and amount of equipment needed.
- Reporting time and location.
- To whom resources should report.
- Access routes.
- Estimated duration of operations.
- Risks and hazards.

### **Authorities and References**

Mutual aid assistance may be provided under one or more of the following authorities:

- California Emergency Managers Mutual Aid Agreement.
- California Fire and Rescue Emergency Plan.
- California Fire Assistance Agreement.
- California Law Enforcement Mutual Aid Plan.
- California Master Mutual Aid Agreement.
- Emergency Management Assistance Compact.
- Robert T. Stafford Disaster Relief and Emergency Assistance Act , Public Law 93-288, as amended: provides federal support to state and local disaster activities.

Chart 1  
Flow of Requests and Resources

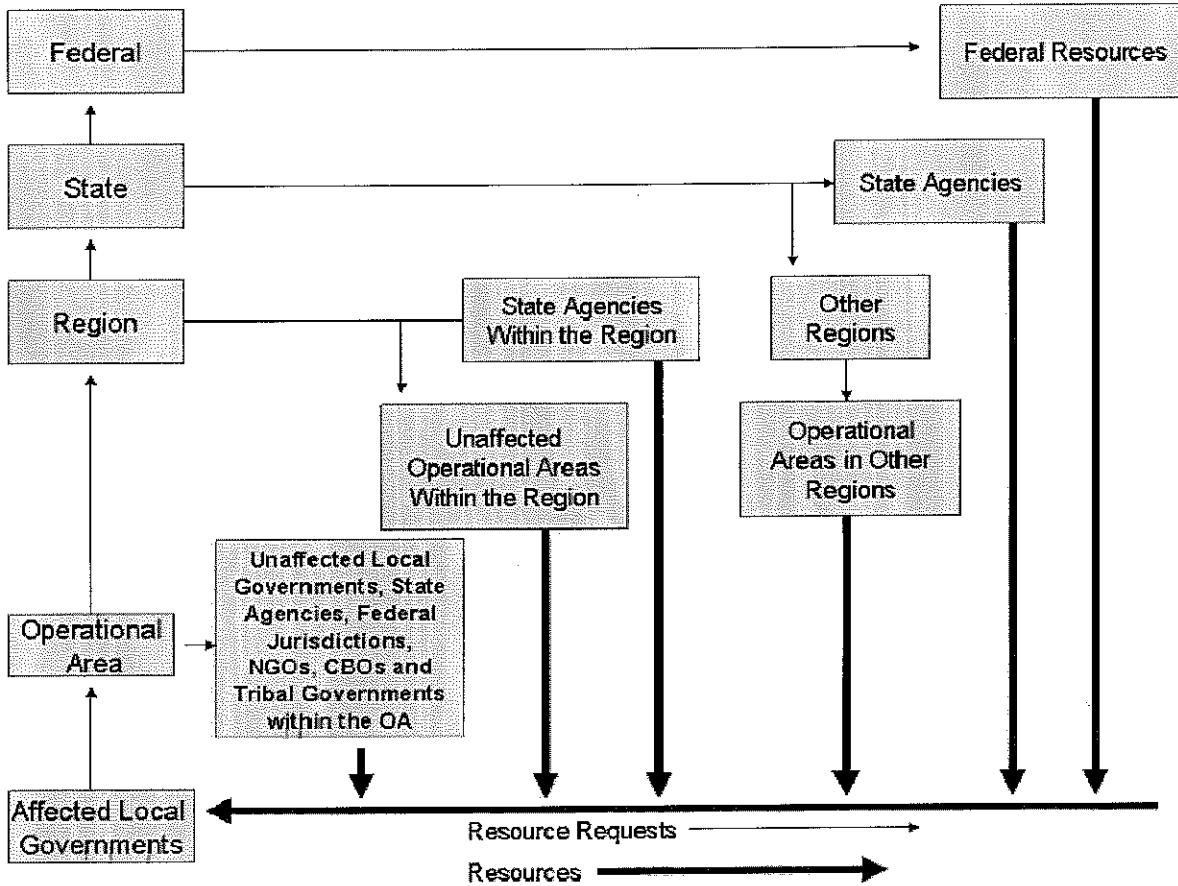




Chart 2

Discipline-Specific Mutual Aid Systems

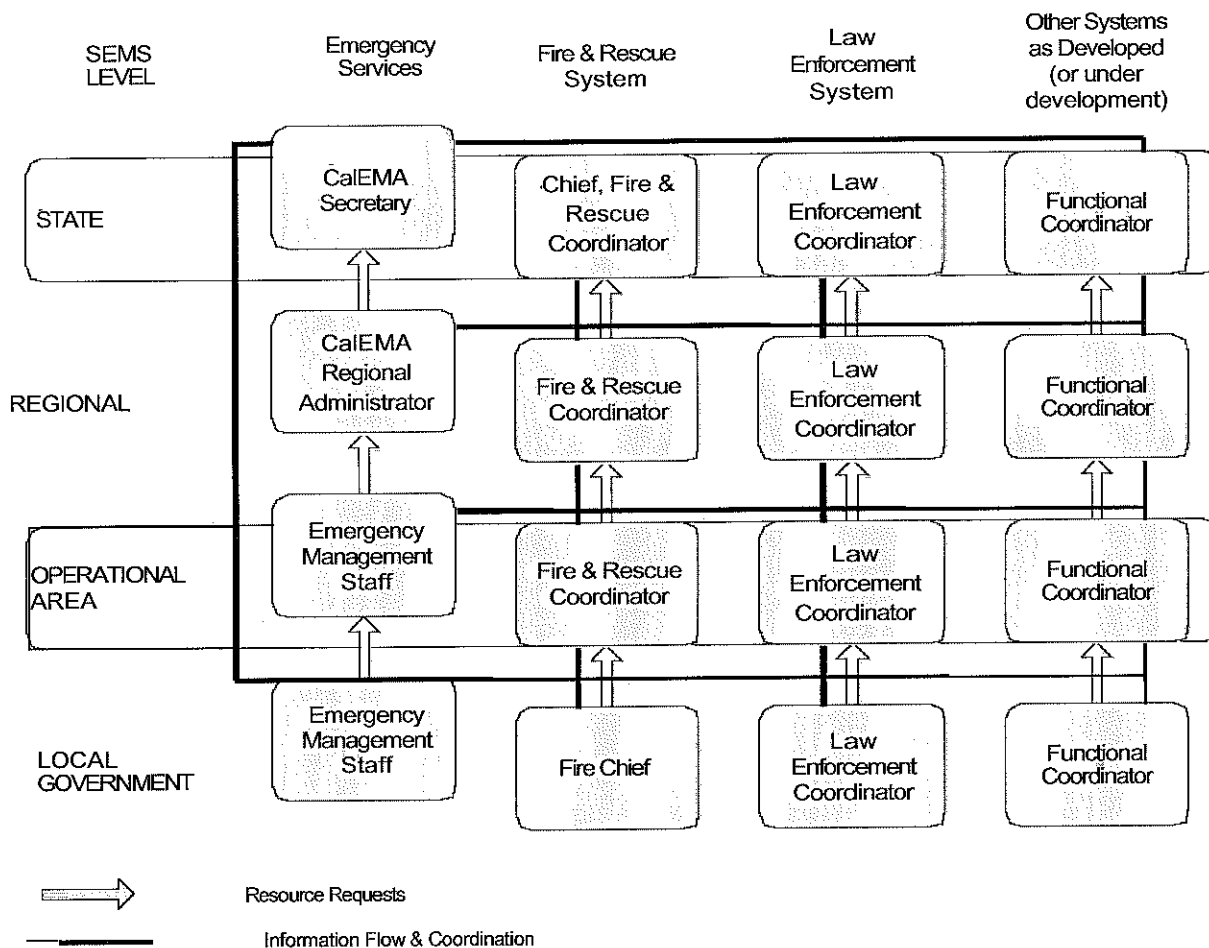
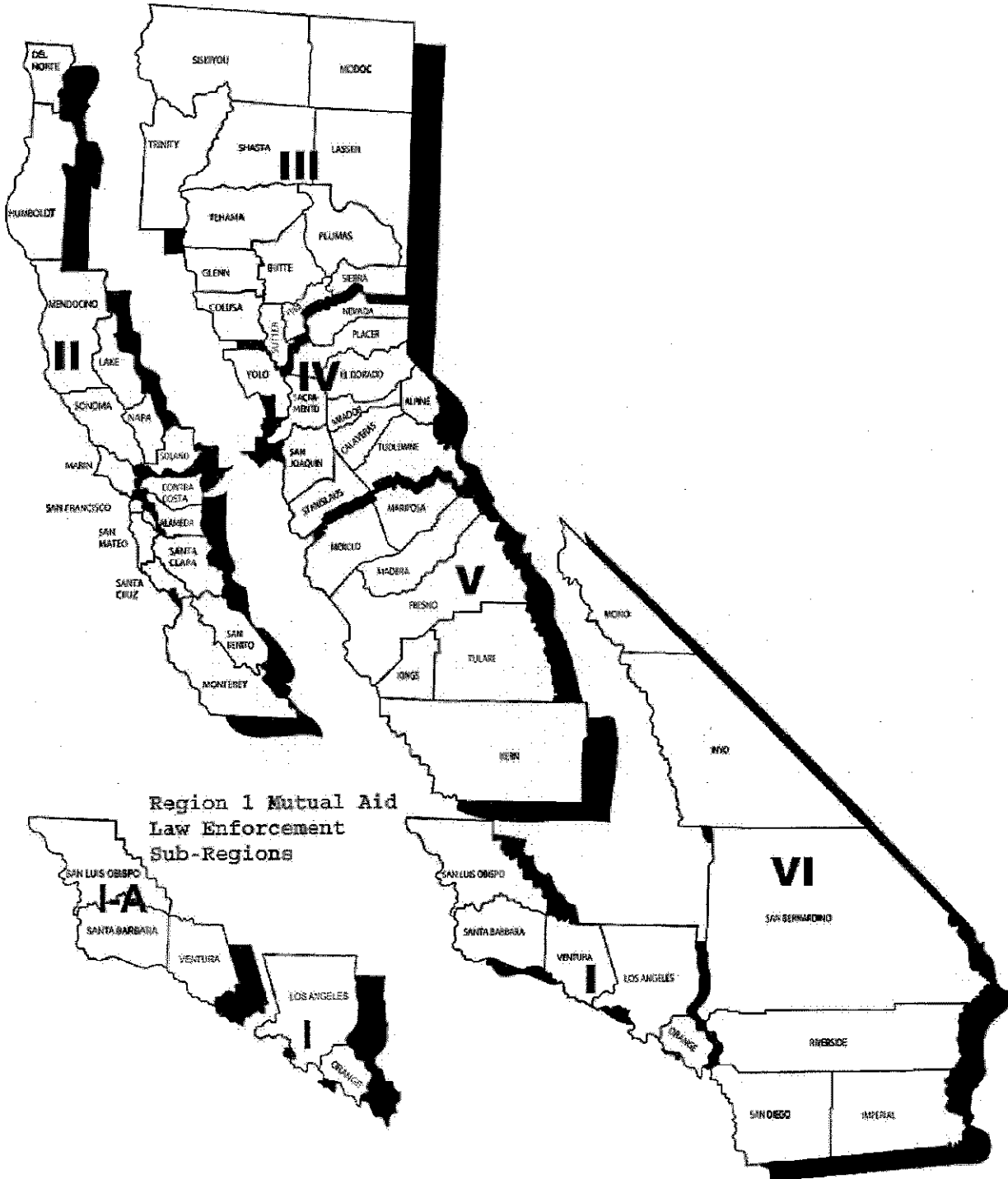


Chart 3

Mutual Aid Regions



Region I Mutual Aid  
Law Enforcement  
Sub-Regions

## **Part One, Section Twelve** **Authorities and References (CW-#7)**

### **General**

The California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code), hereafter referred to as the Act, provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of the Act.

The Standardized Emergency Management System (SEMS) Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations), hereafter referred to as SEMS, establishes SEMS which incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement and existing mutual aid systems, the Operational Area concept and multi-agency or inter-agency coordination.

The California Emergency Plan, which is promulgated by the Governor, is published in accordance with the Act, provides overall statewide authorities and responsibilities and describes the functions and operations of government at all levels during emergencies or disasters. Section 8568 of the Act states, in part, that "the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof". Therefore, local emergency/disaster plans are considered to be extensions of the California Emergency Plan. The current State plan was reviewed and found to be in compliance with NIMS.

The National Incident Management Section, hereafter referred to as NIMS, was mandated by Homeland Security Presidential Directive No. 5 and is also based on the Incident Command System and the multi-agency coordination system.

The National Response Framework is a guide as to how the nation conducts all-hazards incident response. It is built upon flexible, scalable and adaptable coordinating structures to align key roles and responsibilities across the nation, linking all levels of government and private sector businesses and nongovernmental organizations.

Response includes:

- Immediate actions to save lives, protect property and meet basic human needs.
- Implementation of emergency operations plans.
- Actions to support short-term recovery and some short-term mitigation activities.

The federal government does not assume command for local emergency management but rather provides support to local agencies. This Framework is based on the premise that incidents are typically managed at the lowest possible geographic, organizational and jurisdictional level.

## **Authorities**

The following provides emergency authorities for conducting and/or supporting emergency operations:

### **Federal**

- Americans with Disabilities Act of 1990 (ADA)
- Emergency Planning and Community Right-To-Know Act of 1986, also known as the Superfund Amendments and Reauthorization Act of 1986, Title III (42 U.S.C. §§ 11001-11050).
- Federal Civil Defense Act of 1950, Public Law 920, as amended.
- Homeland Security Act, Public Law 107-296, as amended (6 U.S.C. §101-557).
- Homeland Security Presidential Directive #5, February 28, 2003
- Homeland Security Presidential Directive #8, December 17, 2005
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, Public Law 93-288, as amended.
- Volunteer Protection Act of 1997, Public Law 105-19 (42 U.S.C. §§ 14501-14505).

### **State**

- California Emergency Services Act, Chapter 7 of Division 1 of Title 2 of the Government Code.
- California Government Code, Title 19, Public Safety, Div. 1, CalEMA (previously OES), Chapter 2, Emergency and Major Disasters, Subchapter 3, Disaster Services Worker Volunteer Program
- California Health and Safety Code, Division 20, Chapter 6.5, Sections 25115 and 25117, Chapter 6.95, Sections 2550 et seq., Chapter 7, Sections 25600 through 25610, dealing with hazardous materials.
- California Natural Disaster Assistance Act, Chapter 7.5 of Division 1 of Title 2 of the Government Code.
- Executive Order S-2-05, National Incident Management System Integration into the State of California.
- "Good Samaritan" Liability.
- Orders and Regulations Promulgated by the Governor to Take Effect upon the Existence of a State of War Emergency.
- Orders and Regulations which may be Selectively Promulgated by the Governor during a State of Emergency.
- Standardized Emergency Management System (SEMS) Guidelines.
- Standardized Emergency Management System (SEMS) Regulations, Chapter 1 of Division 2 of Title 19 of the California Code of Regulations and Government Code Section 8607(a).

### **City of Pomona**

- Area D Joint Powers Agreement, adopted by the City on May 3, 1999.
- City of Pomona Municipal Code, Emergency Services Ordinance No. 3180, dated May 23, 1983.

- Resolution No. 1908 adopting Workmen's Compensation Benefits for Disaster Service Workers, adopted April 25, 1950.
- Resolution No. 2010 adopting the Master Mutual Aid agreement, adopted December 5, 1950.
- Resolution No. 2007-60 adopting the National Incident Management System (NIMS), adopted June 6, 2007.
- Resolution No. 97-178 adopting the SEMS/NIMS Emergency Operations Plan dated October 6, 1997, adopted October 6, 1997.

**Note:**     **Mutual Aid plans are addressed in Part One, Section Eleven.  
Hazard Mitigation and Local Hazard Mitigation Plans are addressed in  
Part One, Section Seven.**

## References

### Federal

- An ADA Guide for Local Governments: U.S. Department of Justice
- Hazardous Materials Emergency Planning Guide, NRT-1 and Plan Review Guide, NRT-1A: (Environmental Protection Agency's National Response Team).
- Local and Tribal NIMS Integration; U.S. Department of Homeland Security
- National Fire Protection Association (NFPA) Standard 1600.
- National Incident Management System (NIMS): U.S. Department of Homeland Security.
- National Response Framework: U.S. Department of Homeland Security.
- NIMS Emergency Operations Plan (EOP) Compliance Checklist
- Pets Evacuation and Transportation Standards Act, H.R. 3858

### State

- California (CalEMA) (previously OES) Disaster Assistance Procedure Manual
- California Emergency Plan.
- California (CalEMA) (previously OES) Emergency Planning Guidance for Local Government
- California (CalEMA) (previously OES) Emergency Planning Guidance for Local Government- Crosswalk (Checklist for Reviewing Emergency Plans)
- California Emergency Resources Management Plan.
- California Fire and Rescue Operations Plan.
- California Hazardous Materials Incident Contingency Plan.
- California (CalEMA) (previously OES) Implementation Guidelines for the National Incident Management System (NIMS)
- California Law Enforcement Mutual Aid Plan.
- California Master Mutual Aid Agreement.
- California (CalEMA) (previously OES) State Emergency Plan (SEP) - Checklist Review (Based on Checklist for a NIMS-Compliant EOP from the Template for NIMS Implementation Plan).

**County/Operational Area**

- Los Angeles County Operational Area Disaster Information Reporting Procedures.
- Los Angeles County Operational Area Emergency Public Information Plan.
- Los Angeles County Operational Area Emergency Response Plan.
- Los Angeles County Operational Area Functional Annex—Recovery.
- Los Angeles County Public Health, Annex 11, Operational Plan for Implementation and Enforcement of Isolation and Quarantine Measures
- Los Angeles County Public Works Disaster Routes Plan

**City of Pomona**

- Los Angeles County Hazardous Materials Area Plan.
- City's Local Hazard Mitigation Plan

## **Section Thirteen** **Recovery Operations**

### **Overview (CW-#29)**

Depending on the impact of the event, recovery can take from several weeks or months in a smaller incident to decades in a larger, catastrophic event. However, regardless of size, it is a complex process which will ultimately involve not only the resources of the community but those of county, state and federal agencies and departments, private sector and non-profit organizations.

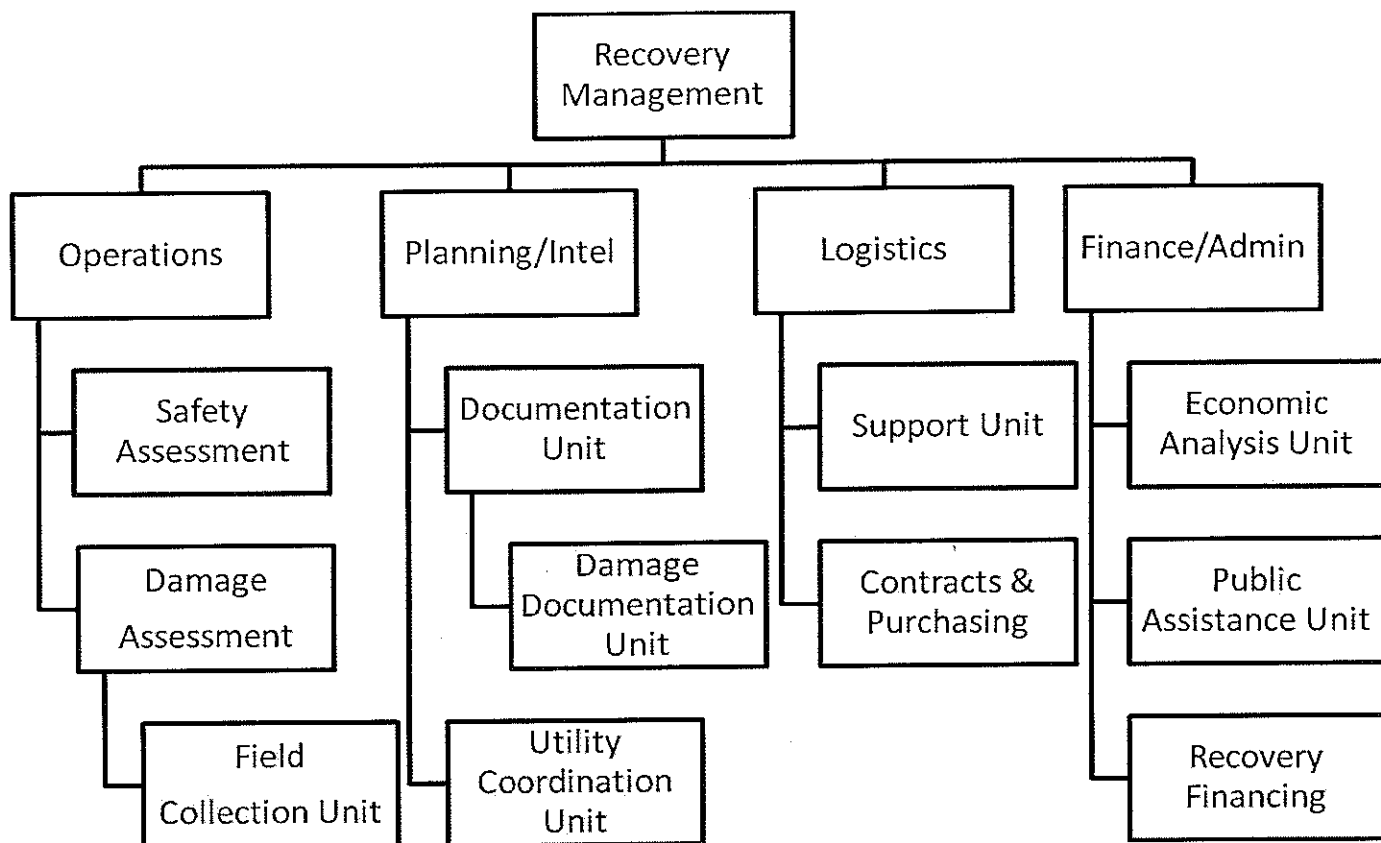
Recovery begins immediately at the onset of an event as the focus is to restore services and return the city to a functional condition as quickly as possible. Phases of recovery will include activities and tasks which will need to be accomplished in the Immediate, Short, Mid and Long-Term timeframes.

Recovery begins almost immediately and the first activities will be coordinated from the EOC. Recovery operations will at some point transition from the Planning/Intelligence Section to a separate organization which will be the Recovery Team. This section of the EOP provides the basic information to begin the recovery process. A Recovery Annex (not included) will provide a guide for the more comprehensive recovery operations conducted by the Recovery Team.

### **Organization (CW-#30)**

The Recovery Team will be consistent with a SEMS organizational structure and be composed of: Management, Operations, Planning/Intelligence, Logistics and Finance/Administration. See Organization Chart on next page.

The Recovery Team will be composed of various individuals, departments, other governmental organizations and outside agencies, as needed, to effectively coordinate and manage policy decisions, public information needs and recovery operations. Representatives from the following departments and organizations will include, but not be limited to, all city departments, City Council, Disaster Council, Chamber of Commerce, American Red Cross and community groups.



ICS is based on the concept of flexibility and adaptability. All positions are meant to be customized to each agency's and each event's particular needs.

### **Damage Assessment (CW-#32)**

Assessing damage to the city infrastructure and the community is a continual process, particularly in the aftermath of an earthquake. Some damages will not be readily apparent until reconstruction begins; and additional damage may occur with aftershocks. Detailed information on the impact of damages (ability to provide service), dollar amounts of damage, and economic consequences needs to be documented at every step in the recovery process.

Coordination of the collection of damage assessment information will be a function of the Operations Section. Documentation, analysis and reporting of the damage will be a function of both Planning/Intelligence and Finance/Administration. Support of field units and others involved in the collection of information will be the responsibility of Logistics. Impact to the city's financial status and evaluation of the financial assistance needed will be responsibility of Finance/Administration.

### **Documentation (CW-#32)**

The Planning/Intelligence Section, working with the Finance/Administration Section, should establish procedures to be used during the damage assessment process for collecting and processing information. This process will be provided to all units within the organization. This information will be included in a Recovery Annex.



Several types of damage assessments may be conducted:

**Initial Assessments/Response Phase:**

- **Field (Windshield) Survey:** This is an initial, brief survey of the city which reports types and level of damages up to the EOC. This occurs during the response phase and provides an immediate snapshot of the overall condition of the city for prioritization of critical resources.
- **Critical Facilities Survey:** A quick visual assessment of pre-identified facilities and structures within the city to determine damage. This survey gives the city a quick look at the status of locations in the city which may be needed for response and recovery activities or which could impact those activities.

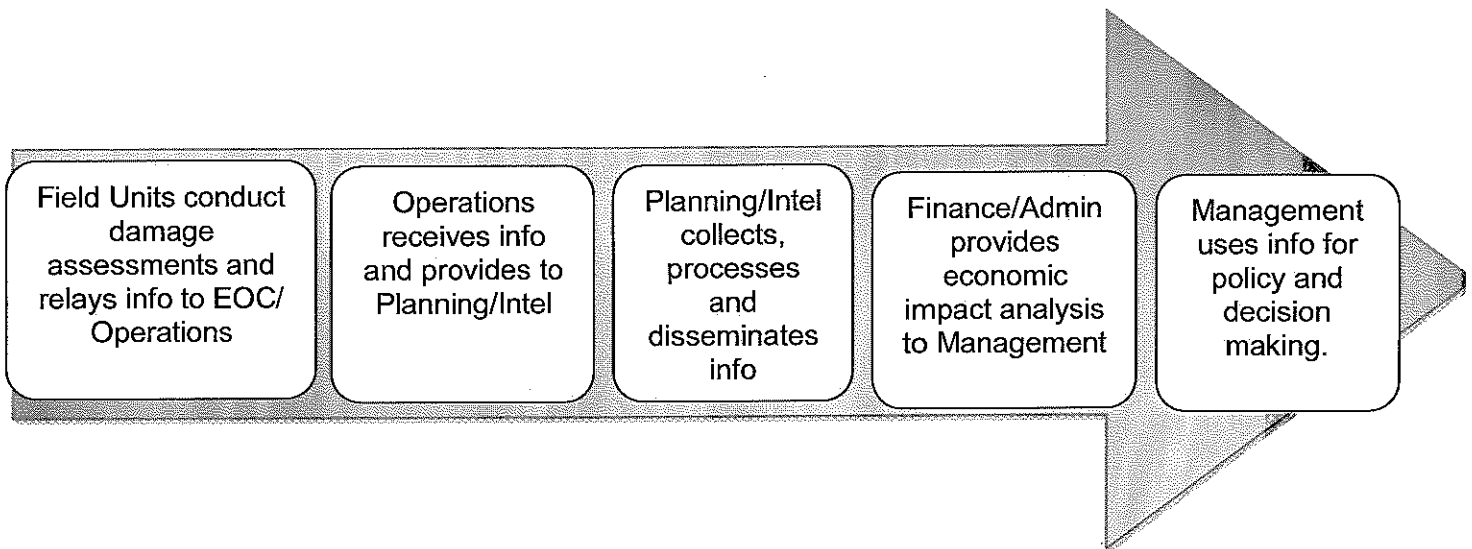
**Comprehensive Assessments:**

- **Rapid Evaluation Safety Assessment:** Inspection of city buildings, using ATC 20 guidelines, to ascertain impact on the city's ability to provide essential services. This begins in the response phase and will continue until such time as a Detailed Evaluation Safety Assessment can be conducted on individual buildings. This would include tagging of structures to the standard of:
  - INSPECTED (Green placard)
  - RESTRICTED USE (Yellow placard)
  - UNSAFE (Red placard)
- **Detailed Evaluation Safety Assessment:** This is conducted to ATC 20 standards to determine the extent of repairs, reconstruction or replacement of city-owned buildings and will serve as the basis for requesting state and federal assistance for recovery efforts. This would include tagging of structures to the standard of:
  - INSPECTED (Green placard)
  - RESTRICTED USE (Yellow placard)
  - UNSAFE (Red placard)

**Other Assessments:**

- **Infrastructure Assessment:** This assessment will be a coordinated effort among those agencies providing essential services to the city including: transportation (roads, highways, bridges, overpasses), utility providers, schools, medical/health care providers and other segments of the community. The assessment will determine restoration and reconstruction priorities on not only a city-wide basis but on a regional basis as well. Specialized engineers will be required to conduct some inspections, particularly those where transportation is impacted.

- **Needs Assessment:** Outside agencies, such as the American Red Cross, will assist the city in determining the care and shelter requirements of the residents including, but not limited to, housing, feeding, medical/health, financial assistance and unmet needs assistance that will be needed.
- **Residential/Business Building Assessments:** Inspections, using ATC 20 standards, will be conducted city-wide once response efforts have stabilized the incident to a point where building and engineering staff can safely move throughout the city and staff is available to conduct the inspections.
- **Reassessments:** The city will need to establish a plan for conducting re-inspections, as it can be expected that aftershocks of a significant magnitude will cause additional damage to structures.



### **After-Action/Corrective Action Plans and Reports (CW-#33)**

After-Action Reports document response and recovery efforts. Corrective Action Reports or improvement plans identifies both successes and shortcomings; identifies potential failure points; recommends modifications or changes to plans, procedures and organizational structures; determines training needs and establishes a baseline for future mitigation activities. The SEMS After-Action Questionnaire is found in the Planning/Intelligence Supporting Documents.

### **Disaster Assistance (CW-#34)**

#### **Federal Programs:**

- FEMA's **Public Assistance** provides assistance to State, Tribal and local governments and certain types of Private, Non-Profit organizations so that communities can quickly respond to and recover from major emergencies and disasters declared by the President of the United States. This assistance is for

debris removal, emergency protective measures, and the repair, replacement or restoration of disaster-damaged publicly owned facilities. This program also provides funding for hazard mitigation to limit future damage.

As FEMA requirements are updated frequently, current FEMA restrictions, processes and other program information can be found using the following links below::

**Public Assistance:** The Federal share of assistance is not less than 75% of the eligible cost for emergency measures and permanent restoration. The grantee (usually the State) determines how the non-Federal share (up to 25%) is split with the subgrantees (eligible applicants).

Policy and Guidance - 9500 Series Policies and other Publications

Debris Management - Resources for Debris Removal and Demolition Operations

Application Process - Step by step description of the PA grant life cycle

Roles and Responsibilities - Information on the duties of Federal, State and local partners

Resources and Tools - Appeal Database, Equipment Rates, Cost Estimating Format, and other resources

Reference Topics - Specific information and instructions on PA topics

Facts and Statistics - Performance goals, funding trends and news

- FEMA's **Individual Assistance** helps individuals, families and small businesses following a disaster. This assistance can include housing needs, crisis counseling, disaster unemployment insurance, legal services, etc. It also includes loans from the Small Business Administration for physical disaster loans, economic injury disaster loans and emergency loans.

Use the following link to access the FEMA website for individual/family assistance: [http://www.fema.gov/assistance/process/apply\\_for\\_assistance.shtm](http://www.fema.gov/assistance/process/apply_for_assistance.shtm)

- **Hazard Mitigation Grants** provide funding for local governments to engage in a wide range of mitigation activities to reduce or eliminate the impacts of future disasters. For current information on hazard mitigation programs use the following link: <http://www.fema.gov/government/grant/hmgp/index.shtm>
- **The Robert T. Stafford Act** provides the guidelines for federal assistance. For additional information on the Stafford Act, use the following link: <http://www.fema.gov/library/viewRecord.do?id=3564>

**State Programs:**

- **Public Assistance Program** in California addresses incidents that do not meet the requirements of a Presidential declaration. This program is governed by the California Disaster Assistance Act (CDAA) for assistance in the following areas: Debris Removal, Emergency Protective Measures, Roads and Bridges, Water Control Facilities, Buildings and Equipment, Utilities and Parks, Recreational Facilities and others. Additional information on current forms and the application process is found using the following links:

California Disaster Assistance Act (CDAA) provides state financial assistance for recovery efforts to counties, cities and/or special districts after a **state disaster** has been declared. The applicant must incur a minimum of \$3,340 in damages to be eligible for the state minimum cost share of \$2,500 for each declared disaster under CDAA. A local agency must submit a Project Application CDAA Form 1/Cal EMA 126 to the California Emergency Management Agency (Cal EMA) within **60 days** after the date of a local proclamation. When filing an application for assistance, an applicant may attach a List of Projects (Cal EMA 95). Applicants are also required to have on file with Cal EMA, a resolution designating an authorized representative (OES 130) for each disaster.

The CDAA process consists of the following steps:

**Preliminary Damage Assessment (PDA)**

**Governor's Proclamation or Director's Concurrence**

**Applicants' Briefing**

**Submission of Project Application by Applicant**

**Kick-off Meeting with Area Coordinator (AC)**

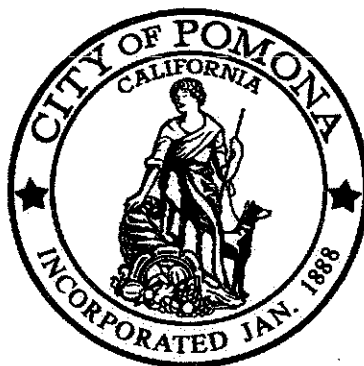
**Project Formulation and Cost Estimating**

**Project Review and Validation**

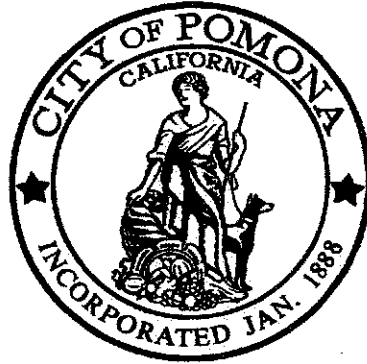
**Obligation of Funds and Required Documents for Payment**

**Final Claim Process**

**Closeout**



City of Pomona  
Emergency Operations Plan  
Appendix A  
(Restricted Use)



**City of Pomona  
Emergency Operations Plan  
Appendix B**

# **Governor's Emergency Orders**

## **Extracted from the California Emergency Plan**

### **Orders and regulations which may be selectively promulgated by the Governor during a state of emergency**

#### **Order 1 (Employment)**

It is hereby ordered that the period of employment for State Personnel Board emergency appointments, as provided in Section 19120 of the Government Code and State Personnel Board Rules 301-303, be waived for positions required for involvement in emergency and/or recovery operations. The requirements and period of employment for such appointments will be determined by the Director, California Office of Emergency Services, but shall not extend beyond the termination date of said State of Emergency.

#### **Order 2 (Medical Supplies)**

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, all drugs and medical supply stocks intended for wholesale distribution shall be held subject to the control and coordination of the Department of Health Services, Food and Drug Section. Authority imparted under this Order, and specific to the proclaimed emergency, shall not extend beyond the termination date of said State of Emergency.

#### **Order 3 (Salary Payment)**

It is hereby ordered that during the proclaimed State of Emergency appropriate parts of Sections 18020-18026 of the Government Code and State Personnel Board Rules 130-139 be waived to permit cash compensation to personnel whose work is designated by the Director, California Office of Emergency Services, as essential to expedite emergency and recovery operations for all time worked over the employee's regular workweek, at a rate of 1-1/2 times the regular rate of pay. The Director, Office of Emergency Services, will also designate the beginning and ending dates for such overtime for each individual involved. This waiver shall not extend beyond the termination date of said State of Emergency.

#### **Order 4 (Bonding)**

It is hereby ordered that, in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, the provisions of Sections 3247-3258 of the Civil Code relating to state contracting bonding requirements for the performance of heavy rescue, debris removal, expedient construction, preparation of mobile home sites, and related activities are suspended. This suspension shall not extend beyond the termination date of said State of Emergency.

#### **Order 5 (Temporary Housing)**

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, those zoning, public health, safety, or intrastate transportation laws, ordinances, regulations, or codes which the Director, California Office of Emergency Services, determines impair the provision of temporary housing be suspended for a time not to exceed 60 days, after the proclaimed State of Emergency and authorization by the President upon the declaration of a Major Disaster for the Temporary Housing Program as prescribed in Section 404 of Public Law 93-288 and Section 8654(a) of the Government Code.

#### **Order 6 (Petroleum Fuels)**

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, distribution of intra-state petroleum stocks including those in refinery storage, major distribution installations and pipeline terminals, shall be held subject to the control and coordination of the Energy Resources Conservation and Development Commission. Petroleum stocks may be prioritized and diverted for use into a disaster area or in support of disaster mitigation operations. Any and all actions taken shall be at the discretion and judgment of the State Fuel Allocator, California Energy Commission, for use in disaster mitigation. Such actions shall be coordinated with and prioritized by the Director, Office of Emergency Services, but shall not extend beyond the termination date of said State of Emergency.

#### **Order 7 (Banking)**

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, all banks will take emergency operating actions pursuant to Section 1916 of the Financial Code. Actions taken under this Order, and specific to the proclaimed emergency, shall not extend beyond the termination date of said State of Emergency.

October 30, 2003



**Extracted from the California Emergency Plan**

**Orders and regulations promulgated by the Governor to take effect upon the existence of a state of war emergency**

**Order 1 (Orders and Regulations in Effect)**

It is hereby ordered that the following orders and regulations, numbered 2 through 12, having been duly made in advance of a State of War Emergency, approved by the California Emergency Council, and filed with the Secretary of State and the county clerk of each county, shall take full effect upon the existence of a State of War Emergency and shall remain in full force and effect until amended or rescinded or until termination of said State of War Emergency. (See Section 8567(a), (b), and (d), State Emergency Services Act.)

**Order 2 (Warning)**

It is hereby ordered that, immediately upon the existence of a State of War Emergency, all counties, cities and counties, and cities of the State will immediately sound the indicated warning signal and/or take all other appropriate actions to warn residents. The warning signals necessary to effectuate this action shall be those prescribed by the Federal Government for this purpose.

**Order 3 (Authority and Implementation under State of War Emergency)**

It is hereby ordered that the Director of the Office of Emergency Services is authorized and directed to act on behalf of the Governor and in the name of the State of California in implementing and operating the California War Emergency Plan; and he is authorized to assume command and control of operations within the state in accordance with such plan, insofar as adherence to such plan is adequate, and to deviate from such plan, as directed by the Governor or to the extent and in such manner as he may deem necessary for the protection of life, property, and resources of or within the state against unforeseen circumstances or hazards which, by reason of their character or magnitude, are beyond the scope of such plan; and

It is further ordered that the Director of the Office of Emergency Services is authorized to delegate such powers as are herein granted, or as authorized under Article 5 of the California Emergency Services Act, to personnel of his office as he may deem necessary, and such personnel may act on behalf of and in the name of the Director of the Office of Emergency Services in carrying out any authority so delegated.

**Order 4 (Personnel)**

It is hereby ordered that all public employees or persons holding positions of responsibility in the State or in accredited local emergency organizations, and all registered disaster service workers, and all unregistered persons impressed into service during a State of War Emergency by a person having the authority to command the aid of citizens in the execution of his duties, are hereby declared to be members of the Statewide War-Emergency Organization; and

It is further ordered that all officials of local political subdivisions of the State and all registered disaster service workers who perform duties in the State or Regional emergency operations headquarters are hereby declared to be personnel of the State War-Emergency Organization for

the period of the State of War Emergency, subject to the direction of the Governor, the Director of the Office of Emergency Services, and/or the Manager of the regional headquarters to which such persons are assigned or attached; and

It is further ordered that all officials and registered disaster service workers heretofore designated as Coordinators or as staff personnel of Operational Area organizations, which have been ratified by the California Emergency Council, are hereby declared to be personnel of the State War Emergency Organization.

#### **Order 5 (War Powers)**

It is hereby ordered that the governmental functions for the protection of lives, property, and resources of the State and of every political subdivision thereof shall continue in full force and effect, and all duly constituted officials of the State and of every political subdivision thereof shall continue to discharge their responsibilities and shall comply with, enforce, and assume the responsibility for implementing such regulations and orders not inconsistent with or contradictory to rules, regulations, or orders issued by the President of the United States or the Commanding General, Sixth United States Army, as are now or may hereafter be promulgated by the Governor, in accordance with approved plans and procedures.

#### **Order 6 (Sales Restrictions)**

It is hereby ordered that, in accordance with national and state policy, as reflected in the General Freeze Order, Part A, California Emergency Resources Management Plan, all retail sales and transfers of consumer items are prohibited for a period of at least five days following the onset of a State of War Emergency, except for the most essential purposes as determined by federal, state, or local authorities and except for essential health items and perishables in danger of spoilage.

#### **Order 7 (Alcohol Sales)**

It is hereby ordered that the sale of alcoholic beverages shall be discontinued immediately.

#### **Order 8 (Petroleum Sales)**

It is hereby ordered that all petroleum stocks for California distribution, including those in refinery storage, major distributing installations, and pipe line terminals, shall be held subject to the control of the State Petroleum Director; and

It is further ordered that, following the period of prohibition of sales imposed by Order 6, retail outlets for petroleum products shall operate in accordance with rules and regulations prescribed by the State Petroleum organization as outlined in Part B-VII of the California Emergency Resources Management Plan.

#### **Order 9 (Food Sales)**

It is hereby ordered that all wholesale foodstocks, including those under the control of processors, wholesalers, agents and brokers, be held subject to the control of the State Food Director, except that:

- (1) Fresh fluid milk, fresh vegetables, and bread are not subject to this order; and

- (2) Supplies necessary for immediate essential use, on the basis of 2000 calories per person per day, of persons in homes or in mass care centers, restaurants, hotels, hospitals, public institutions, and similar establishments feeding approximately 100 persons or more per day, may be obtained from wholesale and/or retail sources upon approval by local authorities operating in accordance with existing state and federal food supply policies; and

It is further ordered that, following the period of prohibition of sales imposed by Order 6, retail outlets for foodstocks shall operate in accordance with rules and regulations prescribed by the State Food Organization as outlined in Part B-III of the California Emergency Resources Management Plan.

#### **Order 10 (Medical Supplies)**

It is hereby ordered that all drugs and medical supply stocks in California, intended for wholesale distribution, shall be held subject to the control of the Chief, State Emergency Medical and Health Organization; and

It is further ordered that, following the period of prohibition of sales imposed by Order 6, retail outlets for drugs and medical supplies shall operate in accordance with rules and regulations prescribed by the State Emergency Medical and Health Organization as outlined in Part B-IV of the California Emergency Resources Management Plan.

#### **Order 11 (Banking)**

It is hereby ordered that all banks will take emergency operating actions pursuant to Sections 1915 and 1916 of the Financial Code.

#### **Order 12 (Rent Control/Rationing)**

It is hereby ordered that, pursuant to the California Emergency Resources Management Plan, Part B-II, Economic Stabilization, and in conjunction with the lifting of the General Freeze Order as referred to in Order 6, price and rent control and consumer rationing will be invoked and administered by the State Economic Stabilization Organization. Rationed items may include those identified in the list of essential survival items contained in Part A, California Emergency Resources Management Plan, and such other items as may be in short supply.

October 30, 2003

**ARTICLE I. IN GENERAL**

**Secs. 14-1—14-30. Reserved.**

**ARTICLE II. PUBLIC SAFETY SERVICES COST RECOVERY**

**Sec. 14-31. Scope.**

This article does not apply to services rendered by the fire department

**Sec. 14-32. Charges.**

There shall be charged in connection with the provision by the city of enumerated public safety services a fee or charge sufficient to recover some or all of the costs reasonably borne by the city in providing such public safety services. Public safety services provided by the city subject to a fee or charge shall be set by resolution of the city council and shall include only public safety services which the city council finds are provided to small segments of the citizens of the city or to nonresidents of the city. The amount of any such fee or charge shall be set by resolution of the city council, and such fee or charge shall not exceed the costs reasonably borne by the city in providing such public safety services.

(Code 1959, § 14-50; Ord. No. 3420, § 1 (part))

**Sec. 14-33. Determination of costs reasonably borne.**

The costs reasonably borne by the city in providing public safety services shall be determined by reference to the following elements:

- (1) All applicable direct costs, including but not limited to salaries,

wages, fringe benefits, services and supplies, operation expenses, contracted services, special supplies, and any other direct expense incurred.

- (2) All applicable indirect costs, including but not restricted to building maintenance and operation, equipment maintenance, communication, printing and reproduction and like indirect expenses.
- (3) General overhead, expressed as a percentage, distributing and charging the expenses of the city council, city administrator, finance department, city treasurer, city clerk, city attorney, police department, and all other staff and support services.
- (4) Departmental overhead, expressed as a percentage, distributing and charging the cost of each department head and his supporting expenses.

(Code 1959, § 14-51; Ord. No. 3420, § 1 (part))

**Secs. 14-34—14-70. Reserved.**

**ARTICLE III. EMERGENCY SERVICES ORGANIZATION\***

**Sec. 14-71. Purposes.**

The declared purposes of this article are to provide for:

- (1) The preparation and carrying out of plans for the protection of persons and property within the city in an emergency;

\***State law reference**—Emergency services, Government Code § 8550 et seq.

regulations as are necessary to implement such plans and agreements. The disaster council shall meet upon call of the chair or, in his absence from the city or inability to call such meeting, upon call of the vice-chair.

(Code 1959, § 6-4; Ord. No. 3180, § 1 (part))

**State law reference**—Local disaster councils, Government Code § 8610 et seq.

**Sec. 14-75. Offices of director and executive director of emergency services created.**

(a) There is hereby created the office of director of emergency services. The city manager shall be the director of emergency services.

(b) There is hereby created the office of executive director of emergency services, who shall be appointed by the director. (Code 1959, § 6-5; Ord. No. 3180, § 1 (part))

**Sec. 14-76. Powers and duties of director and executive director of emergency services.**

(a) The director of emergency services is hereby empowered to:

- (1) Request the city council to proclaim the existence or threatened existence of a local emergency if the city council is in session or to issue such proclamation if the city council is not in session. Whenever a local emergency is proclaimed by the director, the city council shall take action to ratify the proclama-

tion within seven days thereafter or the proclamation shall have no further force or effect.

- (2) Request the governor to proclaim a state of emergency when, in the opinion of the director, the locally available resources are inadequate to cope with the emergency.
- (3) Control and direct the effort of the emergency organization of the city for the accomplishment of the purposes of this article.
- (4) Direct cooperation between the coordination of services and staff of the emergency organization of the city and resolve questions of authority and responsibility that may arise between them.
- (5) Represent the city in all dealings with public or private agencies on matters pertaining to emergencies as defined in this article.
- (6) If a local emergency is proclaimed as provided in this article, if a state of emergency is proclaimed by the governor or the director of the state office of emergency services, or if a state of war emergency exists:
  - a. Make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the city council.
  - b. Obtain vital supplies, equipment, and such other proper-

3/80 2NO. R00 5/23

ORDINANCE NO. 3180

AN ORDINANCE OF THE COUNCIL OF THE CITY OF POMONA, CALIFORNIA, AMENDING CHAPTER 6 OF ORDINANCE NO. 1673, ALSO KNOWN AS THE CODE OF THE CITY OF POMONA, TO PROVIDE FOR A DISASTER COUNCIL, ITS POWERS AND DUTIES, AND MAKING CERTAIN ACTIONS DURING AN EMERGENCY TO BE MISDEMEANORS.

BE IT ORDAINED by the Council of the City of Pomona, California, as follows:

SECTION 1. That Chapter 6 (CIVIL DEFENSE AND DISASTER) of Ordinance No. 1673, also known as the Code of the City of Pomona, California, is hereby amended to read as follows:

"Sec. 6-1. PURPOSES.

The declared purposes of this chapter are to provide for the preparation and carrying out of plans for the protection of persons and property within this City in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions of this City with all other public agencies; corporations, organizations, and affected private persons."

"Sec. 6-2. DEFINITION.

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

"Sec. 6-3. DISASTER COUNCIL MEMBERSHIP.

The Pomona Disaster Council is hereby created and shall consist of the following:

- A. The Mayor, who shall be Chairman.
- B. The Director of Emergency Services, who shall be Vice-Chairman.
- C. The Executive Director of Emergency Services.
- D. Such Chiefs of Emergency Services as are provided for in a current emergency plan of this City.
- E. Such representatives of civic, business, labor, veterans, profes-

sional, or other organizations having an official emergency responsibility, as may be appointed by the Director with the advice and consent of the City Council."

"Sec. 6-4. DISASTER COUNCIL POWERS AND DUTIES.

It shall be the duty of the Pomona Disaster Council, and it is hereby empowered, to develop and recommend for adoption by the City Council, emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements. The Disaster Council shall meet upon call of the Chairman or, in his absence from the City or inability to call such meeting, upon call of the Vice-Chairman."

"Sec. 6-5. DIRECTOR AND EXECUTIVE DIRECTOR OF EMERGENCY SERVICES.

(a) There is hereby created the office of Director of Emergency Services. The City Administrator shall be the Director of Emergency Services.

(b) There is hereby created the office of Executive Director of Emergency Services, who shall be appointed by the Director."

"Sec. 6-6. POWERS AND DUTIES OF THE DIRECTOR AND EXECUTIVE DIRECTOR OF EMERGENCY SERVICES.

A. The Director is hereby empowered to: (1) Request the City Council to proclaim the existence or threatened existence of a 'local emergency' if the City Council is in session, or to issue such proclamation if the City Council is not in session. (Whenever a local emergency is proclaimed by the Director, the City Council shall take action to ratify the proclamation within 7 days thereafter or the proclamation shall have no further force or effect.) (2) Request the Governor to proclaim a 'state of emergency' when, in the opinion of the Director, the locally available resources are inadequate to cope with the emergency. (3) Control and direct the effort of the emergency organization of this City for the accomplishment of the purposes of this chapter. (4) Direct cooperation between the coordination of services and staff of the emergency organization of this City; and resolve questions of authority and responsibility that may arise between them. (5) Represent this City in all dealings with public or private agencies on matters pertaining to emergencies as defined herein. (6) In the event of the proclamation of a 'local emergency' as herein provided, the proclamation of a 'state of emergency' by the Governor or the Director of the State Office of Emergency Services, or the existence of a 'state of war emergency', the Director is hereby empowered:

(a) To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the City Council.

(b) To obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property and to bind the City for the fair value thereof and, if required immediately, to commandeer the same for public use.

(c) To require emergency services of any City officer or employee and, in the event of the proclamation of a 'state of emergency' in the county in which the City is located or the existence of a 'state of war emergency', to command the aid of as many citizens of this community as he deems necessary in the execution of his duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered disaster service workers.

(d) To requisition necessary personnel or material of any City department or agency.

(e) To execute all his ordinary power as City Administrator, all of the special powers conferred upon him by this chapter or by resolution or emergency plan pursuant hereto adopted by the City Council, all powers conferred upon him by any statute, by any agreement approved by the City Council, and by any other lawful authority.

B. The Director of Emergency Services shall designate the order of succession to that office, to take effect in the event the Director is unavailable to attend meetings and otherwise perform his duties during an emergency. Such order of succession shall be approved by the City Council.

C. The Executive Director shall, under the supervision of the Director and with the assistance of Emergency Services Chiefs, develop emergency plans and manage the emergency programs of this City; and shall have such other powers and duties as may be assigned by the Director."

"Sec. 6-7. EMERGENCY ORGANIZATION.

All officers and employees of this City, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations, and persons who may by agreement or operation of law, including persons impressed into service under the provisions of Sec. 6 A. (6) (c) of this chapter, be charged with duties incident to the protection of life and property in this City during such emergency, shall constitute the emergency organization of the City of Pomona."

"Sec. 6-8. EMERGENCY OPERATIONS PLAN.

The Pomona Disaster Council shall be responsible for the development of the City of Pomona Emergency Operations Plan, which plan shall provide for the effective mobilization of all of the resources of this City, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency; and shall provide for the organization, powers and duties, services, and staff of the emergency organization. Such plan shall take effect upon adoption by resolution of the City Council."



"Sec. 6-9. EXPENDITURES.

Any expenditures made in connection with emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the City of Pomona."

"Sec. 6-10. PUNISHMENT OF VIOLATION.

It shall be a misdemeanor for any person, during an emergency, to:

A. Willfully obstruct, hinder, or delay any member of the emergency organization in the enforcement of any lawful rule or regulation issued pursuant to this chapter, or in the performance of any duty imposed upon him by virtue of this chapter.

B. Do any act forbidden by any lawful rule or regulation issued pursuant to this chapter, if such act is of a nature as to give or be likely to give assistance to the enemy or to imperil the lives or property of inhabitants of this City, or to prevent, hinder, or delay the defense or protection thereof.

C. Wear, carry, or display, without authority, any means of identification specified by the emergency agency of the State."

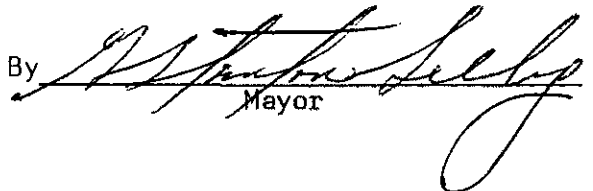
SECTION 2. The City Clerk shall certify to the passage and adoption of this ordinance, causing it to be published as required by law, and it shall thereafter be in full force and effect thirty days after the date of its final reading.

APPROVED, PASSED AND ADOPTED this 23rd day of May, 1983.

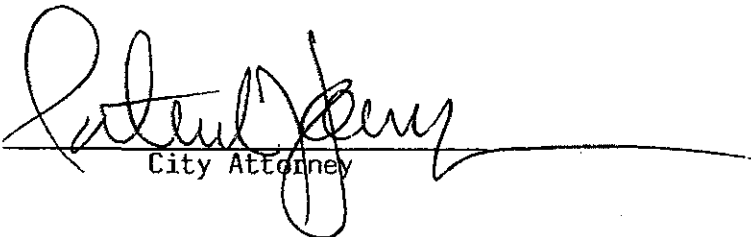
ATTEST:

THE CITY OF POMONA

  
\_\_\_\_\_  
City Clerk

By   
\_\_\_\_\_  
Mayor

APPROVED AS TO FORM:

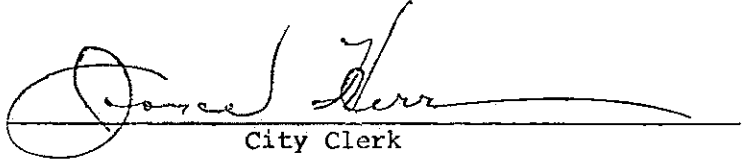
  
\_\_\_\_\_  
City Attorney

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32

STATE OF CALIFORNIA )  
 )ss.  
COUNTY OF LOS ANGELES)

I, JOYCE HERR, City Clerk of the City of Pomona, California,  
DO HEREBY CERTIFY that the foregoing Ordinance was introduced at a \_\_\_\_\_  
regular meeting of the Council of said City, held on the 16th day of  
May, 1983; and thereafter at a \_\_\_\_\_ regular meeting  
of said Council held on the 23rd day of May, 1983, was reread,  
and was approved and adopted by the following vote, to wit:

AYES:	Councilmen:	<u>Weigand, Gaulding, Nymeyer, (Mayor) Selby.</u>
"	"	_____
NOES:	"	_____
ABSTENTIONS:	"	_____
ABSENT:	"	<u>Bryant.</u>

  
\_\_\_\_\_  
City Clerk

**RESOLUTION NO. 2007-60**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POMONA  
RECOGNIZING THE NATIONAL INCIDENT MANAGEMENT  
SYSTEM (NIMS) BY ADOPTING THE NIMS PRINCIPLES AND  
POLICIES INTO THE EMERGENCY MANAGEMENT SYSTEM OF  
THE CITY OF POMONA**

**WHEREAS**, the President of the United States, in Homeland Security Presidential Directive 5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS) that would provide a consistent, nationwide approach for Federal, State, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from disasters, regardless of cause, size or complexity;

**WHEREAS**, the State of California and local governments developed and standardized incident management systems to respond to a variety of catastrophic disasters, including wild fires, earthquakes, floods, and landslides;

**WHEREAS**, in the early 1970's, the California Fire Service, in partnership with the Federal government, developed the emergency Incident Command System (ICS) that has become the model for incident management nationwide;

**WHEREAS**, in 1993, the State of California was first to adopt a statewide Standardized Emergency Management System (SEMS) to be used by all emergency management response organizations;

**WHEREAS**, the City's utilization of the California SEMS substantially meets the objectives of the National Incident Management System; and,

**WHEREAS**, the authority to formally recognize and adopt the NIMS principles and policies into the emergency management system of the City of Pomona is vested with the City Council.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Pomona as follows:

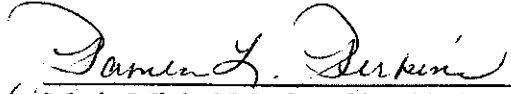
**SECTION 1.** The City Council hereby formally recognizes the National Incident Management System (NIMS) by adopting the NIMS principles and policies as outlined in the NIMS Fact Sheet, attached hereto as Exhibit A, into the emergency management system of the City of Pomona.

**SECTION 2.** The NIMS principles and policies being adopted shall be kept on file with the City Clerk and incorporated herein by this reference.


**SECTION 3.** The City Clerk shall attest and certify to the passage and adoption of this resolution and it shall be effective immediately upon its approval.

**APPROVED AND ADOPTED this 4<sup>th</sup> day of June, 2007.**

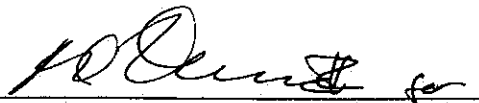
**ATTEST:**

  
for Marie Michel Macias, City Clerk

**CITY OF POMONA:**

  
Norma J. Torres, Mayor

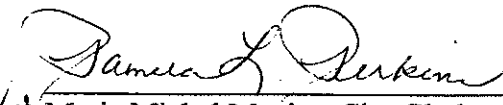
**APPROVED AS TO FORM:**

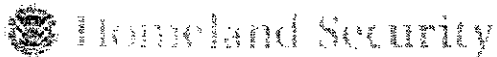
  
Arnold Alvarez-Glasman, City Attorney

STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES  
CITY OF POMONA

I, MARIE MICHEL MACIAS, CITY CLERK of the City of Pomona do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council on the 4<sup>th</sup> day of June, 2007 by the following vote:

AYES: COUNCIL MEMBERS: HUNTER, RODRIGUEZ, CARRIZOSA, LANTZ  
ATCHLEY, MAYOR TORRES  
NOES: COUNCIL MEMBERS: NONE  
ABSENT: COUNCIL MEMBERS: ROTHMAN  
ABSTAIN: COUNCIL MEMBERS: NONE

  
for Marie Michel Macias, City Clerk



## Fact Sheet: National Incident Management System (NIMS)

Release Date: 03/01/04 00:00:00

U. S. Department of Homeland Security Secretary Tom Ridge today announced approval of the National Incident Management System (NIMS), the Nation's first standardized management approach that unifies Federal, state, and local lines of government for incident response.

### **NIMS makes America safer, from our Nation to our neighborhoods:**

NIMS establishes standardized incident management processes, protocols, and procedures that all responders – Federal, state, tribal, and local – will use to coordinate and conduct response actions. With responders using the same standardized procedures, they will all share a common focus, and will be able to place full emphasis on incident management when a homeland security incident occurs – whether terrorism or natural disaster. In addition, national preparedness and readiness in responding to and recovering from an incident is enhanced since all of the Nation's emergency teams and authorities are using a common language and set of procedures.

### **Advantages of NIMS:**

NIMS incorporates incident management best practices developed and proven by thousands of responders and authorities across America. These practices, coupled with consistency and national standardization, will now be carried forward throughout all incident management processes: exercises, qualification and certification, communications interoperability, doctrinal changes, training, and publications, public affairs, equipping, evaluating, and incident management. All of these measures unify the response community as never before.

### **NIMS was created and vetted by representatives across America including:**

- Federal government,
- States,
- Territories,
- Cities, counties, and townships,
- Tribal officials,
- First responders.

### **Key features of NIMS:**

- **Incident Command System (ICS).** NIMS establishes ICS as a standard incident management organization with five functional areas – command, operations, planning, logistics, and finance/administration – for management of all major incidents. To ensure further coordination, and during incidents involving multiple jurisdictions or agencies, the principle of unified command has been universally incorporated into NIMS. This unified command not only coordinates the efforts of many jurisdictions, but provides for and assures joint decisions on objectives, strategies, plans, priorities, and public communications.
- **Communications and Information Management.** Standardized communications during an incident are essential and NIMS prescribes interoperable communications systems for both incident and information management. Responders and managers across all agencies and jurisdictions must have a common operating picture for a more efficient and effective incident response.
- **Preparedness.** Preparedness incorporates a range of measures, actions, and processes accomplished before an incident happens. NIMS preparedness measures including planning, training, exercises, qualification and certification, equipment acquisition and certification, and publication management. All of these serve to ensure that pre-incident actions are standardized and consistent with mutually-agreed doctrine. NIMS further places emphasis on mitigation activities to enhance preparedness. Mitigation includes public education and outreach, structural modifications to lessen the loss of life or destruction of property, code enforcement in support of zoning rules, land management, and building codes, and flood insurance and property buy-out for frequently flooded areas.

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DHS: Fact Sheet: National Incident Management System (NIMS)

- **Joint Information System (JIS).** NIMS organizational measures enhance the public communication effort. The Joint Information System provides the public with timely and accurate incident information and unified public messages. This system employs Joint Information Centers (JIC) and brings incident communicators together during an incident to develop, coordinate, and deliver a unified message. This will ensure that Federal, state, and local levels of government are releasing the same information during an incident.
  
- **NIMS Integration Center (NIC).** To ensure that NIMS remains an accurate and effective management tool, the NIMS NIC will be established by the Secretary of Homeland Security to assess proposed changes to NIMS, capture, and evaluate lessons learned, and employ best practices. The NIC will provide strategic direction and oversight of the NIMS, supporting both routine maintenance and continuous refinement of the system and its components over the long term. The NIC will develop and facilitate national standards for NIMS education and training, first responder communications and equipment, typing of resources, qualification and credentialing of incident management and responder personnel, and standardization of equipment maintenance and resources. The NIC will continue to use the collaborative process of Federal, state, tribal, local, multi-discipline and private authorities to assess prospective changes and assure continuity and accuracy.

###

*City of Pomona*

For Cities with existing Joint Powers Agreement/Coordinator:

**JOINT POWERS AGREEMENT TO PROVIDE FOR INTER-AGENCY COOPERATION  
IN MAJOR NATURAL OR MAN-MADE DISASTER**

**DISASTER MANAGEMENT AREA D**

**Los Angeles County Operational Area**

WHEREAS, natural or man-made disasters such as earthquakes, fires, floods, civil unrest, acts of terrorism or other physical manifestations may affect the peace, health, safety and general welfare of large numbers of persons and extensive areas; and

WHEREAS, the State of California has adopted the Standardized Emergency Management System ("SEMS") pursuant to Title 19, Division 2 of the State's Code of Regulations requiring all local governments within a county geographic area to be organized into a single Operational Area; and

WHEREAS, in accordance with SEMS, the Board of Supervisors of the County of Los Angeles established the Los Angeles County Operational Area ("Operational Area") on July 5, 1995, with the County of Los Angeles serving as the lead agency of the Los Angeles County Operational Area; and

WHEREAS, to enable the Los Angeles County Operational Area to accomplish the objectives of SEMS by promoting greater efficiencies in disaster management, planning, training, and preparedness, it is essential to coordinate the efforts of the cities within the Los Angeles County Operational Area; and

WHEREAS, such coordination can be accomplished by cooperative management, planning, training, and preparedness action through responsible agencies prior to the time disaster response is required; and

For Cities with existing Joint Powers Agreement/Coordinator:

WHEREAS, there have been established Disaster Management Areas (previously known as "Civil Defense Areas") within the Los Angeles County Operational Area, each having a Disaster Management Area Coordinator who serves as a representative on the Operational Area Advisory Board to facilitate communication between the cities and the Operational Area; and

WHEREAS, the parties to this Agreement are located within Disaster Management Area   D   of the Los Angeles County Operational Area and, therefore, have mutual interests and objectives to accomplish with reference to disaster management, planning, training and preparedness within said Area   D  ; and

WHEREAS, the power to prepare for and mitigate natural or man-made disasters, and the power to act in case of emergency or disaster, are all powers common to the parties to this Agreement; and

WHEREAS, that in order to efficiently and adequately exercise the powers hereinabove referred to, it is essential that skilled personnel, charged with the duty of coordinating disaster management efforts, should be provided in order to obtain maximum benefits; and

WHEREAS, that the parties to this Agreement believe the arrangements and provisions provided by this Agreement will best serve the public peace, health, safety, and general welfare of said respective parties, and of the Los Angeles County Operational Area and, therefore, shall supersede any prior agreement concerning Civil Defense Areas or Disaster Management Areas.



For Cities with existing Joint Powers Agreement/Coordinator:

NOW THEREFORE, in consideration of the foregoing recitals and of the benefits which will be derived from the coordination of disaster management, planning, training and preparedness efforts, and the availability of skilled personnel with adequate knowledge for coordination purposes, the parties hereto do hereby mutually covenant and agree with each other, under the power and authority to do so granted under the provisions of Chapter 5 of Division 7 of Title 1 (Section 6500 et seq.) of the Government Code of the State of California, as follows:

#### **1.0 Purpose**

1.1 The purpose of this Agreement is to promote the coordination of disaster management, planning, training and preparedness efforts of the parties by cooperative planning and related activity under the direction of a Disaster Management Area Board. This Agreement shall supersede any prior agreement by the parties hereto concerning these matters.

#### **2.0 Creation of Disaster Management Area Board**

2.1 There is hereby created the Disaster Management Area D Board ("Governing Board").

The Governing Board at a minimum shall consist of one representative from each party who shall be appointed to the Governing Board by the governing body of each party, and who may be removed at any time by such governing body. Each party may appoint an alternate who

For Cities with existing Joint Powers Agreement/Coordinator:

may act in the absence of the designated representative. No representative or alternate shall be appointed who is not an official or employee of the appointing party. At its option, the Governing Board may create an Executive Board or any standing committees as required.

### **3.0 Powers of the Disaster Management Area Board**

3.1 Within 60 days after this Agreement is formally approved by a minimum of three(3) parties, including two (2) cities and the County, the current Coordinator for the existing Civil Defense Area D or Disaster Management Area D, in conjunction with the County Operational Area Office of Emergency Management, shall assist this Governing Board to provide for implementation of the provisions of this Agreement.

3.2 The Governing Board shall determine the most appropriate means to provide direct coordination and communication between the Los Angeles County Operational Area and the parties to this Agreement. This may include retaining a full-time Disaster Management Area Coordinator, or designating a lead agency to serve as Disaster Management Area Coordinator to work cooperatively to strengthen the Disaster Management Area as part of the Operational Area in disaster management, planning, training and preparedness. If the Governing Board designates a Coordinator who is not a lead agency or an employee of a party, the terms and conditions governing the services of the Coordinator shall be established by the Governing Board who shall designate the administrative practices. The Disaster Management Area Coordinator shall act as the Governing Board's representative on the Operational Area Advisory Board.

3.3 Standard duties of the Disaster Management Area Coordinator or designated lead agency functioning in that capacity shall minimally include those identified in the attached

For Cities with existing Joint Powers Agreement/Coordinator:

"Duty Statement". Optional responsibilities listed in the Duty Statement may be modified as necessary by said Board in meeting its specific needs.

3.4 The Governing Board shall have such powers as are granted by statute to general law cities to perform the duties specified in this Agreement, and such powers are subject to the same restrictions upon the manner of exercising the powers as in a general law city.

3.5 The Governing Board shall have the duty and responsibility to determine if personnel will be employed under this Agreement; the compensation of such personnel; the location of the Office Headquarters; all matters relating to policy and finance; and the overall supervision and direction of the personnel employed.

3.6 Nothing contained in this Agreement shall be construed as granting to any board, person, or other entity, the responsibility or power of each of the parties hereto to protect against the loss of life and property solely within their respective jurisdictions. The parties specifically retain such responsibility and power.

#### **4.0 Rules of the Board**

4.1 A simple majority of said Board shall constitute a quorum for the transaction of business unless otherwise designated by the Governing Board. The Governing Board shall elect one of its own members as Chair of the Governing Board.

The Governing Board shall provide for the time and place of its own meetings, shall promulgate its own rules, and conduct its business according to Robert's Rules of Order. It shall cause to be kept a record of its proceedings and shall furnish a copy thereof to each of the parties hereto.

For Cities with existing Joint Powers Agreement/Coordinator:

## **5.0 Audit**

5.1 If in the process of conducting its duties the Governing Board receives funds, property or other assets from any source, said Governing Board shall be strictly accountable for those assets and shall report all receipts and disbursements, as provided in the Addendum to this Agreement.

5.2 Any party shall have the right during regular business hours to examine, inspect, review and copy, at its own expense, all books, records, accounts and other documents of the Governing Board relating to this Agreement.

## **6.0 Duration of this Agreement**

6.1 This Agreement shall take effect and be in full force as soon as such Agreement shall be duly executed by a minimum of three (3) parties, including two (2) cities and the County, and shall continue in full force and effect until such time as the member parties determine it is in the public interest to dissolve the Disaster Management Area D.

6.2 The parties hereto shall have the right to withdraw from this Agreement effective July 1 of any calendar year by filing a written notice of intention to so withdraw from said Disaster Management Area on or before the first day of April of such year. In the event of the withdrawal from this Agreement of one or more of the parties hereto, this Agreement shall continue and remain in full force and effect insofar as the remaining parties are concerned. Any costs of the program provided for herein shall be borne by the remaining parties in accordance with the Addendum to this Agreement.

For Cities with existing Joint Powers Agreement/Coordinator:

## **7.0 Disposition of Assets**

7.1 The party or parties electing to withdraw from this Agreement prior to final termination shall not be entitled to any refund or payment from any properties or assets accumulated as a result of the joint exercise of powers herein. Upon final termination of this Agreement all property and any surplus or remaining funds acquired hereunder shall be distributed to the parties to this Agreement at the time of such termination in proportion to their contributions for the last calendar year during which the Agreement was effective.

## **8.0 Amendments**

8.1 This Agreement may be amended from time-to-time by the unanimous agreement of the parties.

## **9.0 Counterparts**

9.1 This Agreement may be executed in one or more counterparts and may include multiple signature pages, all of which shall be deemed to be one agreement. Copies of this Agreement may be used in lieu of the original

## **10.0 Liability**

10.1 Employees of any party performing disaster management services on behalf of the Disaster Management Area shall remain employees of that party for the purposes of workers' compensation and no other party shall have liability for injury to an employee of another party.

10.2 Pursuant to Government Code Section 895.4, each party hereby assumes the liability imposed on it, its officers and employees for injury caused by a negligent or wrongful act or

For Cities with existing Joint Powers Agreement/Coordinator:

omission occurring in the performance of that party's obligations under this Agreement to the same extent that such liability would be imposed in the absence of Government Code Section 895.2. Accordingly, each party shall defend, indemnify and hold harmless the other parties for any claim, demand, cause of action, loss, liability, damage, cost or expense that may be imposed on such party solely by virtue of said Section 895.2.

IN WITNESS WHEREOF each party has caused this Agreement to be duly executed by its authorized officer(s) on the date(s) set forth below.

Signature Page 8 of 8

(Approved by Resolution No. 99-78 on May 3, 1999)

**JOINT POWERS AGREEMENT TO PROVIDE FOR INTER-AGENCY COOPERATION  
IN MAJOR NATURAL OR MAN-MADE DISASTER**

DISASTER MANAGEMENT AREA D

\_\_\_\_\_  
Name of Party

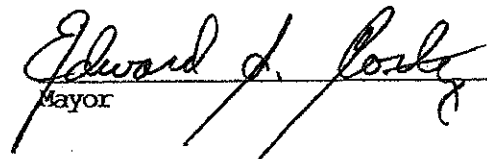
By \_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Date

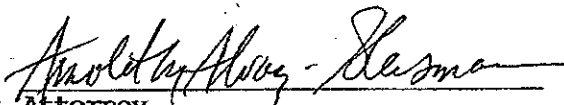
ATTEST:

  
\_\_\_\_\_  
City Clerk

CITY OF POMONA

  
\_\_\_\_\_  
Mayor

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Attorney

1  
2 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POMONA, RELATIVE TO  
3 WORKMEN'S COMPENSATION INSURANCE FOR REGISTERED VOLUNTEER "DISASTER SERVICE  
4 WORKERS".

5 BE IT RESOLVED BY THE COUNCIL OF THE CITY OF POMONA AS FOLLOWS:

6 WHEREAS, Section 1599.1 of the Military and Veterans Code, Chapter 104,  
7 Statutes 1946, 1st Extraordinary Session, provides: "The California State Dis-  
8 aster Council shall establish by rule and regulation various classes of disaster  
9 service workers and the scope of the duties of each class. The California State  
10 Disaster Council shall also adopt rules and regulations prescribing the manner  
11 in which disaster service workers of each class are to be registered. All such  
12 rules and regulations shall be designed to facilitate the paying of workmen's  
13 compensation", and

14 WHEREAS, the California State Disaster Council on April 4th, 1946, adopted  
15 rules and regulations establishing classes of disaster service workers, the  
16 scope of duties of each class and the manner of registration of such volunteer  
17 workers; and,

18 WHEREAS, Section 1599.2 of the Military and Veterans Code, Chapter 104,  
19 Statutes 1946, 1st Extraordinary Session, provides: "Any disaster council which  
20 both agrees to follow the rules and regulations established by the California  
21 State Disaster Council pursuant to the provisions of Section 1599.1 of this code  
22 and substantially complies with such rules and regulations shall be certified by  
23 the California State Disaster Council. Upon making such certification, and not  
24 before, the disaster council becomes an accredited disaster council," and,

25 WHEREAS, the City of Pomona has registered and will hereafter register  
26 volunteer Disaster Service Workers, and

27 WHEREAS, the City of Pomona desires to become an "accredited Disaster  
28 Council" organization in order that injured Disaster Service Workers registered  
29 with it may benefit by the provisions of Chapter 104, Statutes 1946, 1st Extra-  
30 ordinary Session.

31 NOW, THEREFORE, it is hereby resolved by the Council of the City of Pomona,  
32 County of Los Angeles, State of California, that the Council of the City of

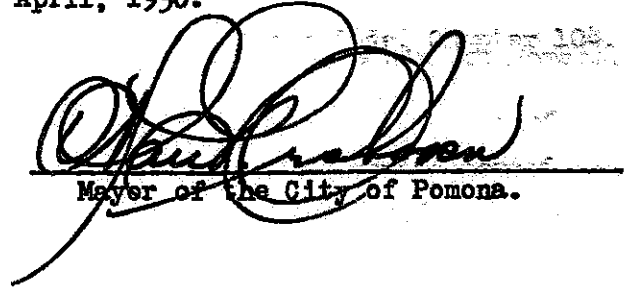
ARLD E. RICKETT, JR.  
CITY ATTORNEY  
CITY OF POMONA, CALIFORNIA

1 Pomona hereby agrees to follow the rules and regulations established by the  
2 California State Disaster Council under date of April 4th, 1946, pursuant to  
3 the provisions of Section 1599.1 of the Military and Veterans Code, Chapter 104,  
4 Statutes 1946, 1st Extraordinary Session.

5 The City Clerk is hereby instructed to send two certified copies hereof  
6 to the California State Disaster Council.

7 The City Clerk shall certify to the passage of this Resolution and there-  
8 upon and thereafter the same shall take effect and be in force.

9 APPROVED AND PASSED, this 25<sup>th</sup> day of April, 1950.

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11  
12   
Mayer of the City of Pomona.

13  
14 ATTEST:  
  
City Clerk of the City of Pomona.

15  
16 Approved as to form, this 25 day  
17 of April, 1950.

18   
City Attorney for the City of Pomona.

19  
20  
21 I HEREBY CERTIFY that the foregoing Resolution was passed and adopted by  
22 the City Council of the City of Pomona, and signed by the Mayor of said City at  
23 an adj regular meeting of said Council held on the 25<sup>th</sup> day of April,  
24 1950, by the following vote, to-wit:

25 AYES: Councilmen Wright, Husley, Nite, May  
26 " " (Mayor) Carlson  
27 NOES: " None  
28 ABSENT: " None

29  
30   
City Clerk of the City of Pomona.

ARLO E. RICKETT, JR.  
CITY ATTORNEY  
CITY OF POMONA, CALIFORNIA

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RESOLUTION OF THE CITY COUNCIL NO. 2010  
~~BOARD OF SUPERVISORS~~

OF THE CITY OF POMONA  
~~COUNTY~~  
COUNTY OF LOS ANGELES, CALIFORNIA

WHEREAS, EARL WARREN, Governor of the State of California, on the 15th day of November, 1950, executed the California Disaster and Civil Defense Master Mutual Aid Agreement on behalf of the State of California and all its Departments and Agencies;

NOW, THEREFORE, The ~~Board of Supervisors~~ City Council of the City of Pomona, County of Los Angeles, does, by resolution, hereby approve and agree to abide by said California Civil Defense Master Mutual Aid Agreement; and the Clerk of this Council is hereby authorized and directed to send TWO certified copies of this resolution to the State Disaster Council for filing with said State Disaster Council.

Adopted and approved this 5th day of December, 1950

Approved as to form this  
5th day of Dec, 1950  
Arlo E. Hubert, Jr.  
City Attorney

[Signature]  
Mayor of the City of Pomona  
~~Clerk of the Board of Supervisors~~

ATTEST:  
[Signature]  
Clerk

I, C. HARRY DOREMUS, City Clerk of the City of Pomona, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly adopted by the City Council of the City of Pomona on the 5th day of December, 1950.

[[SEAL]]

[Signature]  
Clerk

(NOTE: Two certified copies of this Resolution should be forwarded to the California State Disaster Council (Office of Civil Defense), P. O. Box 110, Sacramento)

RESOLUTION NO. 97-178

**CITY OF POMONA  
LOS ANGELES COUNTY, CALIFORNIA**

**AN RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POMONA,  
CALIFORNIA, ADOPTING THE MULTI-HAZARD FUNCTIONAL PLAN AS THE  
AMENDED EMERGENCY RESPONSE OPERATIONS PLAN IN ACCORDANCE  
WITH THE STATE OF CALIFORNIA STANDARDIZED EMERGENCY  
MANAGEMENT SYSTEM (SEMS). PURSUANT TO CHAPTER 6 OF ORDINANCE  
NO. 1673, ALSO KNOWN AS THE POMONA CITY CODE, DEFINING CIVIL  
DEFENSE AND DISASTER.**

**WHEREAS**, the Los Angeles County area has recently suffered major earthquakes, fires, floods, and civil unrest, and the potential for a major catastrophe due to earthquake, fire, flood, or other natural disaster or manmade disasters remains high; and

**WHEREAS**, Chapter 6 of the City Code (Civil Defense and Disaster Council) defines and sets the guidelines for the preparation of plans for the protection of persons and property within this City in the event of an emergency/disaster; and

**WHEREAS**, the loss of life and property can be greatly reduced if appropriate disaster preparedness measures and planning are taken before, during, and after a damaging situation. Greater efficiency, planning, and response can be achieved by joining the efforts of the City of Pomona and the County together in an emergency organization; and

**WHEREAS**, the State of California has adopted Standardized Emergency Management System (SEMS) Regulations in Title 19, Division 2 of the State's Code of Regulations which state that all local governments within Los Angeles County shall be organized into a single Operational Area. SEMS states the Los Angeles County government shall serve as the lead agency of the Operational Area; and

**WHEREAS**, the Pomona City Council has recognized the Combined Agencies for Emergency Preparedness (CAEP) Committee as representatives of civic, business, labor, veterans, professional, and/or other organizations as having official emergency responsibilities to serve as an advisory board to the City's Disaster Council; and

**WHEREAS**, an approved Multi-Hazard Functional Plan must be on file with the State of California Governor's Office of Emergency Services in October 1997 in order for the City to qualify for reimbursement of City personnel costs incurred while responding to eligible disasters; and

**WHEREAS**, the City Council has carefully considered all pertinent testimony and the staff report offered in the case as presented September 3, 1997.

**NOW, THEREFORE THE CITY COUNCIL OF THE CITY OF POMONA DOES FIND, DETERMINE, AND RESOLVE AS FOLLOWS:**

**SECTION 1.** The City Council approves the Multi-Hazard Functional Plan of the City of Pomona.

**SECTION 2.** The City Council hereby authorizes the Mayor to evidence the City Council's approval of the Multi-Hazard Functional Plan by his signature on the transmittal letter accompanying the submission of the Multi-Hazard Functional Plan to the State Office of Emergency Services.

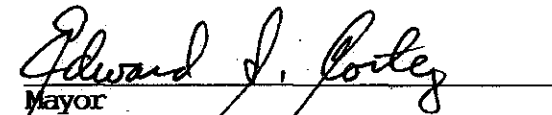
**SECTION 3.** The City Clerk shall certify to the passage and adoption of this Resolution.

**PASSED, APPROVED and ADOPTED** this 6th day of October, 1997.

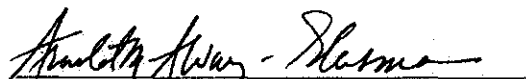
**ATTEST:**

**THE CITY OF POMONA**

  
\_\_\_\_\_  
City Clerk

  
\_\_\_\_\_  
Mayor

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
City Attorney

STATE OF CALIFORNIA     )  
  )ss.  
COUNTY OF LOS ANGELES)

I HEREBY CERTIFY that the foregoing Resolution was passed and adopted by  
the City Council of the City of Pomona, California, and signed by the Mayor of said City at a  
(an) \_\_\_\_\_ regular meeting of said Council, held on the   6th   day of   October  ,  
1997, by the following vote, to wit:

AYES:             Councilmembers: Soto, Robles, Carrizosa, Lantz, Rothman, White,

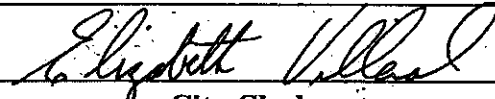
          “                             “             Mayor) Cortez.

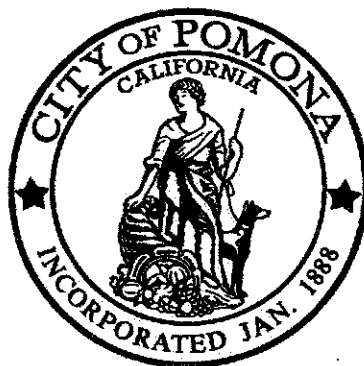
NOES:             “             \_\_\_\_\_

ABSTENTIONS:     “             \_\_\_\_\_

ABSENT:            “             \_\_\_\_\_

NOT VOTING:       “             \_\_\_\_\_

  
\_\_\_\_\_  
City Clerk



**City of Pomona  
Emergency Operations Plan  
Appendix C  
Evacuation and Care  
Of Pomona Residents**

## **APPENDIX C**

### **EVACUATION AND CARE OF POMONA RESIDENTS**

In the aftermath of a disaster, a public entity is charged with many roles from protecting and inspecting the City's assets to care for its citizens. In order to care for its citizens, there are many tasks that must be undertaken which include notification; transportation of residents to a care and shelter facility and the actual care and shelter of the City's residents. The City of Pomona has a general plan to accomplish these tasks and that plan does take into account the transportation and care of those residents with access and functional needs. As was indicated above, the noted plan is general in nature which will allow for flexibility to implement the plan as to modify the plan as the need arises during a disaster.

#### **NOTIFICATION**

Clearly, one of the most challenging aspects facing an entity immediately after a disaster is notification of the entities status to its citizens. While there are many forms of communication currently available, depending on the type and level of the disaster, it is not known which form of notification(s) would be available. However, for the purposes of this plan, the anticipated available forms of communication will be listed. Should any or all of these forms of communication not be available, temporary or impromptu forms of communication will be attempted.

#### **Emergency Alert System**

Depending on the severity of the incident, the Emergency Alert System may or may not be activated. In the event that it is activated, messages and notifications will be broadcast by television stations, AM and FM radio stations, cable systems as well as satellite systems. These transmissions will provide valuable information to the citizens and responders to the disaster.

#### **Internet Notification/Twitter**

The City of Pomona d has a Resident Alert System available through Twitter on the Internet. This alert system will be utilized to provide information during a disaster. To receive updates to your computer or cell phone, you must have a twitter account.

#### **Public Safety Vehicle**

It is anticipated that during a disaster, City of Pomona emergency vehicles will patrol the City's streets issuing announcements for the City's citizen's advising them of what to do. However, depending upon the severity of the incident and

the City's needs, this type of notification may or may not be available immediately after an incident.

### **Door to Door**

Another option available to the City is door to door notification. It is anticipated that City employees will canvass the areas of the City and make notifications directly to the residents. A majority of the City's staff are C.E.R.T. (Community Emergency Response Team) trained and will be used to perform minor search and rescue operations as well as the personal notifications. In addition, there are many Community CERT volunteers within the City of Pomona that have received the proper CERT training and it is anticipated that these individuals will also be used for this task.

For those individuals with access and functional needs, the use of electronic media to notify citizens of the status of the event could be ineffective therefore; reliance on the door to door notification system will take on added significance.

### **TRANSPORTATION TO SHELTER FACILITIES**

It is anticipated that after the initial event has subsided and City personnel have begun to assess and deal with the disaster, those City vehicles that are not involved in the recovery process will be mobilized to transport Pomona citizens to shelter facilities. Because the nature of the event is not known, it is not possible to designate which City vehicles will be utilized for this purpose. In the event that additional vehicles will be needed, arrangements will be made through the City's Emergency Operations Center for those vehicles.

In addition, due to the possibility that some City streets would not be accessible, the City is in the process of identifying various sites within the City that can be used as gathering places so that transportation vehicles can take Pomona citizens from these gathering sites and transport them to the shelter facilities.

To the extent possible, vehicles that can accommodate those with access and functional needs will be used for those citizens.

### **CARE AND SHELTER OF POMONA RESIDENTS**

Once you have notified City residents and can transport them to a shelter, depending on the type of disaster that occurs, multiple shelters may be required. Due to the possibility that some of the residents will have access or functional needs, the shelters must be ADA compliant to accommodate those residents as well as other residents. Because of this, the City has identified 4 primary sites that will serve as shelters for Pomona residents. The sites are as follows:

Ganesha Park, 1575 N. White Avenue, Pomona (60 acres)

Palomares Park, 499 E. Arrow Highway, Pomona (18 acres)

Washington Park, 865 E. Grand Avenue, Pomona (22 acres)

Westmont Park, 1808 W. 9<sup>th</sup> Street, Pomona (6 acres)

All of the identified parks are ADA compliant and are equipped with kitchens. In addition, the restroom facilities are able to accommodate multiple users at one time.

Should the need arise for additional locations for shelters, they will be identified through the City's EOC and depending upon the location(s) identified, they may or may not be ADA compliant.

In addition to the City providing shelter for its citizens in the event of a disaster, the American Red Cross may potentially be able to provide care and shelter services however; again, depending on the scope of the disaster, this additional aid may not be available for a period of time, if at all.



**City of Pomona  
Emergency Operations Plan  
Management Section Annex**

# Management Section Annex

## General Section

### **Purpose**

This section establishes policies and procedures and assigns responsibilities to ensure the effective management of emergency operations and overall EOC management using the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). It provides position-specific checklists and information on the City's emergency management structure and how the emergency management team is activated.

### **Overview**

Management is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.

#### **Objectives**

- Overall management and coordination of emergency response and recovery operations, including prioritization of critical resources.
- Coordinate with appropriate federal, state and other local government agencies as well as the private sector and volunteer agencies.
- Establish priorities and resolve any conflicting demands for support.
- Prepare and disseminate emergency public information to inform, alert and warn the public.
- Ensure that all EOC sections are aware of and follow documentation procedures to recover all eligible disaster response and recovery costs.

### **Concept of Operations**

The Management Section will operate under the following policies during a disaster as the situation dictates:

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- Existing city and departmental disaster operating procedures should be followed. Depending on the size and impact of the disaster, these procedures may need to be modified or suspended.
- All on-duty personnel are expected to remain at work until released. Off-duty personnel will be expected to return to work in accordance with the City's policies.
- While in a disaster mode, work shifts typically will be 12 hours on and 12 hours off for the duration of the event. The City's work shifts will typically begin at **7:00** a.m. and **7:00** p.m. The length of the work shifts may be adjusted to meet local conditions.

## **Management Section Staff**

The lead Management Section role is filled by the EOC Director. The EOC Director position is established at every EOC activation to coordinate EOC operations.

- The Management Section is composed of the following Command Staff:
- EOC Director
- Public Information Officer
- Liaison Officer
- Agency Reps
- Safety Officer
- Security Officer
- EOC Coordinator
- Legal Advisor
- City Council Liaison (optional)

### ***Management Section Position Checklists***

#### **EOC Director**

The EOC Director is responsible for organizing, staffing and the overall operations of the EOC.

#### **Public Information Officer**

The Public Information Officer (PIO) ensures that information is released in a consistent, accurate and timely manner.

#### **Liaison Officer**

The Liaison Officer serves as the point of contact for Agency Representatives from assisting organizations and agencies outside our city government structure. The Liaison Officer aids in coordinating the efforts of these outside agencies to reduce the risk of their operating independently and to maximize the effectiveness of available resources.

- **Agency Reps**

Representatives from outside agencies assigned to the EOC with the authority to speak for their agency(s).

#### **Safety Officer**

The Safety Officer is responsible for identifying and mitigating safety hazards and situations of potential City liability during EOC operations and ensuring a safe working environment in the EOC.

#### **Security Officer**

The Security Officer is responsible for security of all EOC facilities and personnel access.

## **EOC Coordinator**

The EOC Coordinator facilitates the overall functioning of the EOC, coordinates with other agencies and SEMS levels and serves as a resource to the EOC Director.

## **Legal Advisor**

The Legal Advisor is the City Attorney and provides legal advice to the EOC Director in all legal matters relative to the emergency, including developing emergency ordinances pertaining to the disaster.

## **City Council Liaison (optional)**

Although this is not a position described in SEMS/NIMS/ICS, it is a management level function that has proven to be a valuable asset during major incidents and disasters. The City Council Liaison is a part of the Management staff and may be a person(s) who establishes and maintains personal contact with the elected officials in the city.

The City Council Liaison(s) ensures that a point of contact is established between the elected officials and the EOC so that information, requests and issues can be immediately addressed to ensure timely, effective and appropriate responses.

- **City Council (Elected Officials)**

The City Council does not report to the EOC. A separate checklist for the City Council is included in Part Two, Management Section Supporting Documents.

Note: The EOC Director, the General Staff (Section Coordinators) and the Command Staff make up the EOC management team. The team is responsible for advising the EOC Director on policy matters. They also assist the EOC Director in the development of overall response and recovery strategies.

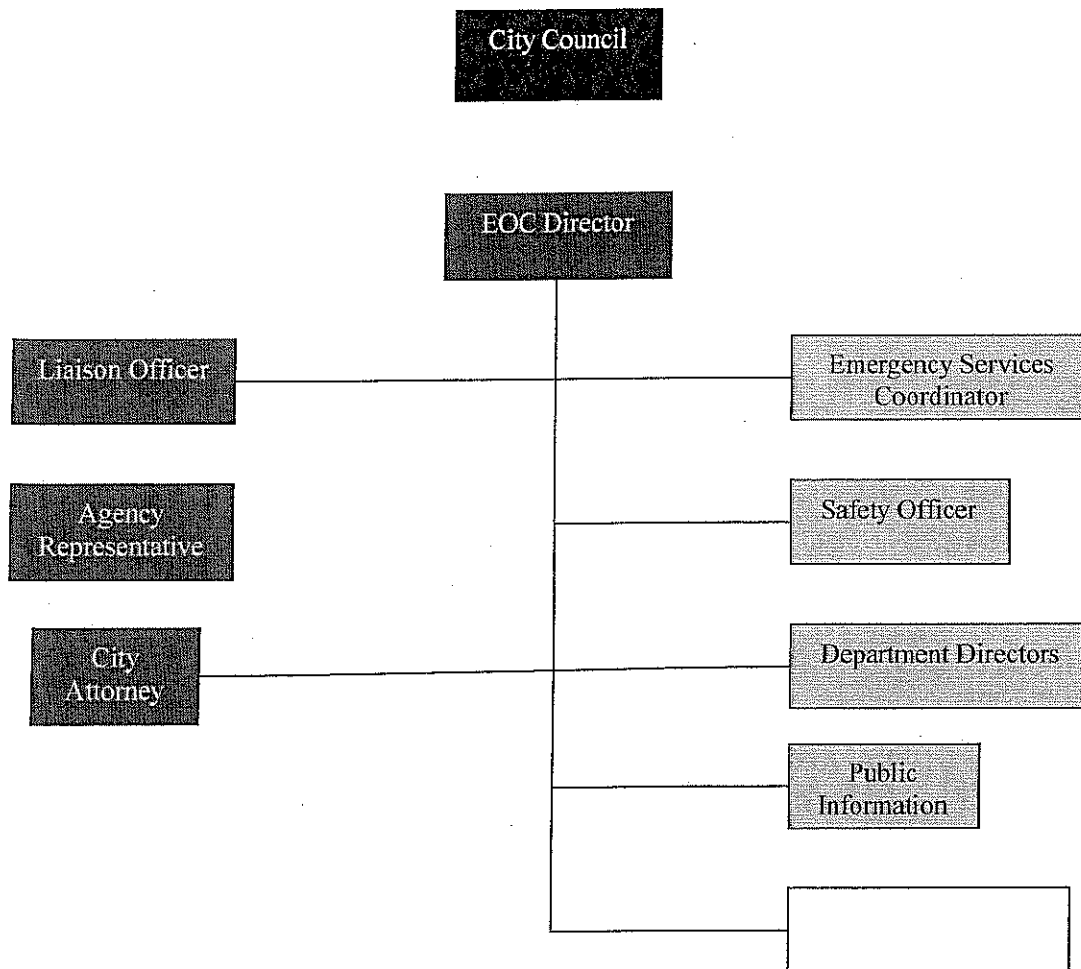
## **EOC Activation Checklist**

- Obtain briefing from available sources.
- Determine level of EOC activation.
- Activate EOC or alternate EOC.
- Assign someone to notify personnel that the EOC has been activated.
- Assign someone to see that the EOC is properly set up.
- Assign someone the responsibility for checking in EOC staff.
- Be sure that the EOC organization and staffing chart is posted and that arriving personnel are assigned by name.

**Note: The first person to arrive at the EOC becomes the EOC Director until authority is transferred to a more qualified person or to the persons named as the Primary or Alternate EOC Director.**

**MANAGEMENT SECTION ORGANIZATION CHART**

# Management Section Organization Chart



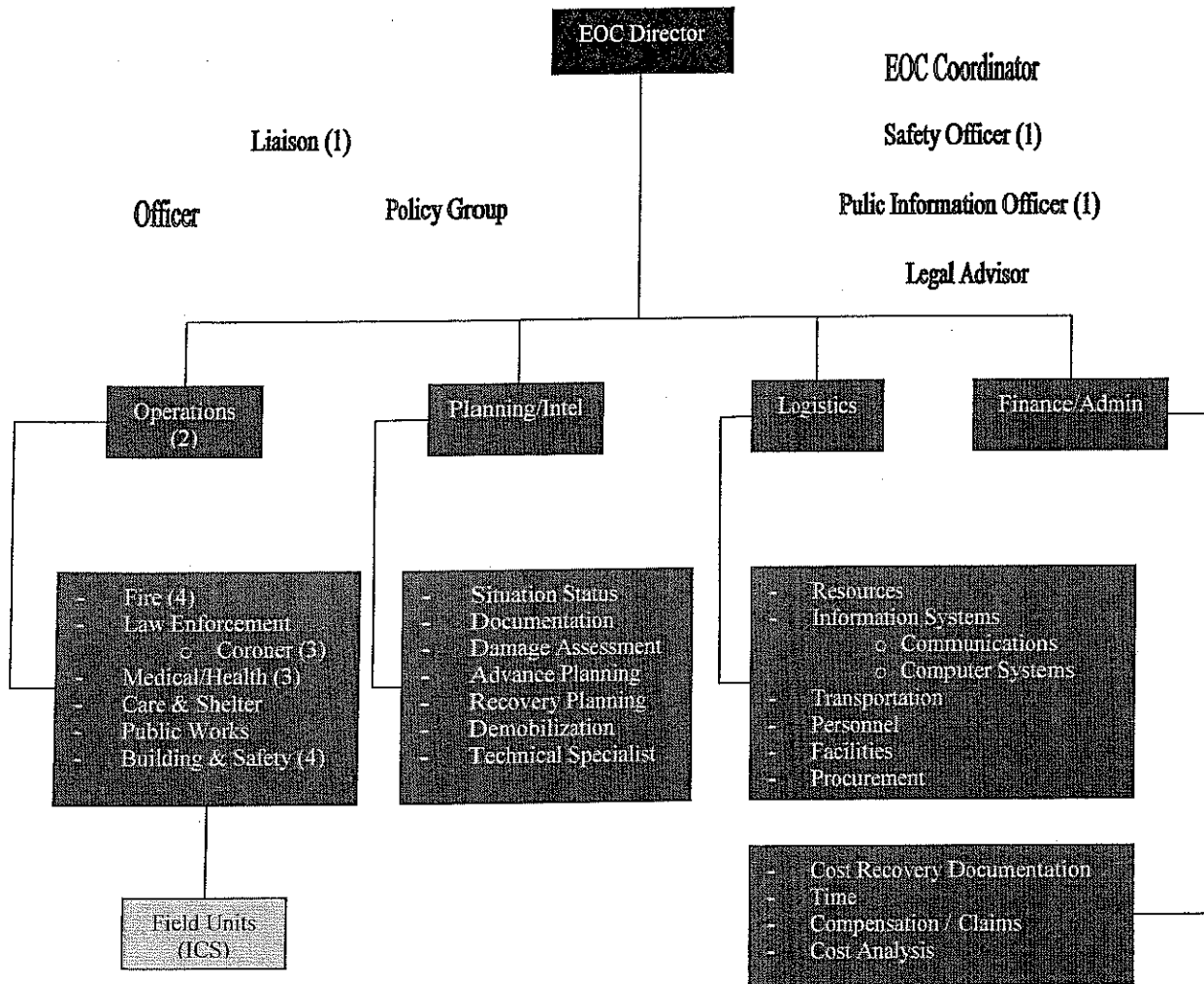
## Responsibilities

Responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies and private organizations.

# SEMS ORGANIZATION CHART



# SEMS Organization Chart

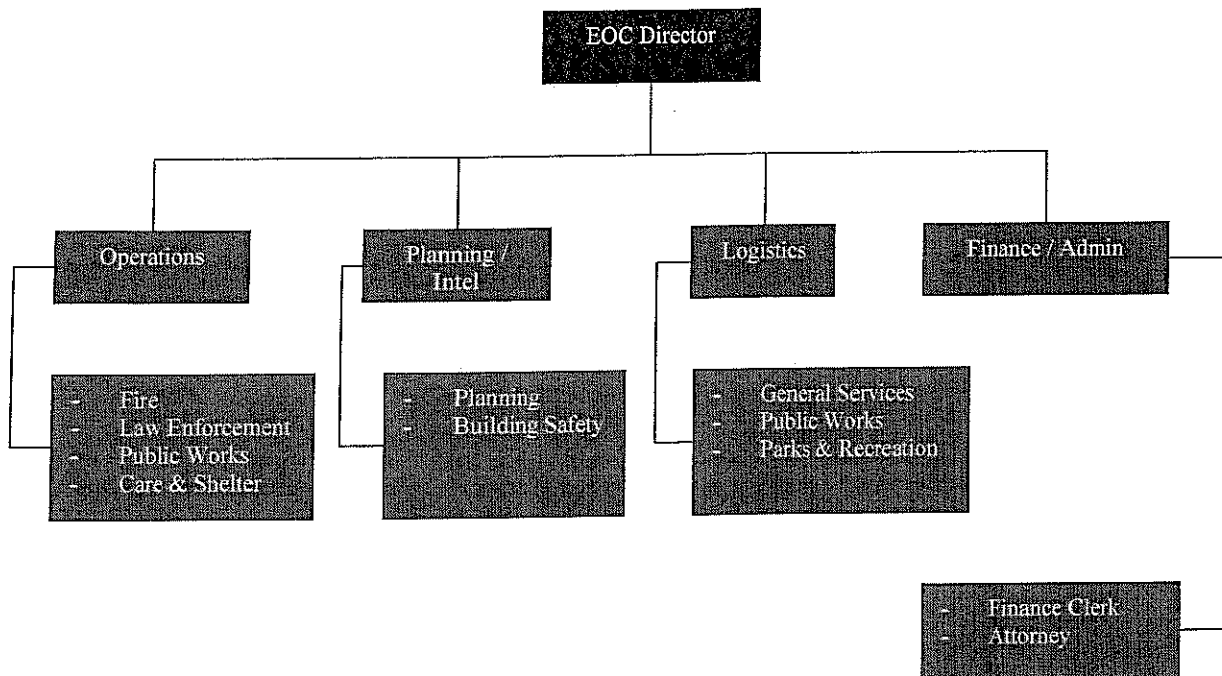


**Note:**

- (1) May be organized as a section or branch.
- (2) If all elements are activated, a deputy will be appointed to provide a manageable span of control.
- (3) Normally coordinated by County, but a local coordinator may be designated if needed.
- (4) Contract service / liaison position.

## SEMS EOC RESPONSIBILTIES CHART

# SEMS/EOC Responsibilities Chart



## **EOC Director**

Responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies and private organizations. The EOC Director will either activate appropriate sections or perform their functions as needed.

## **Operations Section**

Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the City's EOC Action Plan.

## **Planning / Intelligence**

Responsible for:

- Collecting, evaluating and disseminating information.
- Developing the City's EOC Action Plan in coordination with other sections.
- Initiating and preparing the City's After-Action Report and maintaining documentation.

## **Logistics Section**

These support units are responsible for providing communications, facilities, services, personnel equipment, supplies and materials.

## **Finance / Administration**

Responsible for financial activities and other administrative aspects.

## EOC Director

Primary – A Shift:

City Manager

1<sup>st</sup> Alternate – A Shift:

Public Works Director

Primary – B Shift:

Appointed by EOC Director (or anyone with legal authority to act in that position)

1<sup>st</sup> Alternate – B Shift:

Appointed by EOC Director (or anyone with legal authority to act in that position)

### ***Primary Responsibilities:***

- Activate the City's Emergency Operations Plan.
- Activate the EOC and establish the appropriate staffing level.
- Continuously monitor organizational effectiveness and make changes when needed.
- Be sure multi-agency coordination is used in the EOC.
- Exercise overall management authority for response and recovery efforts.
- Participate in the action planning meeting and be sure that the plan objectives are met.
- With the General Staff, set priorities and be sure that activities are within the priorities established.
- Make executive decisions based on City policies.

### **Checklist Actions**

#### ***Start Up:***

- Check in upon arrival at the EOC.
- Print your name on the EOC organization chart.
- Put on the vest with your title.
- Obtain a briefing on the situation.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).
- Determine your work location and set up as necessary.
- Review your position responsibilities.

### **Assignments/Staffing:**

- Assign Section Coordinators (General Staff) as needed for.
  - Operations
  - Planning/Intelligence
  - Logistics
  - Finance/Administration
- Assign Management Section (Command Staff) positions as needed for:
  - Public Information Officer
  - Liaison Officer
  - Safety Officer
  - Security Officer
  - EOC Coordinator
  - Legal Advisor
  - City Council Liaison
- Determine the need for 24-hour operations and request staffing support as required.
- Confer with Command and General Staff to determine what representation is needed at the EOC from other agencies.
- Carry out responsibilities of your Section not currently staffed.

### **Notifications (See Appendix A for restricted phone and fax numbers):**

Note: City should verify that information sent to the Operational Area via the contact Sheriff's Station has been received. This should be done at the earliest possible time.

- EOC Activation:** Notify the Los Angeles County Operational Area (Op Area) that the City EOC is activated using the designated countywide emergency reporting system. If those systems are not available, then all requests and reports are to be sent to the contact Sheriff's Station (San Dimas Sheriff's Station) by means coordinated with and agreed to by the Watch Commander and city staff. The (San Dimas) Sheriff's Station will then be responsible for sending the information to the Op Area EOC.
- EOC Activation:** Notify Disaster Management Area Coordinator (DMAC) of EOC activation.
- Local Emergency Proclamation:**
  - Notify the Op Area if a local emergency is proclaimed (see notification procedures above) and provide a copy to the Op Area.
  - Send a copy of the proclamation to the CalEMA, Southern Region EOC (REOC) as a courtesy.
  - Notify DMAC when a local emergency is proclaimed.
- EOC Deactivation:** Notify the Op Area (see notification procedures above), adjacent jurisdictions and other EOCs as necessary of planned time for deactivation.
- EOC Deactivation:** Notify DMAC of EOC deactivation.

### **Meetings/Briefings:**

- Brief incoming or relief Section personnel prior to their beginning their duties. Briefings should include:
  - Current situation assessment.
  - Identification of specific job responsibilities.
  - Identification of co-workers within the job function and/or geographical assignment.
  - Availability of communications.
  - Location of work area.
  - Identification of eating and sleeping arrangements as appropriate.
  - Procedural instructions for obtaining additional supplies, services and personnel.
  - Work shifts.
- Establish the frequency of briefings to be provided to the EOC Director.
- Conduct periodic briefings for the Command Staff. Be sure that all personnel are aware of both Section and overall priorities.
- Conduct periodic briefing sessions with the EOC management team (Command and General Staff) to update the overall situation.
- Conduct periodic briefings of the EOC staff to update the overall situation.
- Conduct periodic briefing sessions with the City Council to update the overall situation.

### **Action Planning:**

- Schedule and coordinate the first Action Planning meeting with the Planning/Intelligence Section Coordinator.
- Participate in all Action Planning meetings.
- Identify Section priorities, objectives and significant problems.
- Once the EOC Action Plan is completed by the Planning/Intelligence Section, review, approve and authorize its distribution and implementation.
- Distribute EOC Action Plan to appropriate Section personnel.

### **Documentation:**

Note: Complete and precise information is essential to meet requirements for reimbursement by CalEMA and FEMA.

- Open and maintain an Activity Log (Form #EOC-001). This is a log to record what you do during your shift at the EOC. Document such things as:
  - Messages received.
  - Action taken.
  - Decision and policy justification and documentation.
  - Requests filled.
  - EOC assignments.

- Be sure that all Management Section meetings, General Staff meetings and policy decisions are documented.
- Be sure that all sections account for personnel and work assignments.
- Be sure that all your Section logs and files are maintained.
- Provide Section personnel and equipment time records to the Time Unit at the end of each work shift.

**Policies:**

- Determine appropriate delegation of purchasing authority to the Finance/Administration and Logistics Sections.
- Confer with Legal Advisor prior to issuing rules, regulations, proclamations and emergency orders.
- Develop and issue appropriate rules, regulations, proclamations and emergency orders.
- Proclaim a Local Emergency.
- Establish City Hall emergency hours of operation.
- Set priorities for restoration of city services.
- Coordinate with human resources regarding employee welfare issues.
- Identify critical city processes to be maintained during the disaster; i.e., payroll, accounts receivable, etc.

**Ongoing Activities:**

- Be prepared for inquiries and visits from state, federal and other high-ranking officials.
- Determine Section logistical needs and request resources through the Logistics Section.
- Monitor-Section activities and organization and adjust as needed.
- Develop response and recovery strategy with the Command and General Staff.
- Be sure that General Staff Sections are carrying out their principle duties:
  - Implementing operational objectives from the EOC Action Plan.
  - Preparing action plans and status reports.
  - Providing adequate facility and operational support.
  - Providing administrative and fiscal record-keeping and support.
- Coordinate with the Public Information Officer (PIO) on news conferences and review media releases.
- Establish procedures for coordinating inter- and multi-agency information releases.
- Authorize PIO to release information to the media.
- Authorize PIO to contact Los Angeles County Sheriff's Department for broadcast of Emergency Alert System (EAS) messages.

- Monitor performance of EOC personnel.
- Initiate Critical Incident Stress Debriefing as appropriate in coordination with the Personnel Unit.
- Be sure that the Safety Officer establishes and maintains a safe working environment.
- Be sure that proper security of the EOC is maintained at all times.
- Be sure that the Liaison Officer is providing for and maintaining positive and effective inter-agency coordination.
- Direct that contact be established and maintained with adjacent jurisdictions and with other governmental agencies and organizations.

**Shift Change:**

- Brief incoming personnel and identify in-progress activities which need follow-up.
- Provide incoming personnel the next EOC Action Plan.
- Submit completed logs, time cards, etc. for your Section before you leave.
- Determine when you should return for your next work shift.
- Leave contact information where you can be reached.

**EOC Deactivation:**

- Authorize deactivation of sections, branches or units when they are no longer required.
- Be sure that all required forms or reports are completed prior to deactivation.
- Prepare a list of outstanding issues that need to be addressed after EOC has been deactivated.
- Deactivate the EOC and close out logs.
- Prepare proclamation for termination of the emergency.
- Provide input to the After-Action Report/Corrective Action Report (AAR/CAR)



## Public Information Officer

Primary – A Shift: City Manager Assistant

1<sup>st</sup> Alternate – A Shift: Appointed by EOC Director

Primary – B Shift: Appointed by EOC Director

1<sup>st</sup> Alternate – B Shift: Appointed by EOC Director

### ***Primary Responsibilities:***

- Serve as the City's contact person for all media issues.
- Be sure that the public and the media receive accurate, timely and consistent emergency information.
- Follow the Joint Information System (JIS) protocols, which include protocols for the Joint Information Center (JIC).
- If a Los Angeles County Operational Area (Op Area) JIC is activated, be sure that the City's public information is coordinated with that JIC as appropriate.
- Supervise the Public Information Unit.

### **Checklist Actions**

#### **Start Up:**

- Check in upon arrival at the EOC.
- Determine EOC assignment.
- Print your name on the EOC organization chart.
- Obtain a briefing on the situation.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).
- Determine your work location and set up as necessary.
- Put on the vest with your title.
- Review your position responsibilities.
- Begin documenting events and activities.

#### **Assignments/Staffing:**

- Report to the EOC Director,
- Clarify issues regarding your authority and assignment.
- Determine need for additional PIO personnel and request approval from the EOC Director. Forward the request to Logistics Section.
- Identify a City representative to coordinate with an Op Area JIC.
- Organize staffing and equipment to handle media calls.

- Organize a hot-line to answer inquiries from the public.
- Establish and monitor a rumor control function to identify false or erroneous information. Develop procedure to be used to correct such information.

Note: In a large-scale event, providing public information will exceed the capabilities of a single individual. The public information function may grow to a team effort. See Management Section Supporting Documents for information on a PIO team organization.

**Notifications:**

- Notify all EOC sections and field personnel that the PIO function has been established. Distribute PIO phone numbers and contact information.
- Notify local media of PIO contact numbers.
- Notify the Op Area JIC that the PIO function has been established and provide PIO contact numbers.

**Meetings/Briefings:**

- Brief new or relief personnel in your Unit/position.
- Attend all Section meetings and briefings.
- Arrange for meetings between media and city officials or incident level PIOs for information on specific incidents.
- Periodically prepare briefings for the elected officials or executives.
- Coordinate with the City Council Liaison for media contact with city officials.

**Action Planning:**

- Assist the Section in developing Section objectives for the EOC Action Plan.

**Documentation:**

Note: Complete and precise information is essential to meet requirements for reimbursement by CalEMA and FEMA.

- Open and maintain an Activity Log (Form #EOC-001). This is a log to record what you do during your shift at the EOC. Document such things as:
  - Messages received
  - Action taken
  - Decision and policy justification and documentation
  - Requests filled
  - EOC assignments
- Provide personnel and equipment time records to the EOC Director at the end of each work shift.
- Maintain file copies of all information releases.

### **Policies:**

- Implement City PIO/media procedures. (See Part Two, Management Section Supporting Documents.)
- Obtain approval from the EOC Director for the release of all information.
- Be sure that all elected officials, departments, agencies and response organizations in the jurisdiction are aware that they must coordinate release of emergency information through the PIO and that **all press releases** must be cleared with the EOC Director before releasing information to the media.
- Coordinate PIO activities with County of Los Angeles Emergency Public Information Plan if an Op Area JIC is established.

### **Ongoing Activities:**

- Coordinate all media events with the EOC Director.
- Respond to all information requests.
- Provide copies of all releases to the EOC Director.
- Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavorable media comments.
- Coordinate with Incident Commanders and field PIOs to work with the media at incidents.
- Establish a media information center at a site away from the EOC, Command Post and incident for media use and dissemination of information. Provide necessary work space, materials, telephones and staffing.
- Schedule and post times and locations of news briefings in the EOC, media information center and other appropriate areas.
- Prepare and provide approved information to the media. Post news releases in the EOC, media information center and other appropriate areas.
- Determine which radio and TV stations are operational.
- Broadcast emergency information/updates through:
  - Local Cable Channel \_\_\_\_\_.
  - Website.
  - Hotline.
  - Mass notification system.
  - Local AM radio station.
  - Other.
- Carry a tape recorder and tape all interviews which you give.
- Arrange for tours and photo opportunities for the media and VIPs. Coordinate VIP tours with the City Council Liaison

- Prepare a briefing sheet to be distributed to all employees at the beginning of each shift so they can answer questions from the public, such as shelter locations, water distribution sites, etc.
- Monitor broadcast media to:
  - Get general information.
  - Identify and correct inaccurate information.
  - Identify and address any rumors.
- Issue timely and consistent advisories and instructions for life safety, health and assistance through the media and printed materials:
  - What **to do** and **why**.
  - What **not to do** and **why**.
  - Hazardous areas and structures to avoid.
  - Health risks.
  - Evacuation information:
    - Evacuation routes and instructions.
    - Arrangements for persons without transportation.
    - Arrangements for special needs population (non-ambulatory, sight-impaired, etc.).
    - Suggested items evacuees should bring (clothing, food, medical items, etc.).
    - Locations of evacuation centers and shelters.
  - Location of mass care shelters, first aid stations, food and water distribution points, etc.
  - Location where volunteers can register and be given assignments.
  - Street and freeway overpass conditions, congested areas to avoid and alternate routes.
  - Instructions from the coroner and public health officials pertaining to dead bodies, potable water, human waste and spoiled food disposal.
  - Weather hazards when appropriate.
  - Public information hotline numbers.
  - Status of Local Proclamation, Governor's Proclamation or Presidential Declaration.
  - Local, state and federal assistance available; locations and times to apply.
  - Local Assistance Center (LAC) locations, opening dates and times.
  - Refer inquiries about how and where people can obtain information about relatives/friends in the disaster area to the American Red Cross.
  - Be sure that information and materials are provided for all special needs populations.
- Coordinate with an activated Op Area JIC to:
  - Ensure coordination of local, state and federal and the private sector public information activities.
  - Get technical information (health risks, weather, etc.).
- Determine your logistical needs and forward to the EOC Director for approval.
- Request approved resources through the Logistics Section.

- Keep the EOC Director advised of your status and activity.
- Review and verify information and situation reports.
- Obtain, process, and summarize current information from all possible sources.

**Shift Change:**

- Brief incoming personnel and identify in-progress activities which need follow-up.
- Provide incoming personnel the next EOC Action Plan.
- Submit completed logs, time cards, etc. to the EOC Director before you leave.
- Determine when you should return for your next work shift.
- Leave contact information number where you can be reached.

**EOC Deactivation:**

- Be sure that all required forms or reports are completed prior to deactivation.
- Prepare a list of outstanding issues that need to be addressed after EOC has been deactivated.
- Provide input to the After-Action Report/Corrective Action Report (AAR/CAR).

## **Liaison Officer**

Primary – A Shift:                      Appointed by EOC Director

1<sup>st</sup> Alternate – A Shift:                      Appointed by EOC Director

Primary – B Shift:                      Appointed by EOC Director

1<sup>st</sup> Alternate – B Shift:                      Appointed by EOC Director

### ***Primary Responsibilities:***

Integrate all responding outside agencies into the City's disaster operations.  
(CW-#40)

## **Checklist Actions**

### **Start Up:**

- Check in upon arrival at the EOC.
- Determine EOC assignment
- Print your name on the EOC organization chart.
- Obtain a briefing on the situation.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).
- Determine your work location and set up as necessary.
- Put on the vest with your title.
- Review your position responsibilities.
- Begin documenting events and activities.

### **Assignments/Staffing:**

- Report to the EOC Director.
- Clarify issues regarding your authority and assignment.
- Contact all on-site agency representatives (reps). Make sure:
  - They have signed into the EOC.
  - They understand their assigned function.
  - They know their work location.
  - They understand the EOC organization and floor plan (provide both).

- Determine if outside liaison is required with other agencies such as:
  - Local/county/state/federal agencies.
  - Schools.
  - Volunteer organizations.
  - Private sector organizations.
  - Utilities not already represented.
- Respond to requests for liaison personnel from other agencies.
- Know the working location for any agency rep assigned directly to a branch/group/unit.
- Compile list of agency reps (agency, name, EOC phone) and make available to all EOC staff.
- Be sure that agency reps are assigned to other facilities as necessary.

**Notifications:**

- Notify pre-identified outside agency reps that the EOC has been activated. Request an agency rep.

**Meetings/Briefings:**

- Brief new or relief personnel in your-Unit/position.
- Attend all Section meetings and briefings.
- Brief agency reps on current situation, priorities and EOC Action Plan.
- Provide periodic update briefings to agency reps as necessary.

**Action Planning:**

- Assist the Section in developing Section objectives for the EOC Action Plan.

**Documentation:**

Note: Complete and precise information is essential to meet requirements for reimbursement by CalEMA and FEMA.

- Open and maintain an Activity Log (Form #EOC-001). This is a log to record what you do during your shift at the EOC. Document such things as:
  - Messages received.
  - Action taken.
  - Decision and policy justification and documentation.
  - Requests filled.
  - EOC assignments.
- Provide personnel and equipment time records to the EOC Director at the end of each work shift.

**Ongoing:**

- Provide EOC organization chart, floor plan and contact information to all agency reps. Review the locations and general duties of all activated EOC positions.
- Obtain any situation information from outside agencies that may be useful to the EOC.
- Notify and coordinate with adjacent jurisdictions on hazards or conditions which may impose risk across jurisdictional boundaries.
- Act as liaison with county, state, federal or outside emergency response agencies.
- Determine if there are any communication problems in contacting outside agencies. Coordinate with the Logistics Section.
- Direct any requests for agency information to that agency rep.
- Determine your logistical needs and forward to the EOC Director for approval.
- Request approved additional resources through the Logistics Section.
- Keep the EOC Director advised of your status and activity.

**Shift Change:**

- Brief incoming personnel and identify in-progress activities which need follow-up.
- Provide incoming personnel the next EOC Action Plan.
- Submit completed logs, time cards, etc. to the EOC Director before you leave.
- Determine when you should return for your next work shift.
- Leave contact information where you can be reached.

**EOC Deactivation:**

- Be sure that all required forms or reports are completed prior to deactivation.
- Prepare a list of outstanding issues that need to be after EOC has been deactivated.
- Provide input to the After-Action Report/Corrective Action Report (AAR/CAR).



## Agency Representative

Primary – A Shift: Appointed by Liaison Officer

1<sup>st</sup> Alternate – A Shift: Appointed by Liaison Officer

Primary – B Shift: Appointed by Liaison Officer

1<sup>st</sup> Alternate – B Shift: Appointed by Liaison Officer

**Note:** These positions will be assigned by the outside agencies.

### ***Primary Responsibilities:***

- Serve as liaison between your agency and the City.
- Have the authority to commit agency resources.
- Report on your agency's actions.

### **Checklist Actions**

#### **Start Up:**

- Check in upon arrival at the EOC.
- Determine EOC assignment
- Print your name on the EOC organization chart.
- Obtain a briefing on the situation.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).
- Determine your work location and set up as necessary, including any resource materials you brought with you.
- Put on the vest with your title.
- Review your position responsibilities.
- Begin documenting events and activities.
- Obtain EOC organization chart, floor plan and contact information listing. Review the locations and general duties of all activated EOC positions.

#### **Assignments/Staffing:**

- Report to Liaison Officer if that position has been activated. If not activated, report to the EOC Director.
- Clarify issues regarding your authority and assignment.

**Notifications:**

- Inform your agency when you have arrived at the EOC.
- Report to your agency on a regular basis.

**Meetings/Briefings:**

- Represent your agency at briefings and planning meetings as appropriate. Be prepared to provide updates about your agency's activities and priorities at these meetings.
- Attend all meetings as requested.
- Have a debriefing session with the Liaison Officer prior to your departure.

**Action Planning:**

- Assist the Section in developing Section objectives for the EOC Action Plan.

**Documentation:**

Note: Complete and precise information is essential to meet requirements for reimbursement by CalEMA and FEMA.
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- Open and maintain an Activity Log (Form #EOC-001). This is a log to record what you do during your shift at the EOC. Document such things as:
  - Messages received.
  - Action taken.
  - Decision and policy justification and documentation.
  - Requests filled.
  - EOC assignments.
- Provide personnel and equipment time records to the Liaison Officer at the end of each work shift.

**Ongoing Actions:**

- Contact EOC positions appropriate to your responsibility and advise them of your presence and assigned work location.
- Establish communications link(s) with home agency. If unable to communicate, notify your supervisor.
- Facilitate requests for support or information that your agency can provide.
- Provide input to the planning process on the use of agency resources.
- Advise the Liaison Officer of any resource needs or agency restrictions.
- Keep up to date on the general status of resources and activity associated with your agency.
- Provide appropriate situation information to the Situation Status Unit.

- Inform your agency periodically on jurisdiction/EOC priorities and actions that may be of interest.

**Shift Change:**

- Brief incoming personnel and identify in-progress activities which need follow-up.
- Provide incoming personnel the next EOC Action Plan.
- Submit completed logs, time cards, etc. to the Liaison Officer before you leave.
- Determine when you should return for your next work shift.
- Leave contact information number where you can be reached.

**EOC Deactivation:**

- Be sure that all required forms or reports are completed prior to deactivation.
- Prepare a list of outstanding issues that need to be addressed after EOC has been deactivated.
- Provide input to the After-Action Report/Corrective Action Report (AAR/CAR).

## **Safety Officer**

Primary – A Shift:

Risk Manager

1<sup>st</sup> Alternate – A Shift:

Appointed by EOC Director

Primary – B Shift:

Appointed by EOC Director

1<sup>st</sup> Alternate – B Shift:

Appointed by EOC Director

### ***Primary Responsibilities:***

- Monitor activities in the EOC to ensure they are being conducted safely and stop any unsafe operations.
- Fix any unsafe conditions.
- Monitor EOC staff for stress related conditions.

### **Checklist Actions**

#### **Start Up:**

- Check in upon arrival at the EOC.
- Determine EOC assignment
- Print your name on the EOC organization chart.
- Obtain a briefing on the situation.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).
- Determine your work location and set up as necessary.
- Put on the vest with your title.
- Review your position responsibilities.
- Begin documenting events and activities.

#### **Assignments/Staffing:**

- Report to the EOC Director.
- Clarify issues regarding your authority and assignment.

#### **Meetings/Briefings:**

- Brief new or relief personnel in your Unit/position.
- Attend all Section meetings and briefings.

### **Action Planning:**

- Assist the Section in developing Section objectives for the EOC Action Plan.

### **Documentation:**

Note: Complete and precise information is essential to meet requirements for reimbursement by CalEMA and FEMA.

- Open and maintain an Activity Log (Form #EOC-001). This is a log to record what you do during your shift at the EOC. Document such things as:
  - Messages received.
  - Action taken.
  - Decision and policy justification and documentation.
  - Requests filled.
  - EOC assignments.
- Provide personnel and equipment time records to the EOC Director at the end of each work shift.

### **Ongoing:**

- Evaluate the safety of the EOC and advise the EOC Director of any conditions which might result in injury.
- Be sure that personnel working in the EOC know the location of all fire extinguishers, fire hoses, emergency pull stations and emergency exits.
- Monitor performance of EOC personnel for signs of stress. Make recommendations to the EOC Director regarding need for Critical Incident Stress Debriefing.
- Be sure that personnel working in the EOC are familiar with potential hazardous conditions in the facility.
- Be sure that the EOC location is free from environmental threats.
- For an earthquake event, provide guidance regarding actions to be taken in preparation for aftershocks.
- Keep the EOC Director advised of safety concerns at the EOC.
- Coordinate with Compensation/Claims Unit on any personnel injury claims or records preparation as necessary for proper case evaluation and closure.
- Determine your logistical needs and forward to the EOC Director for approval.
- Request approved resources through the Logistics Section.
- Keep the EOC Director advised of your status and activity.

**Shift Change:**

- Brief incoming personnel and identify in-progress activities which need follow-up.
- Provide incoming personnel the next EOC Action Plan.
- Submit completed logs, time cards, etc. to the EOC Director before you leave.
- Determine when you should return for your next work shift.
- Leave contact information where you can be reached.

**EOC Deactivation:**

- Be sure that all required forms or reports are completed prior to deactivation.
- Prepare a list of outstanding issues that need to be addressed after EOC has been deactivated.
- Provide input to the After-Action Report/Corrective Action Report (AAR/CAR).

## **Security Officer**

Primary – A Shift:

Appointed by Police Chief

1<sup>st</sup> Alternate – A Shift:

Appointed by Police Chief

Primary – B Shift:

Appointed by Police Chief

1<sup>st</sup> Alternate – B Shift:

Appointed by Police Chief

### ***Primary Responsibilities:***

- Provide 24-hour control access and security for the City EOC.

### **Checklist Actions**

#### **Start Up:**

- Check in upon arrival at the EOC.
- Determine EOC assignment
- Print your name on the EOC organization chart.
- Obtain a briefing on the situation.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).
- Determine your work location and set up as necessary.
- Put on the vest with your title.
- Review your position responsibilities.
- Begin documenting events and activities.
- Establish a secure EOC check-in location.

#### **Assignments/Staffing:**

- Report to the EOC Director.
- Clarify issues regarding your authority and assignment.
- Determine current security requirements and establish staffing as needed.

#### **Meetings/Briefings:**

- Brief new or relief personnel in your Unit/position.
- Attend all Section meetings and briefings.

#### **Action Planning:**

- Assist the Section in developing Section objectives for the EOC Action Plan.

## **Documentation:**

Note: Complete and precise information is essential to meet requirements for reimbursement by CalEMA and FEMA.

- Open and maintain an Activity Log (Form #eoc-001). This is a log to record what you do during your shift at the EOC. Document such things as:
  - Messages received.
  - Action taken.
  - Decision and policy justification and documentation.
  - Requests filled.
  - EOC assignments.
- Provide personnel and equipment time records to the EOC Director at the end of each work shift.

## **Policies:**

- Implement the City's disaster personnel identification plan (2008 NIMS implementation requirement).

## **Ongoing:**

- Provide access control to the EOC.
- Assist in any EOC evacuation.
- Provide security recommendations to the EOC Director.
- Determine your logistical needs and forward to the EOC Director for approval.
- Request approved resources through the Logistics Section.
- Keep the EOC Director advised of your status and activity.

## **Shift Change:**

- Brief incoming personnel and identify in-progress activities which need follow-up.
- Provide incoming personnel the next EOC Action Plan.
- Submit completed logs, time cards, etc. to the EOC Director before you leave.
- Determine when you should return for your next work shift.
- Leave contact information where you can be reached.

## **EOC Deactivation:**

- Be sure that all required forms or reports are completed prior to deactivation.
- Prepare a list of outstanding issues that need to be addressed after EOC has been deactivated.
- Provide input to the After-Action Report/Corrective Action Report (AAR/CAR).



## **EOC Coordinator**

Primary – A Shift:

Risk Manager

1<sup>st</sup> Alternate – A Shift:

Appointed by EOC Director

Primary – B Shift:

Appointed by EOC Director

1<sup>st</sup> Alternate – B Shift:

Appointed by EOC Director

### ***Primary Responsibilities:***

- Coordinate the overall functioning of the EOC.
- Assist and serve as an advisor to the EOC Director and Command and General Staff.
- Assist the Liaison Officer in directing Agency Reps.
- Coordinate visits to the EOC.
- Periodically update the Disaster Management Area Coordinator (DMAC).

### **Checklist Actions**

#### **Start Up:**

- Check in upon arrival at the EOC.
- Determine EOC assignment.
- Print your name on the EOC organization chart.
- Obtain a briefing on the situation.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).
- Determine your work location and set up as necessary.
- Put on the vest with your title.
- Review your position responsibilities.
- Begin documenting events and activities.

#### **Assignments/Staffing:**

- Report to the EOC Director.
- Clarify issues regarding your authority and assignment.
- Assist in shift change issues.

**Notifications:**

- Make sure that the Disaster Management Area Coordinator (DMAC) is kept updated on EOC, response and recovery issues.
- Be sure that all notifications are made to the Los Angeles County Operational Area (Op Area).

**Meetings/Briefings:**

- Brief new or relief personnel in your Unit/position.
- Attend all Section meetings and briefings.
- Attend periodic briefing sessions conducted by the EOC Director.

**Action Planning:**

- Assist the Section in developing Section objectives for the EOC Action Plan.

**Documentation:**

Note: Complete and precise information is essential to meet requirements for reimbursement by CalEMA and FEMA.
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- Open and maintain an Activity Log (Form #eoc-001). This is a log to record what you do during your shift at the EOC. Document such things as:
  - Messages received.
  - Action taken.
  - Decision and policy justification and documentation.
  - Requests filled.
  - EOC assignments.
- Provide personnel and equipment time records to the EOC Director at the end of each work shift.
- Be sure that all documentation is being properly maintained by EOC personnel

**Ongoing:**

- Assist the EOC Director and the Command and General Staff in developing an overall strategy, including:
  - Assessing the situation.
  - Defining the problem.
  - Establishing priorities.
- Advise the EOC Director on proclamations and required notifications.
- Assist the Planning/Intelligence Section in the development, continuous updating and implementation of the EOC Action Plan.
- Be sure efficient operating procedures are maintained in the EOC.
- Assist all EOC sections in addressing any issues that might arise.

- Assist the Safety Officer in monitoring performance of EOC personnel for signs of stress. Make recommendations to the EOC Director regarding the need for Critical Incident Stress Debriefing.
- Work with other agencies (Operational Area, state, federal and others as assigned).
- Advise the EOC Director of any issues that need to be addressed and of any responsibilities that need to be assigned.
- Be sure that all necessary notifications have been made. As necessary, verify that requests for assistance have been received by the Los Angeles County Operational Area.
- Coordinate and monitor all EOC visitations.
- Determine general EOC logistical needs and forward to the EOC Director for approval.
- Request approved resources through the Logistics Section.
- Keep the EOC Director advised of your status and activity.

**Shift Change:**

- Brief incoming personnel and identify in-progress activities which need follow-up.
- Provide incoming personnel the next EOC Action Plan.
- Submit completed logs, time cards, etc. to the EOC Director before you leave.
- Determine when you should return for your next work shift.
- Leave contact information where you can be reached.

**EOC Deactivation:**

- Be sure that all required forms or reports are completed prior to deactivation.
- Prepare a list of outstanding issues that need to be addressed after EOC has been deactivated.
- Provide input to the After-Action Report/Corrective Action Report (AAR/CAR).

## Legal Advisor

Primary – A Shift:	<u>City Attorney</u>
1 <sup>st</sup> Alternate – A Shift:	<u>Appointed by EOC Director</u>
Primary – B Shift:	<u>Appointed by EOC Director</u>
1 <sup>st</sup> Alternate – B Shift:	<u>Appointed by EOC Director</u>

### ***Primary Responsibilities:***

- Prepare proclamations, emergency ordinances and provide legal counsel.

### **Checklist Actions**

#### **Start Up:**

- Check in upon arrival at the EOC.
- Determine EOC assignment.
- Print your name on the EOC organization chart.
- Obtain a briefing on the situation.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).
- Determine your work location and set up as necessary.
- Put on the vest with your title.
- Review your position responsibilities.
- Begin documenting events and activities.

#### **Assignments/Staffing:**

- Report to the EOC Director.
- Clarify issues regarding your authority and assignment.

#### **Meetings/Briefings:**

- Brief new or relief personnel in your Unit/position.
- Attend Section meetings and briefings as requested.

#### **Action Planning:**

- Assist the Section in developing Section objectives for the EOC Action Plan.

### **Documentation:**

Note: Complete and precise information is essential to meet requirements for reimbursement by CalEMA and FEMA.

- Open and maintain an Activity Log (Form #EOC-001). This is a log to record what you do during your shift at the EOC. Document such things as:
  - Action taken.
  - Decision and policy justification and documentation.
  - Requests filled.
  - EOC assignments.
- Provide personnel and equipment time records to the EOC Director at the end of each work shift.

### **Ongoing:**

- Prepare proclamations, emergency ordinances and other legal documents required by the City Council and the EOC Director.
- Develop rules, regulations and ordinances required for the acquisition and/or control of critical resources.
- Develop emergency ordinances and regulations to provide a legal basis for evacuation and/or population movement.
- Advise the EOC Director on areas of legal responsibility and identify potential liabilities.
- Advise the City Council, EOC Director and the management team of legal implications of contemplated emergency actions and/or policies.
- Determine your logistical needs and forward to the EOC Director for approval.
- Request approved resources through the Logistics Section.
- Keep the EOC Director advised of your status and activity.

### **Shift Change:**

- Brief incoming personnel and identify in-progress activities which need follow-up.
- Provide incoming personnel the next EOC Action Plan.
- Submit completed logs, time cards, etc. to the EOC Director before you leave.
- Determine when you should return for your next work shift.
- Leave contact information where you can be reached.

**EOC Deactivation:**

- Be sure that all required forms or reports are completed prior to deactivation.
- Prepare a list of outstanding issues that need to be addressed after EOC has been deactivated.
- Provide input to the After-Action Report/Corrective Action Report (AAR/CAR).

## City Council Liaison

Primary – A Shift: Mayor and City Council Representative (Optional)

1<sup>st</sup> Alternate – A Shift: Mayor Pro-Tem and City Council Members

Primary – B Shift: Appointed by Mayor and City Council Members

1<sup>st</sup> Alternate – B Shift: Appointed by Mayor and City Council Members

### ***Primary Responsibilities:***

- Serve as the liaison and facilitate communications between City Council members and the EOC Director.
- Accompany the elected officials when they are out in the community.
- Advise EOC Director of any promises or commitments made by the City Council members that may need to be followed up by the EOC.

### **Checklist Actions**

#### **Start Up:**

- Check in upon arrival at the EOC.
- Determine EOC assignment
- Print your name on the EOC organization chart.
- Obtain a briefing on the situation.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).
- Determine your work location and set up as necessary.
- Put on the vest with your title.
- Review your position responsibilities.
- Begin documenting events and activities.

#### **Assignments/Staffing:**

- Report to the EOC Director.
- Clarify issues regarding your authority and assignment.

#### **Meetings/Briefings:**

- Brief new or relief personnel in your Unit/position.
- Attend all Section meetings and briefings.

- Provide situation updates to City Council members on a regular basis.
- Brief City Council members on protocols of dealing with the media.
- Brief City Council members individually or collectively on the importance of avoiding specific promises of assistance or aid.

**Action Planning:**

- Assist the Section in developing Section activities for the EOC Action Plan.

**Documentation:**

Note: Complete and precise information is essential to meet requirements for reimbursement by CalEMA and FEMA.
--

- Open and maintain an Activity Log (Form #EOC-001). This is a log to record what you do during your shift at the EOC. Document such things as:
  - Messages received.
  - Action taken.
  - Decision and policy justification and documentation.
  - Requests filled.
  - EOC assignments.
- Provide personnel and equipment time records to the EOC Director at the end of each work shift.
- Document the general activities of the City Council. Pay particular attention to comments or promises made by City Council members that may need to be followed up by the EOC.
- Ensure that City Council members complete appropriate documentation forms; i.e., expense reports (if any), log of constituents spoken with and key issues, etc.

**Ongoing:**

- Establish and maintain communications going to and from the City Council members.
- Assist in coordination of City Council activities such as VIP tours, town hall meetings, volunteer efforts, etc., while maintaining an awareness of the personal safety of the City Council members.
- Be sure City Council members receive advance copies of PIO press releases.
- Be sure City Council members are aware of protocols for dealing with the media.
- Coordinate with the EOC Director and PIO to get the most current information for Council briefings.
- Work with the PIO to coordinate City Council press activities.



- Familiarize yourself with the City Council responsibilities checklist. (See Part Two, Management Section Supporting Documents.)
- Be sure City Council members are notified of emergency Council meetings.
- Determine Council's logistical needs and forward to the EOC Director for approval.
- Request approved resources through the Logistics Section.
- Keep the EOC Director advised of your status and activity.
- Maintain an awareness of Brown Act issues when a quorum of City Council members is present.

**Shift Change:**

- Brief incoming personnel and identify in-progress activities which need follow-up.
- Provide incoming personnel the next EOC Action Plan.
- Submit completed logs, time cards, etc. to the EOC Director before you leave.
- Determine when you should return for your next work shift.
- Leave contact information where you can be reached.

**EOC Deactivation:**

- Be sure that all required forms or reports are completed prior to deactivation.
- Prepare a list of outstanding issues that need to be addressed after EOC has been deactivated.

Provide input to the After-Action Report/Corrective Action Report (AAR/CAR).

# MANAGEMENT

## CITY COUNCIL

**PRIMARY:** Mayor and City Council Members

**ALTERNATE:** Mayor Pro-Tem and City Council Members

**SUPERVISOR:** Electorate

### GENERAL DUTIES:

- Proclaim and/or ratify a local emergency.
- Establish executive level policies for management of emergency.
- Ensure that the EOC Director has clear policy direction.
- Obtain briefings from EOC Director and provide information to the public and media.
- Support a multi-agency disaster response.
- Host and accompany VIPs and government officials on tours of the emergency/disaster.

### YOUR RESPONSIBILITY:

Proclaim and/or ratify a local emergency, approve emergency orders and serve as City Official.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

Action Taken: Time/Date/Comments

### CHECKLIST ACTIONS

Check-in at the \_\_\_\_\_.

Receive incident briefing from the EOC Director.

Call emergency meetings of the City Council to proclaim and/or ratify a local emergency and approve emergency orders as needed.

- Three (3) members of the City Council are needed for an official quorum.
- Emergency proclamations must be ratified within seven (7) days.
- Approve extraordinary expenditure requirements as necessary.

Review, at its regularly scheduled meetings until the Local Emergency is terminated, the need for continuing the Local Emergency. In no event shall a review take place more than 21 days after the previous review. However, if the governing body meets weekly, it shall review the need for continuing the Local Emergency at least every fourteen days, until the Local Emergency is terminated. The Local Emergency must be terminated by resolution as soon as conditions warrant.

In consultation with the EOC Director and General Staff, develop temporary emergency policies for managing the strategic aspects of the emergency.

Oversee the release of official statements.

Upon request of PIO or Liaison Officer, host and accompany VIP's and governmental officials on tours of the emergency/disaster area. Coordinate all tours with Public Information Officer (PIO).

Provide interviews to the media as arranged by the PIO.

Refer all requests for emergency information to the EOC Director or Public Information Officer.

Serve on and coordinate activities of the Disaster Council

Using activity log document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

**Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.**

Develop or utilize existing citizen's advisory group to address

concerns.

Consider developing an emergency planning task force within the local business or trade association to discuss concerns and disseminate pre-event planning information and post-event recovery information.

Consider developing a plan to provide a "citizen and business aid" location which can be utilized for information and assistance to citizens and businesses impacted by an emergency.

Encourage post-event discussions in the community to identify perceived areas of improvements.

NOTE: Council members should refrain from direct involvement with City or joint City/County/State Emergency Operations Center (EOC) activities. Council members will be provided information updates through the EOC Director.

# **Management Section Public Information Officer**

## **Pre-Drafted Information Samples & Media Contact Information**

# THE PUBLIC INFORMATION OFFICER (PIO)

All levels of government, business and the news media are responsible for providing the public with accurate, timely, and consistent information in an emergency. Informing the public is a special priority during emergency incidents, and the public expects timely information about the emergency.

The objectives of Emergency Public Information are to:

- ☐ rapidly provide the general public with information about the emergency and instructions about what they should do.
- ☐ provide the media with accurate, timely information about the extent of the emergency and response efforts.

To meet these objectives, public information officers (PIOs) at all levels must work together and with media representatives to disseminate information and instructions to the public when emergencies occur. The PIO team should:

- ☐ Provide a PIO planning/work area in or near the EOC.
- ☐ Coordinate with the Incident Command Post staff to establish a Media Photo Site for visual access near the scene of the incident.
- ☐ Establish a Media Information Center in close proximity to the EOC for briefing the news media.
- ☐ Establish a rumor control function to respond to public and media inquires.
- ☐ Coordinate with the Liaison Officer to handle VIP tours.

The **primary role** of the PIO is to disseminate emergency instructions and critical information through the media to the public.

A **secondary function** is to provide the public (through the media) with accurate and complete information regarding incident cause, size, status, resources committed and potential short or long-term impacts, if known. For large incidents or incidents involving numerous response agencies, PIOs from all responding agencies should combine to form a public information team under the direction of the designated PIO in the EOC.

## EMERGENCY NOTIFICATION

Emergency notification instructions and advisories are primarily a local government responsibility. During the initial emergency phase, the PIO will assist in alerting the public to hazards and for providing emergency instructions regarding protective actions to be taken to avoid injury and protecting property. These public notifications should be made as soon as possible through the broadcast media to provide adequate time for response.

Notifications should include local and national wire services. To notify news media of a breaking story, give the following information:

- Your name
- Name of Agency you are representing
- Type of Incident
- Safety Information
- Location of Incident (Include city and Thomas Brothers map coordinates).
- Any additional information for the news media (Command post location, radio frequency being used, equipment on scene, best access route, etc.).

The PIOs will release emergency public information locally and provide status information to PIOs at higher levels of government. This information should be coordinated with all agencies involved in the incident.

## **EMERGENCY PHASE**

During this phase the public information system is mobilized to provide public information of a pending hazard or to respond to media and public inquiries.

The PIO is an essential part of the field level and EOC Command Staff. The PIO function should be established as soon as possible to ensure prompt access to all current emergency response and health or safety information available. On-scene PIOs should coordinate with the PIO in the EOC.

Rapid dissemination of information is especially critical in a breaking event. The information should advise the public of the potential hazards and the nature of the hazard, area involved, evacuations and traffic control. Communication with the public is accomplished most easily with the assistance and support of the media.

## **Rumor Control**

Government is responsible for providing information and instructions to the public along with establishing an effective rumor control system. It is important to establish Rumor Control to respond to direct public and media inquiry. The jurisdiction should ensure that sufficient telephone lines and operators are available to handle incoming calls

The Rumor Control function can act as an information clearinghouse during emergencies. It must be able to:

- provide sufficient, accurate information
- monitor medial reports
- correct erroneous information

# MEDIA INFORMATION

## Media Information Center

Media accommodation begins with access to the scene through a Media Information Center for PIOs and media representatives located near the Command Post or EOC. It is important to remember that the media is an important element of emergency response as they can provide critical information to the Incident Commander/EOC Director and staff as well as the public.

A Media Information Center should be established to provide warning or precautionary information and to release information:

- ☐ On general safety instructions to the public via the media.
- ☐ Relating to the response activities on scene, medical, shelter, road/street closures and damage assessment.
- ☐ On the status of the incident, deaths (**when confirmed by the Coroner**), injuries, displaced persons, damages, hospital status, school status and major problems.

The Media Information Center should be clearly marked if located within police lines. It should be staffed by qualified PIOs and open to all authorized news media representatives. The Media Information Center should be closed to the general public. Appropriate government officials and incident specialists may be brought into the Media Information Center area for interviews.

When working with the media it is important to provide:

- ☐ Location of media center(s)
- ☐ Best access routes to media center
- ☐ Location of Media Access Photo Sites
- ☐ Times of news briefings
- ☐ Airspace restrictions
- ☐ Street closures/detours
- ☐ Shelter and hospital addresses
- ☐ Hazardous materials dangers
- ☐ Language assistance for non-English speaking journalists
- ☐ Scheduled media tours of incident area (coordinate with the Liaison Officer)
- ☐ Weather information

## Media Identification

Provisions for press passes should be determined before an incident occurs. Generally press passes are issued by law enforcement agencies to representatives from legitimate news gathering agencies. Provisions for a system of temporary press passes should be addressed to cover the occasion when legitimate journalists arrive on the scene of an major incident.

When establishing media access procedures, it is important to remind personnel assigned to road



barrier and other access points about laws governing the admittance of news media representatives. As a general guideline, any person employed by a news gathering agency, be it newspaper, wire service, television or radio station, or as a free lance journalist or photojournalist, is authorized access to disaster areas under Penal Code section 409.5 (d) or PC 409.6(d). As a general rule, media representatives should not be admitted to National Defense Areas such as the crash site of a military aircraft (66 Ops.Cal. Atty.Gen. 497 (1983).

Other means of identification are Media Vehicle Placards and Press Photographer license plates (California vehicle Code Section 5008). The Department of Motor Vehicles, Special Plate Section states in part:

"Any person who is regularly employed or engaged as a bona fide newspaper, newsreel, or television photographer or cameraman, may apply for press photographers plates. No more than one set of the special plates will be issued to a press photographer. Photojournalists must derive more than 50% of their personal income as a press photographer from a bona-fide news organization."

These plates can be identified by the letters PP inside a triangle shaped shield, followed by a number. These vehicle identification plates serve only to identify the vehicle as the property of a media representative and all persons inside the vehicle should be properly identified.

### **News Conferences and Briefings**

The Media Information Center should be able to accommodate all media representatives during news conference briefings. State policy allows all media representatives equal access to information developed for release. Physical access to the media center and site should be controlled or restricted. If access is controlled or restricted, public safety personnel at perimeter/barriers must be instructed in these procedures. For access within police and fire lines, media representatives must have valid "authorized" media identification issued by public safety agency or authorization on company letterhead (67 Ops.Cal.Atty.Gen.535 (1984).

Media briefings and press conferences should be conducted on a regular or "as needed" basis. In preparing for briefings and press conferences, PIOs shall:

- ☐ Arrange for an official spokesperson.
- ☐ Announce briefings times to all media.
- ☐ Arrange media tours, if such action will not hinder response efforts. (Coordinate with the Liaison Officer.)
- ☐ Conduct tours for media pool representatives as needed.

PIOs should ensure that all information available for release is clear, concise, confirmed and approved by appropriate authority before release to the media or public. PIOs should not release unconfirmed information or speculate. Broadcast-quality charts, graphs and maps to explain the incident should be prepared for the briefings and made available for reporters to use in filing their

stories from the scene.

Information which is not confidential, would not hamper an investigation or jeopardize the rights and safety of an individual can and should be released.

### **Media Pools**

The media should be allowed reasonable access. If restrictions or limitations are unavoidable, a "pool" system may be used to avoid congestion. Journalists on-scene should be permitted to select representatives from each medium (radio, television, newspaper, wire service, magazine, video and still photographers). They should also consider selecting representatives from each level of coverage (local, regional, national and international). These are then escorted into the area. These representatives will then share **all** information, photographs and video/audio tape with other accredited journalists. Only journalists present when the pool is activated should be allowed access to pool material. A sign-up sheet may be used to record participants.

When access by the media must be denied or severely restricted, a valid explanation must be provided. The media pool is seen as a restriction placed on the media and coverage of the news. Media pools should be considered only as a last resort. Media representatives must be reasonably accommodated at disaster scenes. Individual foot tours or media groups tours may be used prior to activation of media pools.

Journalists selected as pool members must be willing and able to meet deadlines and share video, audio or still coverage, in a timely manner to all entitled to material generated by the media pool. Additional pool journalists should be assigned if possible (e.g. foreign publications and photo agencies). Journalists not assigned to the media pool must obey lawful orders of public safety officers. Once the media pool is formed, only authorized pool members may have access to the immediate scene while access is limited.

A knowledgeable representative of the Incident Commander should accompany the media pool and be available to answer relevant questions. When conducting a media pool, visual access must be top priority. As necessary, media pools may be formed and escorted through the scene periodically allowing a variety of journalists the opportunity to report and update the story.

The media pool should be requested by the senior public safety officer present and organized by media representatives.

### **Media Access Photo Sites (MAPS)**

Media Access Photo Sites (MAPS) should be established for photojournalists to provide visual access. MAPS are specific locations designated for use by still and video media to provide visual access to emergency, crime, and hazardous materials scenes. The MAPS should be identified and established as a priority by the PIO or knowledgeable representative of the Incident Commander. If trained PIOs are not on the scene, the agency working the incident should designate a temporary PIO as soon as possible.

Criteria considered in identifying locations for Media Access Photo Sites:

- ☐ The site should be as close as possible to the incident yet not interfere with the operation of public safety officers or compromise the safety of media representative.
- ☐ The location should be chosen to give the best visual access to all areas of interest associated with the incident.
- ☐ The need to locate video trucks and support equipment as close as possible for technical reasons should be considered.

It may not be possible to meet all criteria to ideally locate the MAPS. The PIO is encouraged to ask for assistance from the media and Incident Commander in selecting the most ideal location. It may be necessary to escort media representatives to and from the site.

Journalists will have access to the media photo site; however all media briefings and interviews should be conducted at the Media Information Center near the Command Post or EOC.

In the event that the incident falls under the jurisdiction of the National Transportation Safety Board (NTSB), the media photo site should be activated immediately by the responding agency. Local officers are acting as the investigator's agent when restricting access. Officers are urged to treat the area as a crime scene, even though the incident may not have been the result of an obvious criminal act. Media photo sites should be placed outside the immediate crime scene area(s).

## **COMMUNICATIONS**

Public information officers may use the telephone to inform the media and to respond to inquiries from the public. Their telephone lines should be separate from operational lines so as not to interfere with the response function. Telecopiers and faxes may be used for coordination among public information officers at all levels.

### **Alternate Communications Resources**

The Radio Amateur Civil Emergency Services (RACES) or Disaster Services Communications (DCS) may be used if telephone services is not available. There are no direct connections in place between news media and amateur radio (ham) organizations. Information obtained through amateur radio may be disseminated if it is in the public interest and no other source is available. The media may not attempt to interview amateur radio operators via amateur radio; to do so could jeopardize the ham operator's license.

**Emergency Digital Information System (EDIS)** is a direct computer link to media organizations for alerts, bulletins, briefings and other information pertaining to media and public safety activities. The National Weather Service is a regular contributor to the EDIS including warnings during abnormal conditions. Local jurisdictions can access EDIS with existing equipment. For further information contact the OES Regional Telecommunications Coordinator.

Traffic reporting services can be used to broadcast news of an emergency, as they are capable of receiving and disseminating information quickly.

# POST-EMERGENCY PHASE

## Recovery

Information will continue to be released after termination of the emergency. This will include information on clean-up, possible health effects, traffic reports, restoration of essential services, extent of damage and available assistance programs available.

It is the responsibility of the PIO to:

- ☐ Advise the public of recovery efforts
- ☐ Provide for public meetings to address public concerns.
- ☐ Continue monitoring public attitudes and revise public information strategies accordingly.
- ☐ Reduce tension by issuing news releases on a regular basis.
- ☐ Record and evaluate actions taken during incident for after action report.
- ☐ Consider contacting the media for their input into the after action report.
- ☐ Ensure that the PIO has business cards with phone numbers to give to media.

## Mitigation

Events and public concern after an emergency make it wise to:

- ☐ Provide public education to reduce recurrence of incident.
- ☐ Provide public education to minimize consequences of actual event.
- ☐ Review and revise emergency public information plans, standard operating procedures and checklists as appropriate.
- ☐ Exercise and train the public information team.
- ☐ Invite media representatives to post-event debriefings.

# EMERGENCY PUBLIC INFORMATION PRIORITIES

## Lifesaving / Health Preservation

### Instructions

- ☐ What to do (and why).
- ☐ What **not** to do (and why).
- ☐ Information (for parents) on status and actions of schools (if in session).
- ☐ Hazardous/contaminated/congested areas to avoid.
- ☐ Curfews.
- ☐ Road, bridge, freeway overpass, and dam conditions, and alternate routes to take.
- ☐ Evacuation:
  - Routes.
  - Instructions (including what to do if vehicle breaks down).
  - Arrangements for persons without transportation.
  - Location of mass care/medical/coroner facilities, food, safe water. Status of hospitals.
- ☐ First aid information.
- ☐ Firefighting instructions.
- ☐ Emergency telephone number (otherwise request people not to use telephone). Stress to out-of-area media that people should NOT telephone into the area. Lines must be kept open for emergency calls.
- ☐ Instructions/precautions about utility use, sanitation, how to turn off utilities.
- ☐ Essential services available—hospitals, grocery stores, banks, pharmacies, etc.
- ☐ Weather hazards/health risks (if appropriate).

## Emergency Status Information

Before release, clear all information with the EOC Director.

- ☐ Verify all information before release
- ☐ Media hotline number. Public hotline number.
- ☐ Description of the emergency situation, including:
  - number of deaths and injuries
  - property damage to city and businesses and dollar value
  - persons displaced
  - magnitude of earthquake, number of fires, etc.
- ☐ Description of government and private response efforts (mass care, medical, search and rescue, emergency repair, debris clearance, fire/flood fighting, etc.).
- ☐ Any of the priority 1 information in summary form on a "nice to know" rather than "vital to know and act upon" basis.
- ☐ Status of Local Proclamation, Governor's Proclamation and Presidential Declaration.
- ☐ Where people should report/call to volunteer.
- ☐ How people in other areas can obtain information about relatives/friends in the disaster area (coordinate with Red Cross on release of this information). How disaster victims can locate family members.

## Other useful information

Usually this type of information will be released in the Recovery Period because of lack of time and other priorities during other phases.

- ☐ State/Federal assistance available.

- Disaster Application Center opening dates/times.
- Historical events of this nature.
- Charts/photographs/statistics from past events.
- Human interest stories.
- Acts of heroism.
- Historical value of property damaged/destroyed.
- Prominence of those killed/injured.

## MEDIA RELATIONS

DO	DON'T
Prepare	Lie
Assume you're being recorded	Fake it
Respect their deadlines	Go "off the record "
Know the law regarding media	Say "no comment"
Speak officially—no opinions	Use industry slang or terminology
Give the whole story	Speculate
Treat them all equally	Make flippant remarks
Highlight your priorities	Tell one news agency what another is doing
Say "I don't know"	Wear sunglasses on camera
Be there for them—return calls	Fill the "pregnant pause"
Prepare a fact sheet of frequently asked questions	Put down your detractors
Suggest interesting story ideas	Argue with the press
Offer tours or support information	Try to say everything at once
Think "soundbite" or quote	Answer hypotheticals
Listen to the question	Say "Ah"
Practice	Respond to emotional appeals with emotion
Anticipate questions	Send a news release unless it's newsworthy
Correct their mistakes	Break the connection
Remember you are the expert	

*Contact your City Attorney if you have questions regarding media access.*

### Speak only for your agency or level of government.

- Arrange for meetings between the media and incident (field) personnel.
- Make sure telephones, coffee, etc., are available for media representatives if possible.
- Try to stay with your prepared statement.
- Stay cool; don't let questions unnerve you.
- Be direct and **only** comment on what you know —**DO NOT SPECULATE!**
- Have information release policy pre-set with City Manager or EOC Director.
- Try to make the media your friend—they can either help or hinder your operation.

# PUBLIC INFORMATION OFFICERS

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Name	Organization	Telephone No.
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*PIO*  
 (Also indicate personnel with PIO skills who are fluent in languages other than English)

City of \_\_\_\_\_?



*(add PIOs for surrounding jurisdictions)*

City of

Public Information Officer	Los Angeles County Operational Area (when EOC is activated)	213/980-2129
Public Information Officer	Los Angeles County Sheriff's Headquarters Bureau	213/526-5541 (24-Hour)
Public Information Officer	State Office of Emergency Services, Southern Region	310/795-2900

# MEDIA PHONE LIST - RADIO/TV

*(Include Spanish, Asian and other ethnic stations as needed for populations.)*

## TELEVISION

### **KCBS - Channel 2**

General Information 213/460-3000  
News Room Direct 213/460-3316 or 213/460-3437 (Assignment Desk)

### **KNBC - Channel 4**

KNBC Network News 818/840-3418  
NBC Local News 818/840-3425

### **KTLA - Channel 5**

General Information 213/460-5500  
News Room Direct 213/460-5501

### **KABC - Channel 7**

General Information 213/644-7777  
News Room Direct 310/557-5811

### **KCAL - Channel 9**

General Information 213/467-9999  
News Room Direct DECLINED

### **FOX - Channel 11**

General Information 213/462-7111  
News Room Direct 213/856-1236

### **KCOP - Channel 13**

General Information 213/851-1000  
News Room Direct 213/850-2222, Ext. 409 or 419

## RADIO

### **KFWB - 980 AM**

General Information 213/462-5292  
News Room Direct 213/462-6053

### **KNX - 1070 AM**

General Information 213/460-3000 (Also KCBS TV)  
News Room Direct 213/460-3343

### **KFI - 640 AM**

General Information 213/385-0101  
News Room Direct 213/251-3124



# MEDIA CONTACT LIST - PRINT

Name/Address	Frequency of Publication	Managing Editor	24-Hour Newsroom Telephone #
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## Newspapers

*(list newspapers pertinent to your jurisdiction, including ethnic publications)*

## News Services

### Associated Press

News Room Direct

213/461-6397

### City News Service

News Room Direct

213/626-1200

# MISCELLANEOUS SERVICES

## PRINTING PLANTS

The following businesses/newspapers/colleges have printing plants which could produce emergency flyers/handouts:

<b>Name</b>	<b>Address</b>	<b>Contact Person</b>	<b>Telephone No.</b>
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## TRANSLATOR SERVICES

The following individuals/companies/colleges will translate emergency information into the indicated languages:

<b>Name</b>	<b>Language</b>	<b>Address</b>	<b>Telephone No.</b>
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# GET-AWAY KIT FOR ON-SCENE PIO TEAM

(PIO's should have the following items in an easily accessible place for rapid transport to and use at the scene of an emergency.)

- Maps of city and county (the county kit should include maps of all major cities within the county)
- Regional map (for multi-county emergencies)
- Acetate map covers
- Marking pens
- Easel for display of map
- ID vest and/or hat (Day-Glo)
- Battery-powered PA system (lectern and microphone)
- Ruled pads or steno notebooks
- Pens and pencils
- Scotch tape/masking tape
- Scissors
- Easel with blank flip pad
- EPI checklist and telephone contact list
- Sign (Day-Glo) "All Media— Please Report Here"
- Lighting for night operations
- Cassette recorder/blank tapes (battery-operated) to record all briefings to the media as well as data from the Incident Commander/Scene Manager
- Sign-in sheets for media
- Blank press passes, if appropriate (coordinate with law authorities)
- DOT Emergency Response Guidebook, "Guidebook for Hazardous Materials Incidents".

# MEDIA ACCREDITATION PROCEDURES

*During a local emergency the \_\_\_\_\_ will be used as the Media Information Center. All media personnel requesting information should report there.*

- Media personnel should be prepared to present photo I.D. in the form of a valid, signed and dated photo identification card issued to the bearer from the Los Angeles County Sheriff's Department. Additional verification may be required. See Media Identification in "The PIO" (Part Three—Management/PIO, page 3).*
- No provisions will be made to feed or house media personnel.*
- Members of the media **may not** be allowed to enter the Emergency Operations Center (EOC) if their presence may disrupt emergency operations.*

# MEDIA ACCESS REGULATIONS

The following are extracts from Government Codes and Regulations relating to the granting of access to the media to closed or restricted areas during incidents and disasters:

## California Penal Code

### **Section 409.5 Power of peace officers to close areas during emergencies; Entering or remaining within area as misdemeanor; Exception as to newspaper representatives, etc.**

(a) Whenever a menace to the public health or safety is created by a calamity such as flood, storm, fire, earthquake, explosion, accident or other disaster, officers of the California Highway Patrol, California State Police, police departments or sheriff's office, any officer or employee of the Department of Forestry designated a peace officer by subdivision (f) of Section 830.3, and any officer or employee of the Department of Parks and Recreation designated a peace officer by subdivision (I) of Section 830.3, may close the area where the menace exists for the duration thereof by means of ropes, markers or guards to any and all persons not authorized by such officer to enter or remain within the closed area. If such a calamity creates an immediate menace to the public health, the local health officer may close the area where the menace exists pursuant to the conditions which are set forth above in this section.

(b) Officers of the California Highway Patrol, California State Police, police departments, or sheriff's office or officers of the Department of Forestry designated as peace officers by subdivision (f) of Section 830.3 may close the immediate area surrounding any emergency field command post or any other command post activated for the purpose of abating any calamity enumerated in this section or any riot or other civil disturbance to any and all unauthorized persons pursuant to the conditions which are set forth in this section whether or not such field command post or other command post is located near to the actual calamity or riot or other civil disturbance.

(c) Any unauthorized person who willfully and knowingly enters an area closed pursuant to subdivision (a) or (b) and who willfully remains within such area after receiving notice to evacuate or leave shall be guilty of a misdemeanor.

**(d) Nothing in this section shall prevent a duly authorized representative of any news service, newspaper, or radio or television station or network from entering the areas closed pursuant to this section.**

# Federal Aviation Regulations

## Subpart B - Flight Rules Section 91.91 Temporary Flight Restrictions

(a) Whenever the Administrator determines it to be necessary in order to prevent an unsafe congestion of sight-seeing aircraft above an incident or event which may generate a high degree of public interest, or to provide a safe environment for the operation of disaster relief aircraft, a Notice to Airmen will be issued designating an area within which temporary flight restrictions apply.

(b) When a Notice to Airmen has been issued under this section, no person may operate an aircraft within the designated area unless—

(1) That aircraft is participating in disaster relief activities and is being operated under the direction of the agency responsible for relief activities;

(2) That aircraft is being operated to or from an airport within the area and is operated so as not to hamper or endanger relief activities;

(3) That operation is specifically authorized under an IFR ATC clearance;

(4) VFR flight around or above the area is impracticable due to weather, terrain, or other considerations, prior notice is given to the Air Traffic Service facility specified in the Notice to Airmen, and enroute operation through the area is conducted so as not to hamper or endanger relief activities; or,

**(5) That aircraft is carrying properly accredited news representatives, or persons on official business concerning the incident or event which generated the issuance of the Notice to Airmen; the operation is conducted in accordance with 91.79 of this chapter; the operation is conducted above the altitudes being used by relief aircraft unless otherwise authorized by the agency responsible for relief activities; and further, in connection with this type of operation, prior to entering the area the operator has filed with the Air Traffic Service facility specified in the Notice to Airmen a flight plan that includes the following information:**

- (i) Aircraft identification, type and color.
- (ii) Radio communications frequencies to be used.
- (iii) Proposed types of entry and exit of the designated area.
- (iv) Name of news media or purpose of flight.
- (v) Any other information deemed necessary by ATC.

**SAMPLE:**

*This is a generic format based on several cities' written Disaster Bulletins distributed to the public on a regular basis [to be determined by jurisdiction] following a disaster. This should cover most types of information that could be disseminated. Must be personalized by using jurisdiction. Verify all phone numbers and hours of operation. [Insert incident specific information in brackets. Delete this box before printing.]*

**City of \_\_\_\_\_**  
**DISASTER SERVICES BULLETIN**

*This bulletin is printed for the residents of?????. This bulletin will be updated [schedule]. Please contact [name] at [(xxx) xxx-xxxx] if you have important information that may assist others in the community during this disaster.*

**HUMAN SERVICES**

**AMERICAN RED CROSS SERVICES**

*Red Cross Services in the City of \_\_\_\_\_? are located at:*

*[Location 1]*

*At this location the following services are available:*

*[meals, shelter, bottled water, clothing, first aid, utilities, family services, damage assessment, health services, mental health, limited meals, phone bank].*

*[Location 2]*

*At this location the following services are available:*

*[meals, shelter, bottled water, clothing, first aid, utilities, family services, damage assessment, health services, mental health, limited meals, phone bank].*

*The American Red Cross may be phoned at: [(xxx) xxx-xxxx].*

*There are/are no emergency services at [name] Park [or Recreation or Community Center].*

**ADDITIONAL SHELTERS**

*Additional shelters are at [location]. This shelter is for [families, seniors, special needs populations, single men, etc.].*

**SALVATION ARMY**

*At [location], The Salvation Army is providing the following services:*

*[meals, shelter, bottled water, clothing, first aid, utilities, family services, damage assessment, health services, mental health, limited meals, phone bank].*

*The Salvation Army may be phoned at [(xxx) xxx-xxxx].*

### **OTHER COMMUNITY SERVICE GROUP SHELTERS/ ASSISTANCE CENTERS**

*At [location], the [organization, church, etc.] is providing the following services:  
[meals, shelter, bottled water, clothing, first aid, utilities, family services, damage  
assessment, health services, mental health, limited meals, phone bank].*

### **FIRST AID/MEDICAL CARE**

*Emergency medical care and first aid is available at the following location(s):  
[location 1]: From [time AM] until [time PM].  
[location 2]: From [time AM] until [time PM].*

### **MENTAL HEALTH SERVICES**

*L. A. County Dept. of Mental Health operates a 24-hour bilingual hotline offering referrals to  
County Mental Health Counselors for people experiencing distress relating to the disaster. Call  
[(xxx) xxx-xxxx].*

### **EMERGENCY FOOD DISTRIBUTION**

*Emergency food distribution is available at the following location(s):  
[location 1]: From [time AM] until [time PM] on [list days available].*

### **CLOTHING AND EMERGENCY SUPPLIES**

*Additional distribution of clothing and emergency supplies is being held at [location] from [time  
AM] to [time PM] on [days].*

### **CHILD CARE SERVICES**

*Child care services are available at the following locations during this disaster:  
[location 1]: From [time AM] to [time PM] on [days].*

### **SENIOR CITIZENS SERVICES**

*Senior Citizens programs are/are not available at the following locations:  
[location 1]: From [time AM] to [time PM] on [days].  
Services available: [meals, day care, recreation services, medical care, etc.].*

### **SPECIAL NEEDS**

*For disabled individuals or others with special needs, contact [agency] at [(xxx) xxx-xxxx] for  
additional assistance.*



# GOVERNMENT SERVICES

*If you have a life threatening emergency dial 911*

## CITY HALL SCHEDULE

*During the disaster period, the hours at City Hall are as follows:*

<i>Police:</i>	<i>Open at [time AM]</i>	<i>Close at [time PM]</i>	<i>Phone [(xxx) xxx-xxxx]</i>
<i>Fire:</i>	<i>Open at [time AM]</i>	<i>Close at [time PM]</i>	<i>Phone [(xxx) xxx-xxxx]</i>
<i>Public Works:</i>	<i>Open at [time AM]</i>	<i>Close at [time PM]</i>	<i>Phone [(xxx) xxx-xxxx]</i>
<i>Utilities:</i>	<i>Open at [time AM]</i>	<i>Close at [time PM]</i>	<i>Phone [(xxx) xxx-xxxx]</i>
<i>City Council offices:</i>	<i>Open at [time AM]</i>	<i>Close at [time PM]</i>	<i>Phone [(xxx) xxx-xxxx]</i>
<i>City Manager:</i>	<i>Open at [time AM]</i>	<i>Close at [time PM]</i>	<i>Phone [(xxx) xxx-xxxx]</i>
<i>Recreation:</i>	<i>Open at [time AM]</i>	<i>Close at [time PM]</i>	<i>Phone [(xxx) xxx-xxxx]</i>
<i>Parks:</i>	<i>Open at [time AM]</i>	<i>Close at [time PM]</i>	<i>Phone [(xxx) xxx-xxxx]</i>
<i>Comm. Development:</i>	<i>Open at [time AM]</i>	<i>Close at [time PM]</i>	<i>Phone [(xxx) xxx-xxxx]</i>
<i>Building &amp; Safety:</i>	<i>Open at [time AM]</i>	<i>Close at [time PM]</i>	<i>Phone [(xxx) xxx-xxxx]</i>
<i>Other Services:</i>	<i>Open at [time AM]</i>	<i>Close at [time PM]</i>	<i>Phone [(xxx) xxx-xxxx]</i>

## FEMA/OES/COUNTY

*Disaster Application Centers (DACs), managed by FEMA/OES, in the City of \_\_\_\_\_? are located at [location] and at [location]. The following services and/or information resources are provided: [SBA loan applications, medical, child care, mental health, Individual/Family Grants (CALDAP Program), Section 8 Housing (L A County), Food Stamps (referral), Unemployment, Disability, So Cal Edison, Water, So Cal Gas, LA County Assessor, State Board of Equalization, IRS, Veteran's Assistance, State Contractor License Board, minority business assistance—verify data as services and programs may vary by disaster.].*

### **County Disaster Hotline (INFO LINE)**

*[(xxx) xxx-xxxx]*

### **FEMA Teleregistration Number**

*To apply for Disaster Assistance:*

*[(xxx) xxx-xxx]*

*[(xxx) xxx-xxxx]/Hearing Impaired*

### **FEMA Disaster Helpline**

*For information or questions regarding applications already filed:*

*[(xxx) xxx-xxxx]*

*[(xxx) xxx-xxxx]/Hearing Impaired*

## SCHOOLS

Elementary schools in the [name] District are/are not open. Classes will resume on [date] [or we have no information on when school will reopen]. The [name] District may be contacted at [(xxx) xxx-xxxx].

Intermediate schools in the [name] District are/are not open. Classes will resume on [date] [or we have no information on when school will reopen]. The [name] District may be contacted at [(xxx) xxx-xxxx].

High schools in the [name] District are/are not open. Classes will resume on [date] [or we have no information on when school will reopen]. The [name] District may be contacted at [(xxx) xxx-xxxx].

Adult Education and Continuation schools in the [name] District are/are not open. Classes will resume on [date] [or we have no information on when school will reopen]. The [name] District may be contacted at [(xxx) xxx-xxxx].

### **BUILDING INSPECTIONS**

If you rent or own a building that has been damaged by the [type] disaster, contact the City of \_\_\_\_\_? Building & Safety Dept. at [(xxx) xxx-xxxx] to request an inspection. You may also visit the offices at [location(s)] to request an inspection.

### **WARNING SIGNS ON BUILDINGS**

If a building has been posted with a yellow or red inspection notice, contact the City of \_\_\_\_\_? Building & Safety Dept. at [(xxx) xxx-xxxx] regarding entry. If a building has been tagged with a green inspection notice and there have been additional aftershocks [or other damaging activity], the building may no longer be safe. Contact the City of \_\_\_\_\_? Building & Safety Dept at [(xxx) xxx-xxxx] regarding entry if building damage is apparent.

### **EARTHQUAKE REPAIRS**

Contact the City of \_\_\_\_\_? Building & Safety Dept. at [(xxx) xxx-xxxx] to obtain information regarding repairs to any damaged building or structure. Repairs may not be made without a building permit.

### **PUBLIC WORKS DISASTER ASSISTANCE**

If your residential [or small business] property has been damaged by the disaster, and you have debris on your property that is hazardous, you may be eligible for assistance from [Public Works, California Conservation Corps, etc.] to take down the hazard and for transportation of debris to the dump. For information on this program, contact [office or agency] at [(xxx) xxx-xxxx].

### **DAMAGE REPORTING**

To report the following disaster problems, call: [(xxx) xxx-xxxx]

Damaged buildings  
Water trouble

Road closures/signal malfunction  
Refuse collection

Street damage  
Storm damage to private property  
Blocked storm drains/catch basins/street flooding

Bridge damage  
Mud slide reports

Note: Referrals to the County agencies will be provided when appropriate.

### **MOBILE HOME ASSISTANCE**

Mobile home inspections in the City of \_\_\_\_\_? are done by [agency]. The phone number is [(xxx) xxx-xxxx]. Their office is located at [location]. [or The City does not issue approvals for Mobile Home Parks. For State of California information on damage assessment, State inspectors, or approvals for construction/repair work, call [(xxx) xxx-xxxx].

### **SAND BAGS**

Sand bags are available at the following locations:

[list fire stations, public works locations, stores etc.]

Sand is available at the following locations:

[list public works locations, building materials dealers, etc.)

### **MUD SLIDES OR LAND SLIDES**

**Slide Hotline** is available for people to report earth movements that are threatening homes or businesses or slides that have blocked traffic. [(xxx) xxx-xxxx]

### **LIBRARY SERVICES**

Regular [City/County] library services are/are not available at all libraries.

The following [City/County] libraries are open for [regular/limited] service:

[Library 1] at [location] is open from [time AM]. to [time PM] on [days].

The Libraries are expected to open on [date].

### **RECREATION SERVICES**

Normal [or limited] City of \_\_\_\_\_? recreation services are available at [name] Park [or Recreation or Community Center].

# TRANSPORTATION

## BUS SERVICE

MTA bus routes [# \_\_\_\_, \_\_\_\_, \_\_\_\_ etc.,] are/are not in regular service [or limited bus service is available on lines [# \_\_\_\_, \_\_\_\_, \_\_\_\_]].

Red/Blue/Green Line trains are/are not in regular service [or limited Metro Rail service is available at [name] station(s)].

Parking is/is not available at the Metro Rail Station(s)

Regular City of \_\_\_\_\_? Transit buses are/are not providing bus service throughout the City [or in limited areas as follows:] [describe].

Special City of \_\_\_\_\_? [or MTA] shuttle bus service is available as follows: [describe].

Bus passes are/are not available at: [list City facilities where tickets are normally sold].

## ROAD CLOSURES

CHP Public Information Line will provide road closures information for Los Angeles County highways. [(xxx) xxx-xxxx]

Cal Trans Highway Information Network also provides road closures information.

Information is available by touch tone phones only at [(xxx) xxx-xxxx]

The following road closures are in effect due to [damage, contamination, flooding, etc.]. These closures will remain in effect indefinitely [or until [date]].

The following bridges/overpasses are closed: [list closures].

There are road closures in effect on the following roads: [list freeway #] between [major cross streets 1] and [major cross street 2]. Suggested alternate routes are: [list suggested alternate].

[list major roads] between [major cross streets 1] and [major cross street 2]. Suggested alternate routes are: [list suggested alternate].

The following [areas or streets] are closed to all but local [residents or traffic]. Drivers wishing to enter these areas must provide identification.

# UTILITIES

## WATER

Piped water is/is not available in all areas of the City of \_\_\_\_\_? [or list areas where water is available through the pipes]. Water crews are working overtime [or around the clock] to restore water service. Partial restoration of water service is expected by [time/date]. Full restoration of water service is expected by [time/date].

A "BOIL WATER" order is in effect for the entire City of \_\_\_\_\_? [or in the following areas until further notice.]

Bottled water is available at [location].

Bulk water is available at [location]. Please be sure to bring your own containers for this bulk water.

The [name] Water Co. [or agency] may be phoned at [(xxx) xxx-xxxx].

## ELECTRICITY

Electrical power is/is not available in all areas of the City [or list areas where electricity is available]. Utility crews are working overtime [or around the clock] to restore electrical service.

Electricity will be available from [time] to [time]. This rationing of electrical power is expected to continue until [date]. Partial restoration of electricity is expected by [time/date]. Full restoration of electricity is expected by [time/date].

Call **Southern California Edison Co.** at [(xxx) xxx-xxxx] to report downed power lines.

## NATURAL GAS

Natural gas is/is not available in all areas of the City of \_\_\_\_\_? [or list areas where natural gas is available]. Utility crews are working overtime [or around the clock] to restore natural gas service. Partial restoration of natural gas is expected by [time/date]. Full restoration of natural gas is expected by [time/date]. Propane fuel for gas barbecues and grills is available at [name/location].

Call **Southern California Gas Co.** at [(xxx) xxx-xxxx] to report gas leaks/problems.

## TELEPHONE SERVICE

Telephone service is/is not available in all areas of the City of \_\_\_\_\_? [or list areas where telephone service is available]. Utility crews are working overtime [or around the clock] to restore telephone service. Partial restoration of telephone service is expected by [time/date]. Full restoration of telephone service is expected by [time/date]. Pay telephones are available at [locations]. [Phone Co. (GTE)] [(xxx) xxx-xxxx] or [(xxx) xxx-xxxx]/Spanish.

## TRASH PICKUP

Trash pick up service is/is not available in all areas of the City of \_\_\_\_\_? [or list areas where trash pick up service is available]. Partial restoration of trash pick up service is expected by [date]. Full restoration of trash pick up service is expected by [date]. You may dump trash at [location]. This facility is open [days] from [time AM] to [time PM].

# MISCELLANEOUS

## REMAIN PREPARED

*A reminder to stay prepared as we continue to have strong aftershocks. You should keep at least one change of clothing, walking shoes, water, flashlight and other necessities [medication, first aid items, special needs items] in a place that is readily accessible.*

## STATISTICS

*[Briefly describe the event causing the disaster]*

*As a result of this disaster, there are:*

*[#] confirmed dead*

*[#] serious injuries*

*[#] persons in shelters*

*[#] residential structures damaged*

*[#] residential structures destroyed*

*[#] businesses damaged*

*[#] businesses destroyed*

*Residential structure damages are estimated at*

*[\$]*

*Commercial / Industrial losses are estimated at*

*[\$]*

*The total damage estimate at this time is*

*[\$]*

## PUBLIC SERVICE ANNOUNCEMENTS

*Those persons that have cable television available may turn to channel [#] to receive information about disaster services.*

## ANIMAL CARE

*If you lost an animal during the [type] disaster, contact the [name] Animal Authority at [(xxx) xxx-xxxx] to see if your pet has been rescued.*

*If you have an animal that you are unable to properly care for, contact the [name] Animal Authority at [(xxx) xxx-xxxx] regarding temporary pet care arrangements.*

## MONEY DONATIONS

*The American Red Cross is in desperate need of cash donations to help provide disaster services. Please make your check payable to the ARC. Checks may be sent to:*

*American Red Cross*

*[Address]*

*[City/State/Zip Code]*

Please do not send cash!

*Credit Card Donations: [(xxx) xxx-xxxx] or [(xxx) xxx-xxxx]/Spanish*

*Salvation Army: [(xxx) xxx-xxxx] (Credit Card Donations)*

*Salvation Army Divisional Headquarters*

*900 W. 9th St.*

Los Angeles, CA 90015

### **FOOD DONATIONS**

*Donations of food and clothing are being accepted at [location(s)] [or Donations of food and clothing are not being accepted at this time due to lack of storage space].*

**Los Angeles Regional Food Bank:** [(xxx) xxx-xxxx]  
1734 E. 41st St.  
Los Angeles, CA 90058

**Operation USA:** [(xxx) xxx-xxxx]  
8320 Melrose Ave., Suite 200  
Los Angeles, Ca 90069

*[Verify services before publicizing.] This organization is also accepting corporate donations in bulk.*

*Donations of household goods and furniture are being accepted at location(s) [or Donations of household goods and furniture are not being accepted at this time due to lack of storage space].*

### **VOLUNTEERS**

*All persons wishing to serve as disaster volunteers with the City should call [name] [(xxx) xxx-xxxx], or come in person to register at [location] from [hours] on [days of the week]. or [Call the American Red Cross at [(xxx) xxx-xxxx].] and/or [The following organizations are assisting people with [describe]. [List any appropriate agencies not already listed.]*

### **STORES THAT ARE OPEN**

*Following is a list of local stores that are open. Please contact the store directly for their hours.*

- Grocery Stores*
- Pharmacies*
- Building Materials*
- Clothing*
- Housewares*
- Furniture*

### **ENTERTAINMENT**

*The [name] theaters are open showing first run movies. The [name] amusement center is open during daylight hours. The [name] bowl is open. Etc., etc.*

### **OTHER NOTICES**

*A benefit for disaster victims will be held at [location] on [date] at [time].*

# WARNING ! ! !

## CON ARTISTS AND SCAMS

*While disasters bring out the best in most people, disasters are also opportunities for con artists and other criminals. Be sure that those business people that you deal with are reputable and honest. Carefully review any documents that you sign for work on your home or business. Fly-by-night contractors prey on people during a disaster. Don't pay for work until the job is done. If you have a question, contact the California State Contractors Board at [(xxx) xxx-xxxx] or your local Better Business Bureau. If you believe that you are the victim of a scam, immediately contact the Police Department/[name] Sheriff's Station at [(xxx) xxx-xxxx].*

# FINANCIAL ASSISTANCE

## SMALL BUSINESS ASSISTANCE

*In addition to services provided by FEMA and OES, special assistance programs for small businesses affected by the disaster are available at:*

## INSURANCE QUESTIONS ? ? ?

*An insurance industry [or specific insurance company] hot line has been set up for questions regarding insurance losses. The phone number is [(xxx) xxx-xxxx]. This line is open [hours] a day.*

## INSURANCE

**State Insurance Commissioners Office:** [(xxx) xxx-xxxx]

*People who may have questions about what is covered through their homeowners and business insurance policies may call. The line is staffed [list days] from [time AM] to [time PM].*

**State Insurance Consumer Hotline:** [(xxx) xxx-xxxx]

*The hotline provides information about insurance policies or instructions on how to make a new insurance claim for disaster damage.*

## WHO SHOULD APPLY FOR ASSISTANCE

*[describe disaster damage, such as:]*

- • *People who sustained damage from water entering through the floor/ground*
- • *People who sustained damage from water entering through the roof as a result of earthquake damage that has not yet been corrected*

*People who have damage from leaks in the roof (not a result of the earthquake) are not eligible for FEMA funds.*



## **CONTRACTORS**

*California State License Board Disaster Hotline: [(xxx) xxx-xxxx]*

*The hotline provides information and assistance to homeowners in locating a licensed contractor to repair damages to their property. The line is staffed [list days] from [time AM] to [time PM].*

## **DISASTER RECOVERY TIPS**

*Provided by the American Red Cross*

- • *Contact your insurance agent*
- • *Report to your nearest Red Cross Service Center or call your local Red Cross Chapter*
- • *Apply for federal assistance (FEMA)*
- • *Take an inventory of items needed to begin recovery (basic items first)*
- • *Take an inventory of financial resources*
- • *Keep an inventory of financial resources*
- • *Take an inventory of your support systems—family, friends, neighbors, co-workers to help*
- • *Take care of your mental health*

## **FEMA**

*FEMA Teleregistration will assist people who sustained damage from the disaster. Apply by telephone for financial assistance. [(xxx) xxx-xxxx] or [(xxx) xxx-xxxx]/Hearing Impaired*

## **DPSS/IMMEDIATE NEEDS**

*People who are receiving AFDC and sustained damage from the disaster may be eligible for financial assistance through the Immediate Needs program. People should apply through their eligibility worker.*

## **HOMELESS ASSISTANCE**

*Families that are eligible for AFDC and have not received Homeless Assistance within the last 24 months and are displaced as a result of the disaster may be eligible for this program. People should apply through their eligibility worker.*

## **SALVATION ARMY CLEAN-UP KITS**

*The agency is also providing free clean-up kits for families whose homes were damaged from the disaster. To request a clean-up kit people must show proof of living in an area that has reported damage. The kits include items such as buckets, gloves, mop, broom, sponges and cleaning products. Call [(xxx) xxx-xxxx] for the nearest office.*

## **SOCIAL SECURITY**

*People who receive social security and need assistance with their case may call the social security teleservice number at [(xxx) xxx-xxxx].*

## **VETERANS ASSISTANCE**

*Veterans may receive assistance with insurance settlements and other disaster related services.*

## **INCOME TAX ASSISTANCE**

People who sustained damage from the disaster and need assistance with their income tax returns may call for advice. The hours are [list days] from [time AM] to [time PM]. [(xxx) xxx-xxxx] or [(xxx) xxx-xxxx]/Hearing Impaired

### **LEGAL ASSISTANCE**

#### **State Bar of California's Legal Information Line**

The information lines assist people with legal matters relating to the disasters. The line will make referrals to assigned volunteer lawyers when appropriate. Volunteer lawyers will provide free legal advice. Referrals are also available for cases that required future assistance with fees involved. [(xxx) xxx-xxxx]

### **PROPERTY TAX ASSISTANCE**

If your property was damaged by this disaster, you may be eligible for property tax relief. Call the Los Angeles County Assessor for Misfortune and Calamity information at [(xxx) xxx-xxxx].

### **EMERGENCY HOUSING**

People who are in need of housing as result of the disaster should call or visit the [Chapter] of the American Red Cross. [(xxx) xxx-xxxx].

## **THANK YOU!      THANK YOU!      THANK YOU!**

The residents of the City of \_\_\_\_\_? have pitched in beautifully to help each other deal with the response and recovery during this disaster. While we are all tired and stressed, we should be very proud of ourselves and optimistically move forward to a speedy recovery.

**SAMPLE:** This is a generic format based on several cities' written employee briefings given to staff (especially field workers) on a regular basis [to be determined by city] following a disaster to enable them to answer questions by the general public. Must be personalized by using jurisdiction. Verify all phone numbers and hours of operation before publishing. [Insert incident specific information in brackets. Delete this box before printing.]

City of \_\_\_\_\_

## **EMPLOYEE EMERGENCY SERVICES INFORMATION**

Date: \_\_\_\_\_

Page: \_\_\_\_\_

This bulletin has been prepared for all City of \_\_\_\_\_? employees. This information is for your personal use and for your family members. Please refer to the City's "Emergency Information Bulletin" for current information on the status of the City and where to refer outside calls for services. This bulletin will be updated on a [schedule] basis. The next bulletin should be ready for distribution on [time/date]. Please contact [name] at [(xxx) xxx-xxxx] if you have important information that your department head agrees would benefit the public. Attached is a list of frequently requested numbers that you should keep handy for referrals you may need to make.

### **WORK SCHEDULES**

Emergency work schedules will continue until at least [date]. As soon as conditions allow, on a department by department basis, disaster overtime will be reduced to allow employees to spend more time with their families.

### **RED CROSS ASSISTANCE**

Red Cross relief operations report that over [#] families have sought Red Cross assistance. Close to [#] meals have been served to victims and relief workers. [#] shelters were opened. [#] shelters will remain open through [date]. [#] volunteers and paid staff workers have assisted the relief efforts. \$[#] has been raised through major donations by the Red Cross.

Red Cross Services in the City of \_\_\_\_\_? are located at:

[location 1]:

At this location the following services are available:

[meals, shelter, bottled water, clothing, first aid, utilities]

[location 2]:

At this location the following services are available:

[family services, damage assessment, health services, mental health, limited meals, phone bank]

Normal recreation services are available at [location].

### **FEMA/OES/COUNTY**

*Disaster Application Centers (DACs) managed by FEMA/OES in the City of \_\_\_\_\_? are located at [location(s)]. The following services or resource information are provided: [SBA loan applications, medical, child care, mental health, Individual/Family Grants (CALDAP Program), Section 8 Housing (L A County), Food Stamps (referral), Unemployment, Disability, So Cal Edison, Water, So Cal Gas,, LA County Assessor, State Board of Equalization, IRS, Veteran's Assistance, State Contractor License Board, minority business assistance—verify data as services and programs may vary by disaster].*

### **TRANSPORTATION**

*MTA bus routes [# \_\_\_\_, \_\_\_\_, \_\_\_\_, etc.] are/are not in regular service [or limited bus service is available on lines [# \_\_\_\_, \_\_\_\_, \_\_\_\_].*

*Red/Blue/Green Line trains are/are not in regular service [or limited Metro Rail service is available at [name] station(s)].*

*Parking is/is not available at the Metro Rail Station(s).*

*Regular City Transit buses are/are not providing bus service throughout the City [or in limited areas as follows:] [describe]*

*Special City [or MTA] shuttle bus service is available as follows: [describe]*

*Bus passes are/are not available at [list City facilities where tickets are normally sold].*

*Special carpool arrangements FOR CITY EMPLOYEES ONLY can be made through the [name] office.*

### **WATER**

*Piped water is/is not available in all areas of the City [or list areas where water is available through the pipes].*

*Water crews are working overtime [or around the clock] to restore water service.*

*Partial restoration of water service is expected by [time/date].*

*Full restoration of water service is expected by [time/date].*

*A "BOIL WATER" order is in effect for the entire City [or the following areas] until further notice.*

*Bottled water is available at [location].*

*Bulk water is available at [location]. Please be sure to bring your own containers for this bulk water.*

### **ELECTRICITY**

*Electrical power is/is not available in all areas of the City [or list areas where electricity is available]. Utility crews are working overtime [or around the clock] to restore electrical service.*

*Electricity will be available from [time] to [time]. This rationing of electrical power is expected to continue until [date].*

*Partial restoration of electricity is expected by [time/date].*

*Full restoration of electricity is expected by [time/date].*

### **NATURAL GAS**

*Natural gas is/is not available in all areas of the City [or list areas where natural gas is*

available].

Utility crews are working overtime [or around the clock] to restore natural gas service.

Partial restoration of natural gas is expected by [time/date].

Full restoration of natural gas is expected by [time/date].

Propane fuel for gas barbecues and grills is available at [location].

### **TELEPHONE SERVICE**

Telephone service is/is not available in all areas of the City [or list areas where telephone service is available]. Utility crews are working overtime [or around the clock] to restore telephone service. Partial restoration of telephone service is expected by [time/date].

Full restoration of telephone service is expected by [time/date].

Pay telephones are available at [location].

### **GASOLINE**

Gasoline [and methanol, LPG, diesel fuel] is available at [location].

To purchase gasoline [and diesel fuel] you must show your employee I.D. card **and** vehicle registration. **Only employees' vehicles used for getting to and from work may be fueled during this crisis.**

### **TRASH PICKUP**

Trash pick up service is/is not available in all areas of the City [or list areas where trash pick up service is available]. Partial restoration of trash pick up service is expected by [date]. Full restoration of trash pick up service is expected by [date]. You may dump trash at [location].

This facility is open from [time] to [time].

### **FIRST AID/MEDICAL CARE**

Emergency medical care and first aid is available at the following location(s):

[location 1: From [time AM] until [time PM]

[location 2: From [time AM] until [time PM]

### **EMERGENCY FOOD DISTRIBUTION**

Emergency food distribution **FOR EMPLOYEES AND THEIR FAMILIES ONLY** is available at the following location(s):

[location 1]: From [time] AM until [time] PM Employee Identification is required. This food distribution for employees and their families is being sponsored by the Miscellaneous Employees Union Local 123 and the Police Officers Assn Local 456 and the Firefighters Union Local 789, etc.

Emergency food distribution [open to the general public] is available at the following location(s):

[location 1]: From [time ] AM until [time] PM

### **CLOTHING AND EMERGENCY SUPPLIES**

**SEE AMERICAN RED CROSS INFORMATION ON PAGE # \_\_\_**

### ***SPECIAL CIRCUMSTANCES***

*Any employee who is experiencing personal difficulties in coping with this crisis should contact [name] at [(xxx) xxx-xxxx] to confidentially discuss or seek resolution to their needs.*

### ***REMAIN PREPARED***

*A reminder to stay prepared as we continue to have strong aftershocks. You should keep at least one change of clothing, walking shoes, water, flashlight, and other necessities (medication, first aid items, special needs items) in a place accessible to you, such as your car, or in a duffle bag in your office or locker. Because we are public employees, we are the first line of response for our residents. As most of us have discovered after this disaster, we can certainly be better prepared at both home and at work.*

### ***COMMENTS AND SUGGESTIONS***

*As we proceed to the recovery mode, your ideas and comments on how to improve our emergency response planning are important to us. Please send your "Ideas For a Better Way" to the Emergency Services Coordinator, your supervisor or any management personnel with whom you are comfortable.*

### ***THANK YOU! THANK YOU! THANK YOU!***

*All City employees have pitched in beautifully to help each other and our residents deal with the response and recovery during the disaster. While we are all a little tired, we should be very proud of ourselves and optimistically move forward to a speedy recovery.*

## SAMPLE EPI RELEASE LOG

Date	(24-Hr.) Time	In*	Out*	(Call Letters)		(Name) Newspaper	News Service	Other	Given By

\*   **T - Taped or live broadcast**                          **P - Phone report**                          **O - Office visit**  
       **F - Field contact**    **N - News release (indicate no.)**

## SAMPLE STATUS LOGS

Following are sample status logs to assist PIO staff in collecting and releasing information to the news media. Maps of the disaster area should also be on hand.

### PIO STATUS LOG

Date and Time of Last Update:		
Time and Magnitude of Disaster:		
# Fatalities	# Injuries	# Displaced
# Buildings/Homes Damaged	# Buildings/Homes Destroyed	
Location of Open Shelters:		
Location of Open Gas Stations:		
General Information:		
Weather Forecast:		
Local Emergency Proclaimed: <input type="radio"/> Yes <input type="radio"/> No     Date _____ Time _____		
Request for Gubernatorial Proclamation: <input type="radio"/> Yes <input type="radio"/> No     Date _____		
Gubernatorial Emergency Proclaimed: <input type="radio"/> Yes <input type="radio"/> No     Date _____		
Presidential Declared: <input type="radio"/> Yes <input type="radio"/> No     Type: Major Disaster/Emergency Date _____		



## TRANSPORTATION

Type	Closed	Restricted	Open
Roads			
Bridges/Overpasses			
Airports			
Rail			
Other			

## UTILITIES

Type	Disrupted?	# of Disruptions or Breaks	Area	Precautions
Gas				
Electricity				
Water				
Telephone				
Other				

## VOLUNTEER SERVICES

Organization	Where to Call

## SCHOOLS

Schools	Status	Comments
<i>(List each school in city)</i>		

Schools	Status	Comments

## MEDICAL/HEALTH/MASS CARE STATUS

	Number	Hospitalized	Number Treated and Released
Injuries			
Fatalities			

Hospitals	Open	Closed	Type of Damage/Limitations	Transferring Patients To
<i>(List each hospital in city)</i>				

	Number	Locations	No. Persons Cared For
Casualty Collection Points			
Mass Care Shelters			

# **SAMPLE MESSAGES FOR RELEASE TO THE PUBLIC AND MEDIA**

## **EARTHQUAKE:**

- No Information Available
- Update on Earthquake
- Summary Statement on Earthquake

## **HAZARDOUS MATERIALS:**

- Unidentified Spill/Release in Heavy Traffic Area
- Low Hazard/Confined Spill/Release—No General Evacuation
- High Hazard Spill/Release—General Evacuation Requested/Mandatory
- Summary Statement—Hazardous Material Incident

## **FLOODING:**

- Roads Closed
- Approved Viewing Spots
- Evacuation Ordered Flooding

## **DAM FAILURE:**

- Small Dam Crack
- Evacuation Ordered—Dam Failure

# SAMPLE RADIO MESSAGE

## EARTHQUAKE

### NO INFORMATION AVAILABLE

This is (*identify presenter*) \_\_\_\_\_ at the \_\_\_\_\_. An earthquake of undetermined magnitude has just been felt in the \_\_\_\_\_ area. At this time we have no confirmed reports of injuries or damage. Police and fire units are responding to the area. We will keep you updated as reports come in. Meanwhile, be prepared for aftershocks. If shaking begins again and you can safely do so, quickly seek shelter under a sturdy piece of furniture. Avoid dangerous objects such as tall, unsecured bookcases, mirrors and windows. If your house has been damaged and you smell gas, shut off the main gas valve. Switch off electrical power if you suspect damage to the wiring. Do not use your telephone unless you need emergency help. Check your house for damage. Leave your house only if it is severely damaged.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

# SAMPLE RADIO MESSAGE

## EARTHQUAKE

### UPDATE ON EARTHQUAKE

This is (*identify presenter*) \_\_\_\_\_ at the \_\_\_\_\_. The magnitude of the earthquake which struck the \_\_\_\_\_ area at \_\_\_\_ today has been determined to be \_\_\_\_\_. The epicenter has been fixed at \_\_\_\_\_ by (*scientific authority*)

This office has received reports of \_\_\_\_\_ deaths (*confirmed by coroner*), \_\_\_\_\_ injuries, and \_\_\_\_\_ homes damaged. No dollar damage figure is yet available. Police and fire units are on the scene to assist residents.

*(Continue with summary of situation.)*

Aftershocks continue to be felt in the area. If you feel shaking and it is safe to do so, quickly seek shelter under a sturdy piece of furniture. Avoid danger spots. Do not use your telephone unless you need emergency help.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

# SUMMARY STATEMENT FOR MEDIA

## EARTHQUAKE

At approximately \_\_\_\_ today, a magnitude \_\_\_\_ earthquake struck the \_\_\_\_\_ area, with its epicenter at \_\_\_\_\_. Fire and police units were immediately dispatched to assess injuries and damage.

*(Indicate injuries, deaths (confirmed by the Coroner), property damage, fires, etc., reported to date.)*

\_\_\_\_\_ aftershocks were felt, the largest occurring at *(time)* \_\_\_\_\_. No additional damage was reported *(or specify damage)*.

Over \_\_\_\_ response personnel from police and fire agencies were called into action, and the staff of the County/City Office of Emergency Services were put on emergency status. The Red Cross opened shelters at \_\_\_\_\_ for persons unable to remain in their homes and reported lodging and feeding over \_\_\_\_ persons. At *(time)* \_\_\_\_\_ on *(date)* \_\_\_\_\_, the County Board of Supervisors/City Council proclaimed the existence of a Local Emergency and requested that the Governor proclaim a State of Emergency. The Board/Council also asked the Governor to request the President to declare a Major Disaster/Emergency. Damage to private and public buildings has been estimated to exceed \$\_\_\_\_\_.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

**SAMPLE RADIO MESSAGE**

**HAZARDOUS MATERIAL INCIDENT**

**UNIDENTIFIED SPILL/RELEASE IN  
HEAVY TRAFFIC AREA**

This is (*identify presenter*) \_\_\_\_\_ at the \_\_\_\_\_. An unidentified substance which may be hazardous has been spilled/released at (*specific location*) \_\_\_\_\_. Please avoid the area, if possible, while crews are responding. The best alternate routes are \_\_\_\_\_

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If you are already in the area, please be patient and follow directions of emergency response personnel. The substance will be evaluated by specially trained personnel, and further information will be released as soon as possible.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

Thank you for your cooperation.

# SAMPLE RADIO MESSAGE

## HAZARDOUS MATERIAL INCIDENT

### LOW HAZARD/CONFINED SPILL/RELEASE—NO GENERAL EVACUATION

This is (*identify presenter*) \_\_\_\_\_ at the \_\_\_\_\_. A small amount of \_\_\_\_\_, a hazardous substance, has been spilled/released at \_\_\_\_\_. Streets are blocked, traffic is restricted, and authorities have asked residents in the immediate \_\_\_\_\_ block area to evacuate. Please avoid the area. The material is slightly/highly toxic to humans and can cause the following symptoms: \_\_\_\_\_. If you think you may have come in contact with this material, you should (*give health instructions and hotline number, if available*) \_\_\_\_\_. For your safety, please avoid the area if at all possible. Alternate routes are \_\_\_\_\_ and traffic is being diverted. If you are now near the spill/release area, please follow directions of emergency response personnel. Cleanup crews are on the scene.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

Thank you for your cooperation.



(Suggest EBS use; request repeated broadcast.)

## SAMPLE RADIO MESSAGE

### HAZARDOUS MATERIAL INCIDENT

#### HIGH HAZARD SPILL/RELEASE—GENERAL EVACUATION REQUESTED/MANDATORY

This is (*identify presenter*) \_\_\_\_\_ at the \_\_\_\_\_. A large/small amount of \_\_\_\_\_, a highly hazardous substance, has been spilled/released at \_\_\_\_\_. Because of the potential health hazard, authorities are requesting/requiring all residents within \_\_\_\_\_ blocks/miles of the area to evacuate. If you are (*give evacuation zone boundaries*) \_\_\_\_\_, you and your family should/must leave as soon as possible/now. Go immediately to the home of a friend or relative outside the evacuation area or to (*indicate shelter*) \_\_\_\_\_.

If you can drive a neighbor who has no transportation, please do so. If you need transportation, call \_\_\_\_\_. Children attending the following schools: (*list*) \_\_\_\_\_

\_\_\_\_\_ will be evacuated to: \_\_\_\_\_

Do not drive to your child's school. Pick your child up from school authorities at the evacuation center.

Listen to this station for instructions.

The material is highly toxic to humans and can cause the following symptoms: \_\_\_\_\_. If you are experiencing any of these symptoms, seek help at a hospital outside the evacuation area, or at the evacuation center at \_\_\_\_\_

To repeat, if you are in the area of \_\_\_\_\_ you should/must leave, for your own safety. Do not use your telephone unless you need emergency assistance.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

# SUMMARY STATEMENT FOR MEDIA

## HAZARDOUS MATERIAL INCIDENT

### (TO BE ADAPTED ACCORDING TO THE SITUATION)

At approximately \_\_\_\_\_ a.m./p.m. today a spill/release of a potentially hazardous substance was reported to this office by *(a private citizen, city employee, etc.)* \_\_\_\_\_

*(Police/fire)* units were immediately dispatched to cordon off the area and direct traffic.

The material was later determined to be *(describe)* \_\_\_\_\_, a (hazardous/harmless) (chemical/substance/material/gas) which, upon contact, may produce symptoms of \_\_\_\_\_

Precautionary evacuation of the \_\_\_\_\_ *(immediate/X\_\_-block)* area surrounding the spill was *(requested/required)* by *(agency)* \_\_\_\_\_

Approximately *(number)* \_\_\_\_\_ persons were evacuated.

Clean-up crews from *(agency/company)* \_\_\_\_\_ were dispatched to the scene, and normal traffic had resumed by *(time)* \_\_\_\_\_, at which time residents were allowed to return to their homes. There were no injuries reported *(or)* \_\_\_\_\_ persons, including *(no. of)* \_\_\_\_\_ *(fire/police)* personnel, were treated at area hospitals for \_\_\_\_\_ and *(all, number)* \_\_\_\_\_ were later released. Those remaining in the hospital are in \_\_\_\_\_ condition.

Response agencies involved were \_\_\_\_\_

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

# SAMPLE RADIO/TV MESSAGE

## FLOODING

### ROADS CLOSED

This is (*identify presenter*) \_\_\_\_\_ from the \_\_\_\_\_. The recent storm has caused severe/moderate flooding in several/many areas of the city/county. As of \_\_\_\_ today, the following roads/streets have been closed by law enforcement officials: \_\_\_\_\_

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Please avoid these roads/streets. If you must travel, use alternate routes. Avoid all coastal roads.

Again, those roads/streets which have been closed are \_\_\_\_\_

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Please stay tuned to this station for additional road closure information.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

# SAMPLE RADIO/TV MESSAGE

## FLOODING

### APPROVED VIEWING SPOTS

This is (*identify presenter*) \_\_\_\_\_ from the \_\_\_\_\_. The following storm-damaged areas are still extremely hazardous and should be avoided: \_\_\_\_\_

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Please do not try to sightsee in these areas. You could be hurt.

Again, please avoid the storm-damaged areas, flood control channels and streams. You may place your life and that of others in danger.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

Thank you for your cooperation.

# SAMPLE RADIO/TV MESSAGE

## FLOODING

### EVACUATION ORDERED

(To be announced by local authority.)

This is *(identify presenter)* \_\_\_\_\_. The flooding situation continues in parts of the City of \_\_\_\_\_? and may worsen. For your safety, I am asking that you leave the *(give boundaries of local area, evacuation routes)* as possible.

Be sure to take essential items—medicine, special foods, personal items, baby supplies, clothing, money, and valuable papers—but do not overload your car. Secure your home before you leave. Be sure to check on any neighbors who may need assistance.

If you cannot stay with relatives or friends outside of the evacuated area, go to (one of) the Red Cross shelter(s) at \_\_\_\_\_

Pets will not be allowed in Red Cross shelters. If you cannot make arrangements for someone outside the evacuated area to take care of your pet, *(give instructions)* \_\_\_\_\_

Do not allow your pet to run loose. If you cannot make arrangements for your large animals, *(give instructions)* \_\_\_\_\_

If you have no means of transportation or if you are physically unable to evacuate on your own, ask a neighbor to assist you or call \_\_\_\_\_. Otherwise, please do not use your telephone except to report an emergency.

I repeat. If you live in the *(give boundaries)* \_\_\_\_\_ area, you are requested/required to evacuate for your own safety. Stay tuned to this station for more information and instructions.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

Thank you for your cooperation and your courtesy to others.  
Repeat complete message.

### SAMPLE RADIO MESSAGE

## DAM FAILURE

### SMALL DAM CRACK

This is (*identify presenter*) \_\_\_\_\_ at the \_\_\_\_\_. We have reports of a small crack in the \_\_\_\_\_ dam. At this time this information is unconfirmed. \_\_\_\_\_ units are responding to the area. We will keep you updated. Please do not use your telephone unless you need emergency help.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

Stay tuned to this station for emergency instructions and information on the situation.

# SAMPLE RADIO/TV MESSAGE

## DAM FAILURE—EVACUATION ORDERED

(To be announced by Chairman, Board of Supervisors,  
Mayor, Police Chief, or other local authority.)

This is (*identify presenter*) \_\_\_\_\_. The crack in the \_\_\_\_\_ dam appears to be growing larger. \_\_\_\_\_ have warned that complete rupture could occur within the next few days/few hours/week. For your safety, I am asking that you leave the (*give boundaries of threatened area and evacuation routes*) \_\_\_\_\_ area as soon as possible. The Red Cross is setting up shelters at \_\_\_\_\_. If you cannot stay with relatives or friends outside the evacuation area, go to one of these shelters.

Take only essential items—medicine, special foods, personal items, baby supplies, clothing, money, and valuable papers. **Do not overload your car.** Secure your home before you leave. Lock windows and doors, turn off water and gas, and disconnect all electrical appliances except refrigerators and freezers. Be sure you have a full tank of gas.

Pets will not be allowed in Red Cross shelters. If you cannot make arrangements for someone outside the evacuation area to take care of your pet, (*give instructions*) \_\_\_\_\_

Do not allow your pet to run loose. If you cannot make arrangements for your large animals, (*give instructions*) \_\_\_\_\_

If you have no means of transportation, ask help from a neighbor or friend, or walk to one of the following pickup points: \_\_\_\_\_

Bring only what you can carry. A bus will take you to a Red Cross shelter. If you are physically unable to go to one of the pickup points, call \_\_\_\_\_ Otherwise, please do not use your telephone. Lines must be kept free.

These instructions will continue to be repeated, along with additional information about the emergency situation.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it. Stay tuned to this station.

Please remain calm. Your cooperation and courtesy to others will help us to evacuate the area safely and quickly.

# **Management Section**

## **Emergency Proclamations**



# Local and State Emergency Proclamations

## Local Emergency Proclamations/resolutions

When there is a condition of extreme peril or potential peril to the safety of persons and property, and the condition is beyond the capability of the local forces to control effectively, the local governing body (City Council, Board of Supervisors or a person authorized by ordinance) may proclaim that a local emergency exists. A local emergency may be proclaimed to exist due to a specific situation, such as flood, fire, storm, earthquake, epidemic, drought, sudden and severe energy shortage, or other condition. The type of disaster, date of occurrence and area affected are to be identified. (See examples of local emergency proclamations/resolutions in **Exhibits 1, 2 and 3.**) A copy of the resolution must be provided to the Los Angeles County Operational Area for transmission to State OES.

To qualify for assistance under the state Natural Disaster Assistance Act (NDAA), such proclamations must be made within 10 days of the event.

The governing body must review the need for continuing the Local Emergency Proclamation **at least every 14 days.**

The Proclamation of a Local Emergency:

- ☐ Gives public employees and governing bodies certain legal immunities for emergency actions taken.
- ☐ Enables local agencies to request state assistance under the State NDAA.
- ☐ Allows the chief executive or other authorized official designated by local ordinance to:
  - Establish curfews.
  - Take any measures necessary to protect and preserve public health and safety.
  - Exercise all authority granted by local ordinance.

## Local Resolution Requesting State Director, Office of Emergency Services, Concurrence in Local Emergencies

Following the proclamation of a local emergency and in the event public real property has been damaged or destroyed and assistance is needed in the repair and restoration, the governing body may request the State OES Director to concur in their proclamation of a local emergency and to provide assistance under the California Natural Disaster Assistance Act (NDAA). The resolution must indicate the nature and date of the emergency, and the person designated to receive, process and coordinate all aid. The resolution will be sent to State OES through the Los Angeles County Operational Area (see **Exhibit 6**).

To assist the State OES Director in evaluating the situation, and in making a decision on whether or not to concur in the local emergency, the following is required to accompany the resolution:

- Certified copy of Local Emergency Proclamation (see **Exhibits 1, 2 or 3**).
- Damage Assessment Summary

**Note: The Local Emergency proclamation must be made within 10 days of the occurrence to qualify for assistance under the State Natural Disaster Assistance Act.** Financial assistance available under the NDAA is administered by State OES.

Financial assistance available:

- Assistance to repair, restore, reconstruct or replace public real property or public facilities belonging to local agencies damaged as a result of natural disasters;
- Indirect costs; and
- Direct costs of grant administration.

# STATE OF EMERGENCY/PRESIDENTIAL DECLARATION

## Resolution Requesting Governor to Proclaim a State of Emergency

After a proclamation of a local emergency, the governing body of the city or county, having determined that local forces are unable to mitigate the situation, may request by resolution that the Governor proclaim a state of Emergency in the area to invoke mandatory mutual aid and provide state assistance under NDAA (see **Exhibits 4 and 5**). A copy of the request for a Governor's Proclamation, with the following supporting data, will be forwarded to the State OES Director through the Los Angeles County Operational Area.

- Certified copy of the local emergency proclamation (see **Exhibits 1, 2 and 3**).
- Damage Assessment Summary (to be provided if state financial assistance under provisions of the Natural Disaster Assistance Act is requested).

Financial assistance available:

- Eligible disaster response costs;
- Assistance to repair, restore, reconstruct or replace public real property or public facilities belonging to local agencies damaged as a result of natural disasters;
- Indirect costs; and
- Direct costs of grant administration.

The Office of Emergency Services prepares a recommendation as to the action that should be taken by the Governor. If the action recommends a Governor's Proclamation, OES prepares the proclamation.

## Presidential Declaration

Following the above procedures, the governing body of the local jurisdiction may also pass a resolution (see **Exhibit 5**) asking the State OES Director to recommend that the Governor request a Presidential Declaration of a Major Disaster under the authority of Public Law 93-288. The Governor's Request to the President is submitted through the Federal Emergency Management Agency (FEMA). Supplementary justification data may be required to accompany the local resolution (certified copy) and Damage Assessment Survey.

Financial assistance available:

- Individual assistance to the private sector;
- Matching fund assistance for cost sharing required under federal disaster assistance programs (subject to state eligible project criteria);
- Local agency overtime costs and the costs of supplies used during eligible disaster response projects;
- Assistance to repair, restore, reconstruct or replace public real property or public facilities belonging to local agencies damaged as a result of natural disasters;
- Indirect costs; and
- Direct costs of grant administration.

## **Local Proclamation of Termination of Local Emergency**

The governing body must review the need for continuing the local Emergency Proclamation at **least every 14 days**, and proclaim the termination at the earliest possible date (see **Exhibit 7**).

### **Sample Emergency Proclamation Forms**

The following suggested resolutions were developed by State OES to carry out the authority granted in Section \_\_\_\_\_ of the City of ??? Ordinance No. \_\_\_\_\_ Relating to Emergency Organization and Functions. As the provisions of the emergency ordinance in effect in any particular city or county may differ, it is suggested that these resolutions be reviewed prior to the occurrence of any emergency by the city attorney concerned, and such changes made as may be necessary to bring them into conformance with the emergency ordinance of the particular city.

**Government Code Section No. 8630:** "A local emergency may be proclaimed only by the governing body of a county, city and county, or city or by an official so designated by ordinance adopted by such governing body. Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body. The governing body shall review, at least every 14 days until such local emergency is terminated, the need for continuing the local emergency and shall proclaim the termination of such local emergency at the earliest possible date that conditions warrant."

When a county proclaims a local emergency pursuant to Section 8630 of the Government Code, based upon conditions which include both incorporated and unincorporated territory of the county, it is not necessary for the cities to also proclaim the existence of a local emergency independently. Further, cities within a county are bound by county rules and regulations adopted by the county pursuant to Section 8634 of the Government Code during a county proclaimed local emergency when the local emergency includes both incorporated and unincorporated territory of the county even if the cities do not independently proclaim the existence of a local emergency.

- Exhibit 1 - Resolution Proclaiming Existence of a Local Emergency (by City Council).
- Exhibit 2 - Resolution Proclaiming Existence of a Local Emergency (by Director of Emergency Services or other person designated in ordinance). Must be ratified by governing body within 7 days.
- Exhibit 3 - Resolution Confirming Existence of a Local Emergency (used by a City Council within 7 days to ratify the proclamation of local emergency issued by the Director of Emergency Services).
- Exhibit 4 - Resolution Requesting Governor to Proclaim a State of Emergency.
- Exhibit 5 - Resolution Proclaiming Existence of a Local Emergency and Requesting Governor to (1) Proclaim a State of Emergency; and (2) Request a Presidential Declaration.
- Exhibit 6 - Local Resolution Requesting State Director, Office of Emergency Services' Concurrence in Local Emergencies.
- Exhibit 7 - Resolution Proclaiming Termination of a Local Emergency.

**RESOLUTION PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY  
(by City Council)**

WHEREAS, Ordinance No. \_\_\_\_\_ of the City of ??? empowers the City Council to proclaim the existence or threatened existence of a local emergency when said city is affected or likely to be affected by a public calamity; and

WHEREAS, said City Council has been requested by the Director of Emergency Services\* of said city to proclaim the existence of a local emergency therein; and

WHEREAS, said City Council does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within said city, caused by \_\_\_\_\_;  
*(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)*  
commencing on or about \_\_\_\_\_ m. on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_); and

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

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

IT IS HEREBY FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the Director of Emergency Services\* and the emergency organization of this city shall be those prescribed by state law, by ordinances, and resolutions of this city and approved by the City Council on \_\_\_\_\_, 20\_\_.

IT IS FURTHER PROCLAIMED AND ORDERED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of \_\_\_\_\_, State of California.\*\*

Dated: \_\_\_\_\_

CITY COUNCIL

ATTEST: \_\_\_\_\_

City of ????

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* Use appropriate title, as established by ordinance.

\*\* Section 8630 of the Government Code provides: "...The governing body shall review, at least every 14 days until such local emergency is terminated, the need for continuing the local emergency and shall proclaim the termination of such local emergency at the earliest possible date that conditions warrant."

Sample

Exhibit 2

Sample

RESOLUTION PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY\*  
(by Director of Emergency Services)\*\*

WHEREAS, Ordinance No. \_\_\_\_\_ of the City of ???? empowers the Director of Emergency Services\*\* to proclaim the existence or threatened existence of a local emergency when said city is affected or likely to be affected by a public calamity and the City Council is not in session; and

WHEREAS, the Director of Emergency Services\*\* of the City of ???? does hereby find;

That conditions of extreme peril to the safety of persons and property have arisen within said city, caused by \_\_\_\_\_; and  
*(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)*

That the City Council of the City of ???? is not in session (and cannot immediately be called into session);

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

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the emergency organization of this city shall be those prescribed by state law, by ordinances, and resolutions of this city, and by the City of ???? SEMS Multihazard Functional Plan, as approved by the City Council on \_\_\_\_\_, 20\_\_.

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Director of Emergency Services\*\*

City of ????

\* This form may be used when the director is authorized by ordinance to issue such a proclamation. Section 8630 of the Government Code provides: "...Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body ..."

\*\* Use appropriate title, as established by ordinance.

RESOLUTION CONFIRMING EXISTENCE OF A LOCAL EMERGENCY\*

WHEREAS, Ordinance No. \_\_\_\_\_ of the City of ??? empowers the Director of Emergency Services\*\* to proclaim the existence or threatened existence of a local emergency when said city is affected or likely to be affected by a public calamity and the City Council is not in session, subject to ratification by the City Council within seven days; and

WHEREAS, conditions of extreme peril to the safety of persons and property have arisen within this city, caused by \_\_\_\_\_ (fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes) commencing on or about \_\_\_\_\_m. on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at which time the City Council of the City of ??? was not in session; and

WHEREAS, said City Council does hereby find that the aforesaid conditions of extreme peril did warrant and necessitate the proclamation of the existence of a local emergency; and

WHEREAS, the Director of Emergency Services\*\* of the City of ??? did proclaim the existence of a local emergency within said city on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of ???, State of California.\*\*\*

Dated: \_\_\_\_\_

CITY COUNCIL  
City of ???

ATTEST: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* This form may be used by a City Council to ratify the proclamation of existence of a local emergency, issued by the Director of Emergency Services.

\*\* Use appropriate title, as established by ordinance.

\*\*\* Section 8630 of the Government Code provides: "...The governing body shall review, at least every 14 days until such local emergency is terminated, the need for continuing the local emergency and shall proclaim the termination of such local emergency at the earliest possible date that conditions warrant."

Sample

Exhibit 4

Sample

RESOLUTION REQUESTING GOVERNOR TO PROCLAIM A STATE OF EMERGENCY

WHEREAS, on \_\_\_\_\_, 20\_\_\_\_, the City Council of the City of ???? found that due to \_\_\_\_\_; (fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes) a condition of extreme peril to life and property did exist within said city; and

WHEREAS, in accordance with state law the City Council proclaimed an emergency did exist throughout said City; and

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

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

IT IS FURTHER ORDERED that a copy of this resolution be forwarded to the State Director of the Office of Emergency Services; and

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

Dated : \_\_\_\_\_

CITY COUNCIL

ATTEST: \_\_\_\_\_

City of ????

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Resolution proclaiming existence of a local emergency and requesting governor to  
(1) proclaim a state of emergency; and (2) request a presidential declaration**

WHEREAS, Ordinance No. \_\_\_\_\_ of the City of ??? empowers the Director of Emergency Services\* to proclaim the existence or threatened existence of a local emergency when said city is affected or likely to be affected by a public calamity; and

WHEREAS, the City Council has been requested by the Director of Emergency Services\* of said city to proclaim the existence of a local emergency therein; and

WHEREAS, said City Council does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within said city, caused by \_\_\_\_\_; and  
*(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)*

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

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

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the Director of Emergency Services\* and the emergency organization of the city shall be those prescribed by state law, by ordinances, and resolutions of this city approved by the City Council on \_\_\_\_\_.

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

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the Governor of California with the request that he proclaim the City of ??? to be in a state of emergency; and further that the Governor request a Presidential Declaration.

IT IS FURTHER ORDERED that a copy of this resolution be forwarded to the State Director of the Office of Emergency Services.

IT IS FURTHER RESOLVED that \_\_\_\_\_, (Title) \_\_\_\_\_, is designated as the local Hazard Mitigation Coordinator of the City of ??? for the purpose of assessing damage within said city and consulting with Federal/State survey teams about hazard mitigation actions; and

IT IS FURTHER RESOLVED that \_\_\_\_\_, (Title) \_\_\_\_\_, is hereby designated as the authorized representative for public assistance and \_\_\_\_\_, (Title) \_\_\_\_\_ is hereby designated as the authorized representative for individual assistance of the City of ???

**Exhibit 5**, Page 2

for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state and federal assistance.

Dated: \_\_\_\_\_

CITY COUNCIL

ATTEST: \_\_\_\_\_

CITY OF ????

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* Use appropriate title, as established by ordinance.

**LOCAL RESOLUTION REQUESTING STATE DIRECTOR, OFFICE OF EMERGENCY SERVICES' CONCURRENCE IN LOCAL EMERGENCIES\***

WHEREAS, on \_\_\_\_\_, 20\_\_\_\_, the City Council of the City of ???? found that due to \_\_\_\_\_;  
*(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)*  
a condition of extreme peril to life and property did exist within said city; and

WHEREAS, in accordance with state law the City Council now proclaims an emergency does exist throughout said City;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the State Director of the Office of Emergency Services with a request that he find it acceptable in accordance with provisions of the Natural Disaster Assistance Act; and

IT IS FURTHER RESOLVED that \_\_\_\_\_, (Title) \_\_\_\_\_, is hereby designated as the authorized representative of the City of ???? for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state assistance.

Dated: \_\_\_\_\_

CITY COUNCIL

ATTEST: \_\_\_\_\_

City of ????

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* Proclamation of local emergency must be made within 10 days of the disaster occurrence in order to qualify for assistance under the Natural Disaster Assistance Act.

**Note:** Attach list of damaged Public Facilities showing location and estimated cost of repairs.

RESOLUTION PROCLAIMING TERMINATION OF LOCAL EMERGENCY

WHEREAS, a local emergency existed in the City of ??? in accordance with the resolution thereof by the City Council on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

or

Director of Emergency Services\* on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and its ratification by the City Council on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

as a result of conditions of extreme peril to the safety of persons and property caused by \_\_\_\_\_; and

(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)

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

NOW, THEREFORE, the City Council of the City of ???, State of California, does hereby proclaim the termination of said local emergency.

Dated: \_\_\_\_\_

CITY COUNCIL
City of ???

ATTEST: \_\_\_\_\_

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\* Use appropriate title, as established by ordinance.

**City of Pomona  
Emergency Operations Plan  
Finance Section Annex**

# **Finance/Administration Section Annex**

## **General**

### ***Purpose***

This Section explains the organizational structure of Finance/Administration and assigns responsibilities for fiscal management, financial oversight and support to City emergency operations. It begins the cost recovery efforts of the City and provides the basis for transition to intermediate and long-term recovery.

It is the policy of this section that the priorities are to be:

- Protect life and property.
- Provide continuity of financial support to the City and community.
- Cooperate with the other sections of the City's emergency response team.
- Documentation of City costs and recovery of those costs as allowable.
- Maintain a positive image for the City in its dealings with the community.

### **Overview**

The Finance/Administration Section is responsible for maintaining the financial and documentation systems necessary to keep the City functioning during a disaster and to begin the process for recovering disaster-related costs from the state and federal governments.

### **Objectives**

The Finance/Administration Section ensures all required records are organized and preserved for cost recovery efforts, through maintenance of complete and accurate documentation of all expenditures and losses. In addition, this Section should assist with the development of pre-disaster policies and procedures which would provide for maximum reimbursement of disaster costs.

The Finance/Administration Section will prepare and maintain complete disaster documentation by:

- Ensuring sufficient written and photographic documentation of disaster losses.
- Documenting all labor, equipment, supply and other costs associated with the disaster in a manner consistent with eligibility requirements of CalEMA and FEMA.
- Compiling a general summary of disaster losses throughout the community to analyze the economic and social impacts of the disaster.
- Ensuring that document retention policies follow state and federal audit guidelines.

To carry out its responsibilities, the Finance/Administration Section will accomplish the following objectives during a disaster/emergency:

#### **A. For all disasters/emergencies:**

1. Notify the other sections and City departments that the Disaster Accounting System is to be used for the disaster/emergency.
2. Determine the extent to which the City's computer systems are accessible and/or usable.
3. Determine if the City's bank can continue handling financial transactions.
4. Maintain, as best possible, the financial continuity of the City (payroll, payments and revenue collection).
5. Disseminate information about the Disaster Accounting System to other sections and departments as necessary.
6. Upon declaration of a disaster by the State and/or Federal Governments, coordinate with disaster agencies to initiate the recovery process of City costs.
7. Coordinate with the other sections and departments the collection and documentation of costs pertaining to the disaster/emergency.
8. Coordinate with the disaster assistance agencies for the required inspections, documentations, audits and other necessary work in order to recover costs.

**B. For disasters/emergencies where the City's computer systems and bank are accessible and usable:**

1. Inform the other sections and City departments that the payroll and payments processing will be handled on a "business-as-usual" basis except that the Disaster Accounting System will be used for disaster/emergency-related costs.
2. Continue with objectives A. 5 through A.8 above.

**C. For disaster/emergencies where the City's computer systems and/or bank are either inaccessible or unusable for a short period of time; i.e., less than one week:**

1. Inform the other sections and City departments that payroll and payments will be on hold for a short time and that processing will continue on a normal basis as of a specified date.
2. Continue with objectives A.4 through a.8 above.

**D. For disasters/emergencies where the City's computer and/or bank systems are either inaccessible or unusable for an extended period of time; i.e., one week or more:**

1. Inform the other sections and City departments that disaster accounting procedures will be necessary for the next payroll and all critical payments.
2. Activate other Finance/Administration Section Unit as necessary.
3. Continue with objectives A.4 through A.8 above.

### **Concept of Operations**

The Finance/Administration Section will operate under the following policies during a disaster as the situation dictates:

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- Use disaster financial operating systems that have been developed and adopted prior to the disaster. Otherwise, use existing city and departmental fiscal operating procedures.
- For disasters/emergencies that leave the accounting systems accessible and usable, normal working hours will be retained for all but the Cost Recovery Documentation Unit. This unit will function on the schedule determined necessary to perform its objectives.
- For disasters/emergencies that render the accounting systems either inaccessible or unusable for any period of time, appropriate personnel in the activated units will be on an operational period determined by the Finance/Administration Section Coordinator. This may be a period of 12 hours. If so, then these periods will normally change at 7:00 a.m. and 7:00 p.m.
- All on-duty personnel are expected to remain on duty until relieved of duty. Off-duty personnel will be expected to return to work in accordance with the City's policies.
- While in a disaster mode, work shifts typically will be 12 hours on and 12 hours off for the duration of the event. The City's work shifts will typically begin at **7:00** a.m. and **7:00** p.m. The length of the work shifts may be adjusted to meet local conditions.

## **Section Activation Procedures**

### **Authorization**

The EOC Director is authorized to activate the Finance/Administration Section for response to a disaster/emergency.

### **When to Activate**

The Finance/Administration Section will be activated whenever the EOC Director determines that the City is involved or may be involved in a disaster/emergency that will require a Finance/Administration response. The Finance/Administration Section's Cost Recovery Documentation Unit may continue to function when the EOC is not activated.

In all cases the Cost Recovery Documentation Unit will be activated. Other units will be activated only as conditions necessitate. Invariably, these other conditions will mean that the EOC will also be activated.

The Finance/Administration Section Coordinator will activate the various units of the Finance/Administration Section as the disaster/emergency situation develops. All units may be placed on an alert basis when there is warning of an impending or developing disaster/emergency.



In the event of a major, widespread disaster/emergency that disrupts normal communication channels, all units in the Finance/Administration Section are to assume activation and are to report to their assigned emergency location.

### **Where to Report**

The location to which Finance/Administration Section personnel will report depends on whether their unit is activated and the severity of the disaster/emergency. These conditions are:

- Level One – EOC activated
  - All personnel will report to City's EOC. Instructions will be given by the Finance/Administration Section Coordinator as necessary.
- Level One – EOC activated – Non-business hours – City Hall closed
  - All personnel to be contacted and instructed as to reporting location.
- Level Two/Three – EOC activated but normal communications and accounting systems accessible and usable
  - Finance/Administration Section Coordinator and head of Cost Recovery Documentation Unit report to their assigned emergency location and communicate with other units as necessary.
  - Other units report to normal work site unless instructed otherwise.
- Level Two/Three – EOC activated but normal communications and accounting systems either inaccessible and/or unusable
  - All Finance/Administration Section Units report to their assigned emergency locations.

### **Location of the EOC**

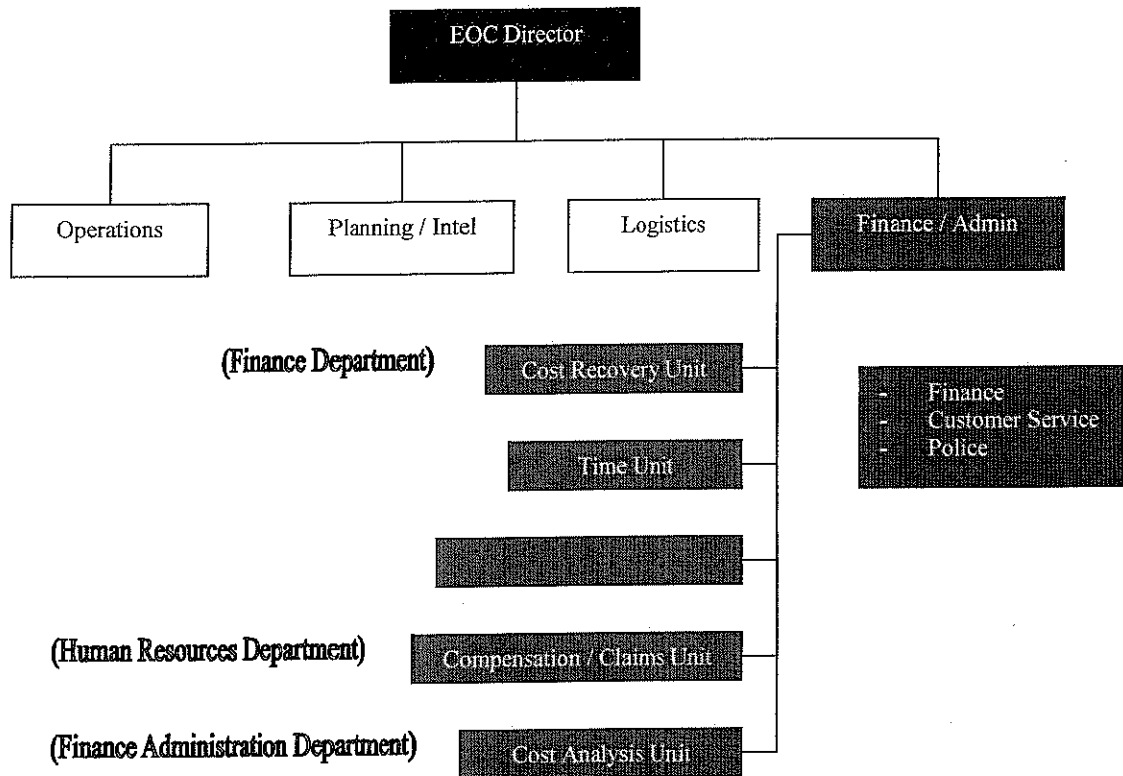
The EOC is located at: 590 S. Park Avenue (Basement)

### **When to Report**

Refer to Administration Regulation – 412

# FINANCE SECTION ORGANIZATION CHART

# Finance/Administration Section Organization Chart

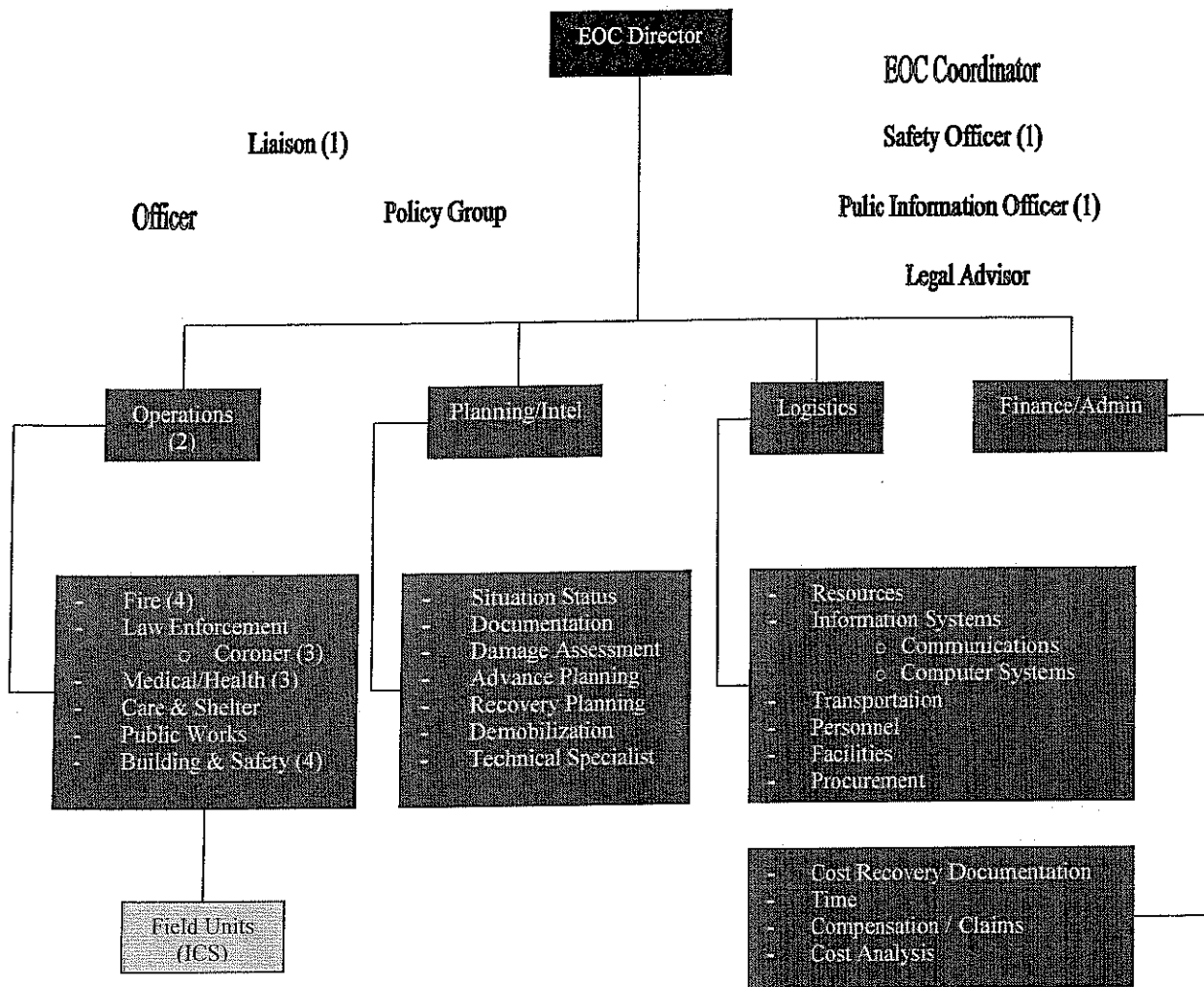


## Responsibilities

- Responsible for financial activities and other administrative aspects including:
  - Activate and maintain 'Disaster Accounting System'.
  - Provide financial resources necessary for recovery.
  - Maintain payroll and payments.
  - Investigate and process claims.
  - Coordinate documentation for cost recovery.
  - Work with disaster agencies on cost recovery.

# SEMS ORGANIZATION CHART

# SEMS Organization Chart

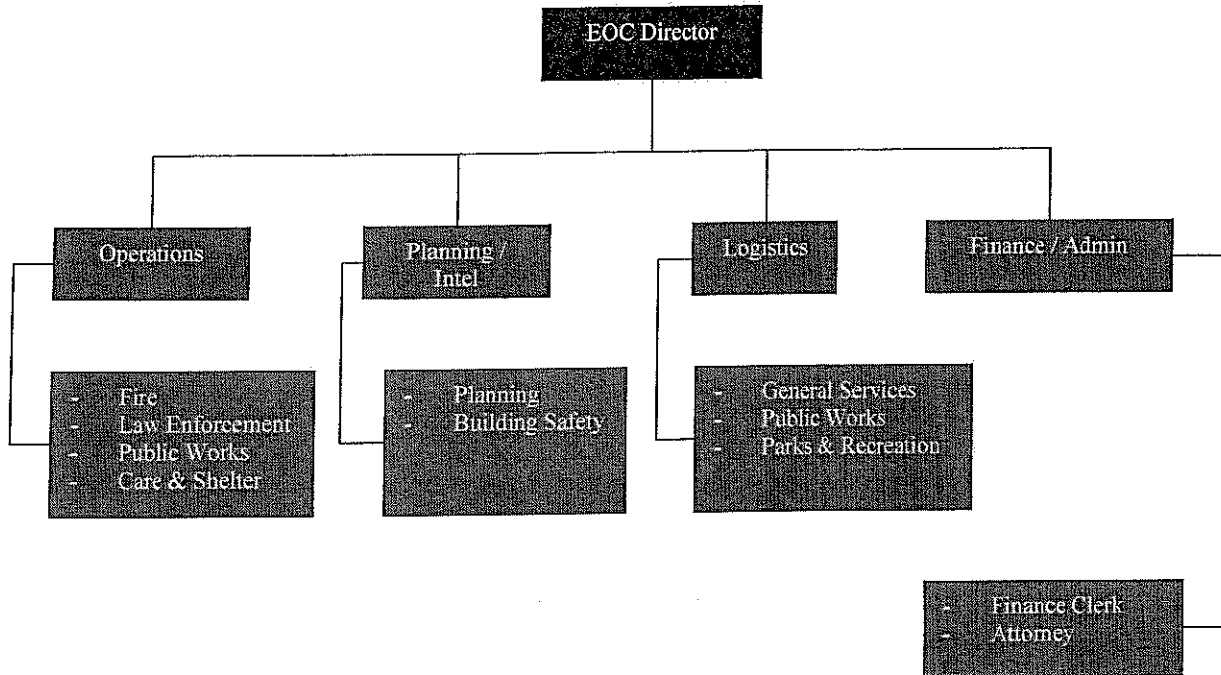


**Note:**

- (1) May be organized as a section or branch.
- (2) If all elements are activated, a deputy will be appointed to provide a manageable span of control.
- (3) Normally coordinated by County, but a local coordinator may be designated if needed.
- (4) Contract service / liaison position.

## **SEMS EOC RESPONSIBILITIES CHART**

# SEMS/EOC Responsibilities Chart



## **EOC Director**

Responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies and private organizations. The EOC Director will either activate appropriate sections or perform their functions as needed.

## **Operations Section**

Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the City's EOC Action Plan.

## **Planning / Intelligence**

Responsible for:

- Collecting, evaluating and disseminating information.
- Developing the City's EOC Action Plan in coordination with other sections.
- Initiating and preparing the City's After-Action Report and maintaining documentation.

## **Logistics Section**

These support units are responsible for providing communications, facilities, services, personnel equipment, supplies and materials.

## **Finance / Administration**

Responsible for financial activities and other administrative aspects.

## **Finance/Administration Section Staff**

The Finance/Administration Section Coordinator will activate the units necessary to achieve stated objectives. A functional unit need not be established if only one person would work in the unit, i.e., Purchasing. In that case, the normal purchasing officer would be assigned rather than designating a unit. The following Units may be established:

- Purchasing Unit
- Cost Recovery Documentation Unit
- Time Unit
- Compensation/Claims Unit
- Cost Analysis Unit
- Other units as needed

### ***Finance/Administration Section Coordinator***

The Finance/Administration Section Coordinator:

- Supervises the Finance/Administration Section.
- Serves as a member of the EOC Director's General Staff.
- Ensures normal City finance functions continue.
- Activates the City's disaster financial systems. Implements City policies relating to disaster finance and cost recovery.
- Monitors spending limits for all response and recovery related activities.

### ***Purchasing Unit***

The Purchasing Unit is responsible for all financial matters relating to purchases, vendor contracts, leases, fiscal agreements and for tracking expenditures.

### ***Cost Recovery Documentation Unit***

**The Cost Recovery Documentation Unit should be activated at the onset of any disaster.** This Unit is responsible for maintaining the Disaster Accounting System, procedures to document expenditures, collection of sufficient damage documentation and coordination of cost recovery. The Unit also acts as liaison with the disaster assistance agencies. **Accurate and timely documentation of both damage and costs is essential to financial recovery.**

### ***Time Unit***

The Time Unit is responsible for tracking hours of staff, volunteers, contract labor, equipment and mutual aid. Timekeeping procedures must meet local, state and federal requirements for reimbursement

### ***Compensation/Claims Unit***

The Compensation/Claims Unit is responsible for managing the investigation and documentation of injuries, property damage and worker's compensation claims.



### ***Cost Analysis Unit***

The Cost Analysis Unit is responsible for providing financial impact for the incident to help the planning and recovery efforts. This analysis includes:

- Tracking ongoing costs of the response.
- Estimating the economic loss and damage impact to the budget.

## **Finance/Administration Section Coordinator Checklist**

Primary – A Shift:                      Finance Director

1<sup>st</sup> Alternate – A Shift:              Appointed by EOC Director

Primary – B Shift:                      Appointed by EOC Director

1<sup>st</sup> Alternate – B Shift:              Appointed by EOC Director

### ***Primary Responsibilities:***

- Supervise the Finance/Administration Section.
- Activate the City's disaster financial systems, which include: Disaster Accounting System, Disaster Purchasing Policy, **(See Part Three – Finance / Administration for sample.)**
- Be sure that all disaster damages and costs are documented.
- Participate in the action planning meeting and be sure that the Section plan objectives are met.

### **Start Up:**

- Check in upon arrival at the EOC.
- Determine EOC assignment.
- Print your name on the EOC organization chart.
- Put on the vest with your title.
- Obtain a briefing on the situation.
- Activate the Disaster Accounting System.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).
- Determine your work location and set up as necessary.
- Review your position responsibilities.
- Begin documenting events and activities.

### **Assignments/Staffing:**

- Report to the EOC Director.
- Clarify issues regarding your authority and assignment.

- Confirm that all needed Section personnel are in the EOC or have been notified.
- When personnel arrive, assign and staff Section positions as needed for:
  - Cost Recovery Documentation Unit
  - Time Unit
  - Purchasing Unit
  - Compensation and Claims Unit
  - Cost Analysis Unit
  - Other units as needed
- Determine the ongoing need for personnel based on the EOC schedule
- Carry out responsibilities of the Section not currently staffed.

**Notifications (See Appendix A for restricted phone and fax numbers):**

- Notify all personnel and vendors that the Disaster Accounting System is activated.

**Meetings/Briefings:**

- Brief incoming or relief Section personnel prior to their beginning their duties. Briefings should include:
  - Current situation assessment.
  - Identification of specific job responsibilities.
  - Identification of co-workers within the job function and/or geographical assignment.
  - Availability of communications.
  - Location of work area.
  - Identification of eating and sleeping arrangements as appropriate.
  - Procedural instructions for obtaining additional supplies, services and personnel.
  - Work shifts.
- Conduct periodic briefings for the Section. Be sure that all personnel are aware of both Section and overall priorities.
- Brief the EOC Director on major problem areas that need solution.

**Action Planning:**

- Identify Section priorities, objectives and significant problems.
- Participate in all Action Planning meetings
- Distribute EOC Action Plan to all Section supervisors.

**Documentation:**

<p>Note: Complete and precise information is essential to meet requirements for reimbursement by CalEMA and FEMA.</p>
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- Open and maintain an Activity Log (Form #EOC-001). This is a log to record what you do during your shift at the EOC. Document such things as:

- Messages received.
  - Action taken.
  - Decision and policy justification and documentation.
  - Requests filled.
  - EOC assignments.
- Be sure that all Section meetings are documented.
- Information supporting Section policy decisions and their justification should be documented.
- Be sure that all units account for personnel and work assignments.
- Be sure that all the Section logs and files are maintained.
- Provide Section personnel and equipment time records to the Time Unit at the end of each shift.
- Ensure that all records relating to personnel, equipment and materials used are received from other Sections and submitted to the Time Unit at the end of each shift. **(See Part Four—Forms.)**

**Policies: (Personalize)**

- Remind personnel to use the Disaster Accounting System OR Remind personnel to use the City's existing policy accounting system.

**Note: Select the appropriate statement from above; delete the other part of the statement. Then delete this statement from your EOP**

- Remind personnel to follow the City's established purchasing policy OR Remind personnel to follow the City's pre-existing Disaster Purchasing Policy.

**Note: If you do not have a pre-existing Disaster Purchasing Policy, delete the reference to that pre-existing policy. Then delete this statement from you EOP.**

- Determine levels of purchasing authority for the Finance/Administration and Logistics Sections.
- Identify critical City financial processes to be maintained during the disaster; i.e., payroll, accounts receivable, etc.

**Ongoing Activities:**

- Determine if the City's bank(s) can continue handling financial transactions.
- Ensure that all City financial processes (payroll, revenue collection, accounts receivable, audits, etc.) continue.
- Provide input in all planning sessions on financial matters.
- Ensure documents prepared during the disaster are completed.
- Keep the General Staff informed of overall financial situation.

- Organize, manage and distribute cash donations received during a disaster. (Go to [www.aidmatrix.org](http://www.aidmatrix.org) for valuable assistance with this task.)
- Be prepared for inquiries and visits from state, federal and other high-ranking officials.
- Determine Section logistical needs and request resources through Logistics Section.
- Monitor Section activities and organization and adjust as needed.
- As Coordinator for the Finance and Administration Section, coordinate with Logistics Section Personnel Unit regarding employee welfare issues.

**Shift Change:**

- Brief incoming personnel and identify in-progress activities which need follow-up.
- Provide incoming personnel the next EOC Action Plan.
- Submit completed logs, time cards, etc. for the Section before you leave.
- Determine when you should return for your next work shift.
- Leave contact information where you can be reached.

**EOC Deactivation:**

- Authorize deactivation of branches or units in the Section when they are no longer required.
- Be sure that all required forms or reports are completed prior to deactivation.
- Prepare a list of outstanding issues that need to be addressed after the EOC has been deactivated.
- Deactivate the Section and close out logs when authorized by the EOC Director.
- Provide input to the After-Action Report/Corrective Action Report (AAR/CAR).

## Finance/Administration Section Cost Recovery Documentation Unit Checklist

Primary – A Shift:                      Senior Accountant

1<sup>st</sup> Alternate – A Shift:              Appointed by EOC Director

Primary – B Shift:                      Appointed by EOC Director

1<sup>st</sup> Alternate – B Shift:              Appointed by EOC Director

### ***Primary Responsibilities:***

- Coordinate cost recovery efforts with County, State and Federal agencies.
- Coordinate collection of cost documentation with other sections.
- Organize cost recovery documentation for the Public Assistance process.
- Supervise the Cost Recovery Documentation Unit.
- Implement the Disaster Accounting System OR Assign financial codes for use during the disaster. (**See Part Three – Finance / Administration**)

### **Checklist Actions**

#### **Start Up:**

- Check in upon arrival at the EOC.
- Determine EOC assignment.
- Print your name on the EOC organization chart.
- Obtain a briefing on the situation.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).
- Determine your work location and set up as necessary.
- Put on the vest with your title.
- Review your position responsibilities.
- Begin documenting events and activities.

**Assignments/Staffing:**

- Report to the Section Coordinator.
- Clarify issues regarding your authority and assignment.

**Notifications (See Appendix A for restricted phone and fax numbers):**

- Activate pre-arranged agreements for service with vendors and suppliers.

**Meetings/Briefings:**

- Brief new or relief personnel in the Unit.
- Attend all Section meetings and briefings.

**Action Planning:**

- Assist the Section in developing Section objectives for the EOC Action Plan.

**Documentation:**

Note: Complete and precise information is essential to meet requirements for reimbursement by CalEMA and FEMA.

- Open and maintain an Activity Log (Form #EOC-001). This is a log to record what you do during your shift at the EOC. Document such things as:
  - Messages received.
  - Action taken.
  - Decision and policy justification and documentation.
  - Requests filled.
  - EOC assignments.
- Coordinate the collection and documentation of costs pertaining to the disaster.
- Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.

**Policies: (Personalize)**

- Implement the Disaster Accounting System OR assign financial codes for use during the disaster. **(Personalize—select the true part of the statement and delete the other.)**
- Implement the City's Damage Documentation Procedures OR implement procedures to document damage. **(Personalize—select the correct part of the statement and delete the other.)**

**Ongoing Activities:**

- Maintain the Disaster Accounting System and procedures to capture and document costs relating to a disaster in coordination with other sections and departments. **(See Finance/ Administration Supporting Documents.)**

- Assign disaster financial codes if not already in place.
- Inform all sections and departments that the Disaster Accounting System OR City's established accounting system is to be used. **Personalize—select the correct part of the statement and delete the other.)**
- Upon proclamation of a disaster, coordinate with disaster response, relief and recovery agencies.
- Compile a comprehensive list of all public sector damages.
- Coordinate with other Sections and outside agencies (i.e., American Red Cross, insurance companies, etc.) to compile a general list of all community damages, including homes, business, etc.
- Ensure costs are directly tied to corresponding damages (i.e., costs associated with replacing windows are tied to the specific building, floor or room).
- Act as liaison with the disaster assistance agencies and coordinate the recovery of costs as allowed by law.
- Collect and organize required documentation for the recovery of disaster costs. (Note: This responsibility will continue after the EOC is deactivated.)
- Coordinate with the Planning/Intelligence Documentation Unit.
- Provide estimates of damages and costs to the Section Coordinator and EOC Director.
- Determine Unit logistical needs and forward to the Section Coordinator for approval.
- Request approved resources through the Logistics Section.
- Keep the Section Coordinator advised of your status and activity.

**Shift Change:**

- Brief incoming personnel and identify in-progress activities which need follow-up.
- Provide incoming personnel the next EOC Action Plan.
- Submit completed logs, time cards, etc. to the Section Coordinator before you leave.
- Determine when you should return for your next work shift.
- Leave contact information where you can be reached.

**EOC Deactivation:**

- Be sure that all required forms or reports are completed prior to deactivation.
- Prepare a list of outstanding issues that need to be addressed after EOC has been deactivated.
- Provide input to the After-Action Report/Corrective Action Report (AAR/CAR).



## **Finance/Administration Section Time Unit Checklist**

Primary – A Shift:

Payroll Specialist

1<sup>st</sup> Alternate – A Shift:

Appointed by EOC Director

Primary – B Shift:

Appointed by EOC Director

1<sup>st</sup> Alternate – B Shift:

Appointed by EOC Director

### **Primary Responsibilities:**

- Record time for personnel, volunteers and equipment working on the disaster.
- Be sure time records comply with CalEMA and FEMA requirements.
- Supervise the Time Unit.

### **Checklist Actions**

#### **Start Up:**

- Check in upon arrival at the EOC.
- Determine EOC assignment.
- Print your name on the EOC organization chart.
- Obtain a briefing on the situation.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).
- Determine your work location and set up as necessary.
- Put on the vest with your title.
- Review your position responsibilities.
- Begin documenting events and activities.

#### **Assignments/Staffing:**

- Report to the Section Coordinator.
- Clarify issues regarding your authority and assignment.

**Notifications (See Appendix A for restricted phone and fax numbers):**

**Meetings/Briefings:**

- Brief new or relief personnel in the Unit.
- Attend all Section meetings and briefings.

**Action Planning:**

- Assist the Section in developing Section objectives for the EOC Action Plan.

**Documentation:**

Note: Complete and precise information is essential to meet requirements for reimbursement by CalEMA and FEMA.

- Open and maintain an Activity Log (Form #EOC-001). This is a log to record what you do during your shift at the EOC. Document such things as:
  - Messages received.
  - Action taken.
  - Decision and policy justification and documentation.
  - Requests filled.
  - EOC assignments.
- Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.

**Policies: (Personalize)****Ongoing Activities:****PERSONNEL TIME RECORDER**

- Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
- Determine specific requirements for the time recording function.
- Initiate, gather or update a time report from all applicable personnel assigned to the emergency/disaster for each work shift. **(See Part Four-Forms.)**
- Ensure that all records identify scope of work and site-specific work location.
- Ensure that time data includes: travel, work hours (straight time and overtime), specific work location, mileage expense and any changes in personnel status that may affect costs
- Ensure that daily personnel time recording documents are accurate and prepared in compliance with policy.
- Process all travel requests, forms and claims.
- Ensure that all employee identification information is correct on the time report and that time reports are signed.
- Ensure that straight time and overtime hours are clearly identified on time records.

- In the first operational period, establish a file for employee time records for each person.
- Maintain records security and data backup.
- Make sure that each person has turned in time cards prior to leaving.

### ***EQUIPMENT TIME RECORDER***

- Coordinate with the Logistics Section for current inventory of disaster equipment.
- Assist EOC staff in establishing a system for collecting equipment time reports.
- Ensure that all records identify scope of work and site-specific work location. **(See Part Four—Forms.)**
- Maintain records security and data backup.
- Establish and maintain a file of time reports on force account, rented, donated and mutual aid equipment, per CalEMA and FEMA requirements.
- Track the type of equipment used, make/model numbers, horsepower, date and time of usage, operator name/agency affiliation, per CalEMA and FEMA requirements.
- Track city-owned equipment separate from rented, donated or mutual aid equipment, per CalEMA and FEMA requirements.
- Determine Unit logistical needs and forward to the Section Coordinator for approval.
- Request approved resources through the Logistics Section.
- Keep the Section Coordinator advised of your status and activity.

### **Shift Change:**

- Brief incoming personnel and identify in-progress activities which need follow-up.
- Provide incoming personnel the next EOC Action Plan.
- Submit completed logs, time cards, etc. to the Section Coordinator before you leave.
- Determine when you should return for your next work shift.
- Leave contact information where you can be reached.

### **EOC Deactivation:**

- Be sure that all required forms or reports are completed prior to deactivation.
- Prepare a list of outstanding issues that need to be addressed after EOC has been deactivated.
- Provide input to the After-Action Report/Corrective Action Report (AAR/CAR).

## **Finance/Administration Section Compensation/Claims Unit Checklist**

Primary – A Shift: Worker’s Compensation Supervisor

1<sup>st</sup> Alternate – A Shift: Appointed by EOC Director

Primary – B Shift: Appointed by EOC Director

1<sup>st</sup> Alternate – B Shift: Appointed by EOC Director

### ***Primary Responsibilities:***

- Receive disaster related claims against the City.
- Assist with investigation of disaster related claims against the City.
- Maintain files of disaster related injuries and illnesses.
- Supervise the Compensation and Claims Unit.

### **Checklist Actions**

#### **Start Up:**

- Check in upon arrival at the EOC.
- Determine EOC assignment.
- Print your name on the EOC organization chart.
- Obtain a briefing on the situation.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).
- Determine your work location and set up as necessary.
- Put on the vest with your title.
- Review your position responsibilities.
- Begin documenting events and activities.

#### **Assignments/Staffing:**

- Report to the Section Coordinator.
- Clarify issues regarding your authority and assignment.

**Notifications (See Appendix A for restricted phone and fax numbers):**

**Meetings/Briefings:**

- Brief new or relief personnel in the Unit.
- Attend all Section meetings and briefings.

**Action Planning:**

- Assist the Section in developing Section objectives for the EOC Action Plan.

**Documentation:**

Note: Complete and precise information is essential to meet requirements for reimbursement by CalEMA and FEMA.

- Open and maintain an Activity Log (Form #EOC-001). This is a log to record what you do during your shift at the EOC. Document such things as:
  - Messages received.
  - Action taken.
  - Decision and policy justification and documentation.
  - Requests filled.
  - EOC assignments.
- Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.

**Policies: (Personalize)****Ongoing Activities:**

- Coordinate with the Safety Officer, Liaison Officer, Agency Representatives, Logistics Section Personnel Unit and ICS Field Level Compensation/Claims Unit Leader.
- Maintain a file of all injuries occurring during the disaster.
- Develop and maintain a log of existing and pending claims.
- Prepare property damage claims on City property and file with insurers.
- Determine if there is a need for a Risk Management Claims Specialist and request personnel.
- Ensure that all Workers Compensation Claims logs and forms are complete and routed to the appropriate department for post-EOC processing.
- Complete all forms required by worker's compensation program for both employees and the City's registered disaster service workers.
- Provide administrative support to the investigation of all disaster-related activities. Provide report of injuries and coordinate with the Safety Officer for mitigation of hazards.
- Obtain all witness statements pertaining to claims and review for completeness.

- Determine Unit logistical needs and forward to the Section Coordinator for approval.
- Request approved resources through the Logistics Section.
- Keep the Section Coordinator advised of your status and activity.

**Shift Change:**

- Brief incoming personnel and identify in-progress activities which need follow-up.
- Provide incoming personnel the next EOC Action Plan.
- Submit completed logs, time cards, etc. to the Section Coordinator before you leave.
- Determine when you should return for your next work shift.
- Leave contact information where you can be reached.

**EOC Deactivation:**

- Be sure that all required forms or reports are completed prior to deactivation.
- Prepare a list of outstanding issues that need to be addressed after EOC has been deactivated.
- Provide input to the After-Action Report/Corrective Action Report (AAR/CAR).

## **Finance/Administration Section Cost Analysis Unit Checklist**

<u>Primary – A Shift:</u>	<u>Principal Accountant</u>
<u>1<sup>st</sup> Alternate – A Shift:</u>	<u>Appointed by EOC Director</u>
<u>Primary – B Shift:</u>	<u>Appointed by EOC Director</u>
<u>1<sup>st</sup> Alternate – B Shift:</u>	<u>Appointed by EOC Director</u>

### ***Primary Responsibilities:***

- Prepare and analyze cost estimates of EOC and field operations.
- Analyze the impact of-revenue losses caused by the disaster.
- Analyze the extended economic impact of the disaster (i.e., property tax erosion, sales tax loss, etc).
- Evaluate alternative costs of City operations caused by damages to facilities and equipment
- Evaluate the City's uninsured losses resulting from the disaster.
- Supervise the Cost Analysis Unit.

### **Checklist Actions**

#### **Start Up:**

- Check in upon arrival at the EOC.
- Determine EOC assignment.
- Print your name on the EOC organization chart.
- Obtain a briefing on the situation.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).
- Determine your work location and set up as necessary.
- Put on the vest with your title.
- Review your position responsibilities.
- Begin documenting events and activities.

#### **Assignments/Staffing:**

- Report to the Section Coordinator.
- Clarify issues regarding your authority and assignment.

**Notifications (See Appendix A for restricted phone and fax numbers):**

**Meetings/Briefings:**

- Brief new or relief personnel in the Unit.
- Attend all Section meetings and briefings.

**Action Planning:**

- Assist the Section in developing Section objectives for the EOC Action Plan.

**Documentation:**

Note: Complete and precise information is essential to meet requirements for reimbursement by CalEMA and FEMA.
--

- Open and maintain an Activity Log (Form #EOC-001). This is a log to record what you do during your shift at the EOC. Document such things as:
  - Messages received.
  - Action taken.
  - Decision and policy justification and documentation.
  - Requests filled.
  - EOC assignments.
- Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.

**Policies: (Personalize)**

**Ongoing Activities:**

- Collect and record all cost data. (See Finance/Administration Support Documentation for Forms.)
- Maintain a fiscal record of all expenditures related to the emergency/disaster.
- Provide analyses and estimates of disaster losses and costs for the Section Coordinator and EOC Director.
- Maintain accurate information on the estimated and actual cost for the use of all assigned resources.
- Make recommendations for cost savings to the Finance/Administration Section Coordinator.

**Shift Change:**

- Brief incoming personnel and identify in-progress activities which need follow-up.
- Provide incoming personnel the next EOC Action Plan.



- Submit completed logs, time cards, etc. to the Section Coordinator before you leave.
- Determine when you should return for your next work shift.
- Leave contact information where you can be reached.

**EOC Deactivation:**

- Be sure that all required forms or reports are completed prior to deactivation.
- Prepare a list of outstanding issues that need to be addressed after EOC has been deactivated.

Provide input to the After-Action Report/Corrective Action Report Part Two, Appendices and Annexes.

## Finance/Administration Section Purchasing Unit Checklist

Primary – A Shift:	<u>Purchasing Technician</u>
1 <sup>st</sup> Alternate – A Shift:	<u>Appointed by EOC Director</u>
Primary – B Shift:	<u>Appointed by EOC Director</u>
1 <sup>st</sup> Alternate – B Shift:	<u>Appointed by EOC Director</u>

### ***Primary Responsibilities:***

- Coordinate vendor contracts and manage equipment use agreements.
- Confer with the Section Coordinator on disaster spending limits.
- Implement the pre-existing Disaster Purchasing Policy OR use the City's established purchasing policy. (**Personalize—select the correct statement and delete the other.**)
- Supervise the Purchasing Unit.

### ***Checklist Actions***

#### **Start Up:**

- Check in upon arrival at the EOC.
- Determine EOC assignment.
- Print your name on the EOC organization chart.
- Obtain a briefing on the situation.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).
- Determine your work location and set up as necessary.
- Put on the vest with your title.
- Review your position responsibilities.
- Begin documenting events and activities.

#### **Assignments/Staffing:**

- Report to the Section Coordinator.
- Clarify issues regarding your authority and assignment.

## **Notifications (See Appendix A for restricted phone and fax numbers):**

(Personalize)

### **Meetings/Briefings:**

- Brief new or relief personnel in the Unit.
- Attend all Section meetings and briefings.

### **Action Planning:**

- Assist the Section in developing Section objectives for the EOC Action Plan.

### **Documentation:**

Note: Complete and precise information is essential to meet requirements for reimbursement by CalEMA and FEMA.

- Open and maintain an Activity Log (Form #EOC-001). This is a log to record what you do during your shift at the EOC. Document such things as:
  - Messages received.
  - Action taken.
  - Decision and policy justification and documentation.
  - Requests filled.
  - EOC assignments.
- Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.

### **Policies: (Personalize)**

- Implement the pre-existing Disaster Purchasing Policy OR use the City's established purchasing policy. (**Personalize—select the correct statement and delete the other.**)

### **Ongoing Activities:**

- Review and use EOC disaster purchasing procedures.
- Brief EOC personnel on purchasing and procurement policies, procedures and issues.
- Process disaster related contracts and agreements for equipment, supplies, labor, etc.
- Ensure that all disaster records identify scope of work and site-specific locations.
- Implement disaster procedures for acquisition, inventory control and disposal of equipment and supplies.
- Interpret contracts/agreements and resolve claims or disputes.
- Determine Unit logistical needs and forward to the Section Coordinator for approval.

- Request approved resources through the Logistics Section.
- Keep the Section Coordinator advised of your status and activity.

**Shift Change:**

- Brief incoming personnel and identify in-progress activities which need follow-up.
- Provide incoming personnel the next EOC Action Plan.
- Submit completed logs, time cards, etc. to the Section Coordinator before you leave.
- Determine when you should return for your next work shift.
- Leave contact information where you can be reached.

**EOC Deactivation:**

- Be sure that all required forms or reports are completed prior to deactivation.
- Prepare a list of outstanding issues that need to be addressed after the EOC has been deactivated.
- Provide input to the After-Action Report/Corrective Action Report (AAR/CAR).

**City of Pomona  
Emergency Operations Plan  
Logistics Section Annex**

# **Appendices and Annexes**

## **Logistics Section Annex**

### **General**

#### ***Purpose***

To enhance the capability of the City of Pomona to respond to emergencies by establishing logistics protocols in managing personnel and equipment. It is the policy of this section that the priorities of response are to be:

- Protect life and property.
- Provide operational and logistical support for emergency response personnel and optimize the utilization of resources.
- Provide support to other sections of the City's emergency response team.
- Support the restoration of essential services and systems.

#### ***Overview***

The Logistics Section's primary responsibility is to ensure the acquisition, transportation and mobilization of resources to support the response effort at the disaster sites, public shelters, EOCs, etc. This Section functions as the primary support for decision-making to the overall emergency organization. This Section provides all necessary personnel, supplies and equipment procurement support. Methods for obtaining and using facilities, equipment, supplies, services and other resources to support emergency response at all operational sites during emergency/disaster conditions will be the same as that used during normal operations unless authorized by the EOC Director or emergency orders of the City Council.

#### ***Objectives***

The Logistics Section ensures that all other sections are supported for the duration of the incident. Any personnel, equipment, supplies or services required by the other sections will be ordered through the Logistics Section.

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

- Collect information from other sections to determine needs and prepare for expected operations.
- Coordinate provision of logistical support with the EOC Director.
- Prepare required reports identifying the activities performed by the Logistics Section.
- Determine the City's logistical support needs and plan for both immediate and long-term requirements.

- Maintain proper and accurate documentation of all actions taken and all items procured to ensure that all required records are preserved for future use and CalEMA and FEMA filing requirements.

### ***Concept of Operations***

The Logistics Section will operate under the following policies during a disaster/emergency as the situation dictates:

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- Existing City and departmental disaster operating procedures will be adhered to unless modified by the City Council or EOC Director.
- All on-duty personnel are expected to remain at work until released. Off-duty personnel will be expected to return to work in accordance with the City's policies.
- While in a disaster mode, work shifts typically will be 12 hours on and 12 hours off for the duration of the event. The City's work shifts will typically begin at **7:00 a.m. and 7:00 p.m.** The length of the work shifts may be adjusted to meet local conditions.
- Available and accessible resources from neighboring jurisdictions, military installations, the state and federal levels of government, the private sector and volunteer organizations will be accessed through the City's own resources and private sector resources. Non-fire and non-law mutual aid will be accessed through the Los Angeles County Operational Area via the Walnut Sheriff's Station EOC or Watch Commander.

### ***Identification of Risks***

#### ***Section Activation Procedures***

The EOC Director is authorized to activate the Logistics Section.

#### ***When to Activate***

The Logistics Section may be activated when the City's Emergency Operations Center (EOC) is activated or upon the order of the EOC Director.

#### ***Where to Report***

The EOC is located at 590 S. Park Avenue (Basement)

#### ***When to Report***

See: A.R. 412

### ***Action Planning***

Action plans are an essential part of SEMS at all levels. Action planning is an effective management tool involving two essential items:

- A process to identify objectives, priorities and assignments related to emergency response or recovery actions.
- Plans which document the priorities, objectives, tasks and personnel assignments associated with meeting the objectives.

There are two kinds of action plans-Incident Action Plans and EOC Action Plans. EOC action Plans (known as action plans) should focus on jurisdictional related issues. The format and content for action plans at the Incident level and at EOC levels will vary. The process for developing action plans is quite similar for all SEMS levels.

### ***Incident Action Plans (Field Level)***

At the field level, action plans developed for use at incidents are called Incident Action Plans (IAP). Incident Action Plans are required for each operational period. (An operational period is the length of time scheduled for the execution of a given set of operational actions as specified in the IAP.) Incident Action Plans may be either verbal or written.

Written Incident Action Plans are recommended for:

- Any multi-agency and multi-jurisdictional incident.
- Complex incidents.
- Long-term incidents when operational periods would span across shift changes.

Special forms are used within ICS to record information for written Incident Action Plans. These forms should be used whenever possible. The format for an Incident Action Plan will generally include the following elements:

- Incident objectives and priorities (overall, what do we want to achieve?).
- Primary and alternative strategies (as appropriate) to achieve incident objectives. (What are the ways in which we can achieve the objectives? How do the strategies compare in safety, speed, environmental impact, cost, etc.? Is current resource availability a limiting or dictating factor in strategy selection?)
- The kinds and number of resources to be assigned (determined by the tactics to be used).
- The operations organization necessary for the selected strategy and tactics (can include describing the incident geographically or functionally).
- Overall support organization including logistical, planning and finance/administration functions.
- A communications plan.
- Safety messages.
- Other supporting documentation needed, e.g. an incident map showing access, key facilities, etc.; a medical support plan, etc.



## ***Action Planning at SEMS EOC Level***

Action Planning at all EOC levels, like that of the field level, is based around the use of an operational period. The length of the operational period for the EOC is determined by first establishing a set of objectives and priority actions that need to be performed and then establishing a reasonable time frame for accomplishing those actions. Generally, the actions requiring the longest time period will define the length of the operational period.

Typically, operational periods at the beginning of an emergency are short, sometimes only a few hours. As the emergency progresses, operational periods may be longer, but should not exceed twenty-four hours. Operational periods should not be confused with staffing patterns or shift change periods. They may be the same, but need not be.

The initial EOC Action Plan may be a verbal plan put together in the first hour after EOC activations. It is usually done by the EOC Director in concert with the General Staff. Once the EOC is fully activated, EOC Action Plans should be written.

EOC Action Plans should not be complex or create a time-consuming process. The format may vary somewhat within the several EOC SEMS levels, but the EOC Action Plan should generally cover the following elements:

Listing of objectives to be accomplished (should be measurable).

- Statement of current priorities related to objectives.
- Statement of strategy to achieve the objectives. (Identify if there is more than one way to accomplish the objective, and which way is preferred.)
- Assignments and actions necessary to implement the strategy.
- Operational period designation-the time frame necessary to accomplish the actions.
- Organizational elements to be activated to support the assignments. (Also, later EOC Action Plans may list organizational elements that will be activated during or at the end of the period.)
- Logistical or other technical support required.

## ***Focus of the EOC Action Plan***

The primary focus of the EOC Action Plan should be on jurisdictional issues. The plan sets overall objectives for the jurisdiction and may establish the priorities as determined by the jurisdictional authority. It can also include mission assignments to departments, provide policy and cost constraints, inter-agency considerations, etc. Properly prepared, the EOC Action Plan becomes an essential input to developing departmental action plans.

**The Action Planning Process (EOC and Incident) and guidance materials are in Part Three-Planning/Intelligence/Action Planning.)**

## ***After Action Reports***

The completion of After-Action Reports is a part of the required SEMS reporting process. The Emergency Services Act, Section 8607(f) mandates that the State Office of Emergency Services (OES) in cooperation with involved state and local agencies, complete an After-Action Report within 120 days after each declared disaster.

Section 2450(a) of the SEMS Regulations states that... "Any City, City and County, or County declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency shall complete and transmit an After-Action Report to OES within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, section 2900(j)."

## ***Use of After-Action Reports***

After-Action Reports are made available to all interested public safety and emergency management organizations and serve the following important functions:

- A source for documentation of response activities.
- Identification of problems/successes during emergency operations.
- Analysis of the effectiveness of the components of SEMS.
- Describe and define a plan of action for implementation of improvements.

The SEMS approach to the use of After-Action Reports emphasizes the improvement of emergency management at all levels. The After-Action Report provides a vehicle for not only documenting system improvements, but also can, if desired, provide a work plan for how these improvements can be implemented.

It may be useful to coordinate the After-Action Report process when multiple agencies/jurisdictions are involved in the same emergency. Jurisdictions are encouraged to work together in the development of After-Action Reports when appropriate and feasible. For example, an operational area may take the lead in coordinating the development of an After-Action Report which involves several jurisdictions. If appropriate, jurisdictional reports may become part of an overall operational area report.

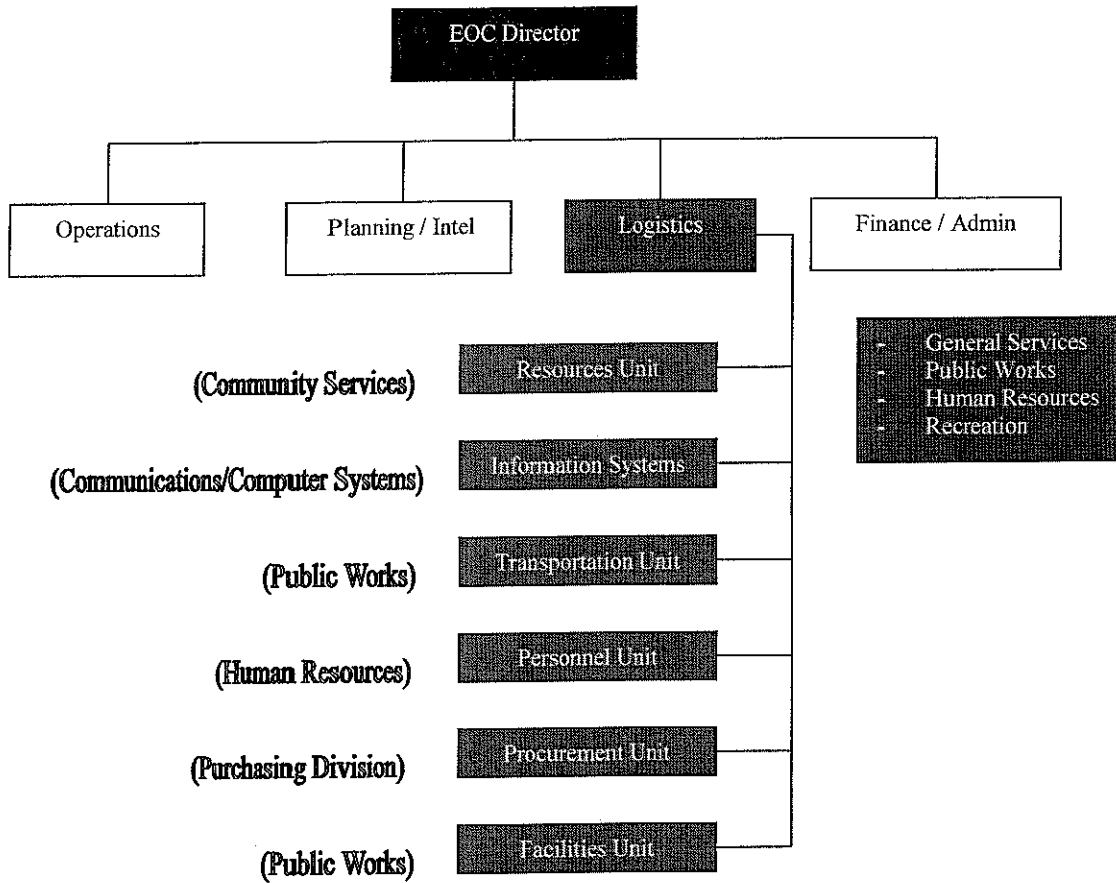
**Process for developing After-Action Reports are contained in Part Three-Planning/Intelligence/After Action Reports.**

## ***Coordination***

Coordination is required in passing on information to and cooperating with other units and elements of the emergency organization. The dissemination of information, establishment of priorities and distribution of resources cannot be done by any one person – and probably not by any one agency or department; a concerted effort on the part of many individuals in many agencies or departments will be required.

# **LOGISTICS SECTION ORGANIZATION CHART**

# Logistics Section Organization Chart

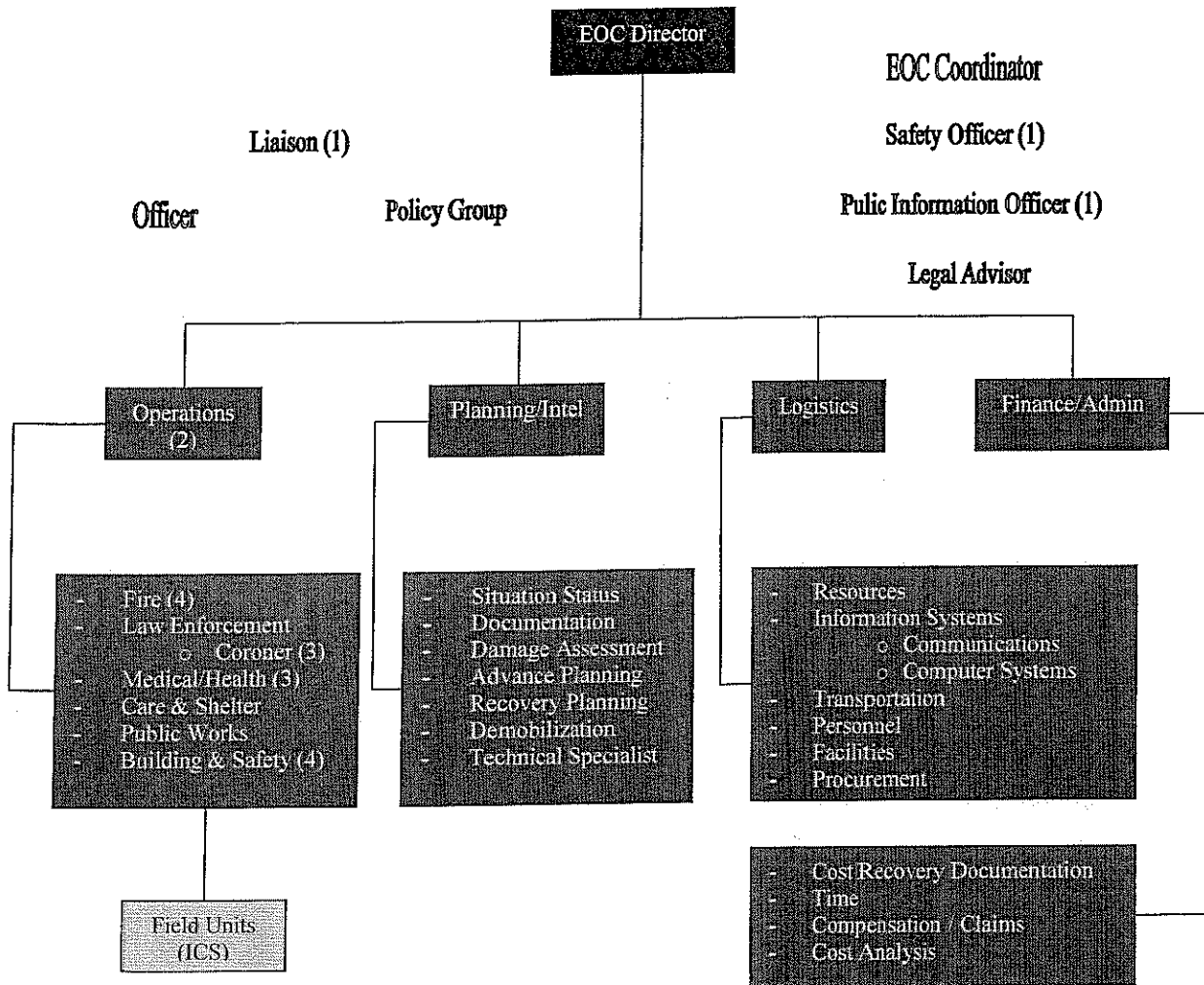


## Responsibilities

- Responsible for providing communications, facilities, services, personnel, equipment, supplies and materials.

# SEMS ORGANIZATION CHART

# SEMS Organization Chart

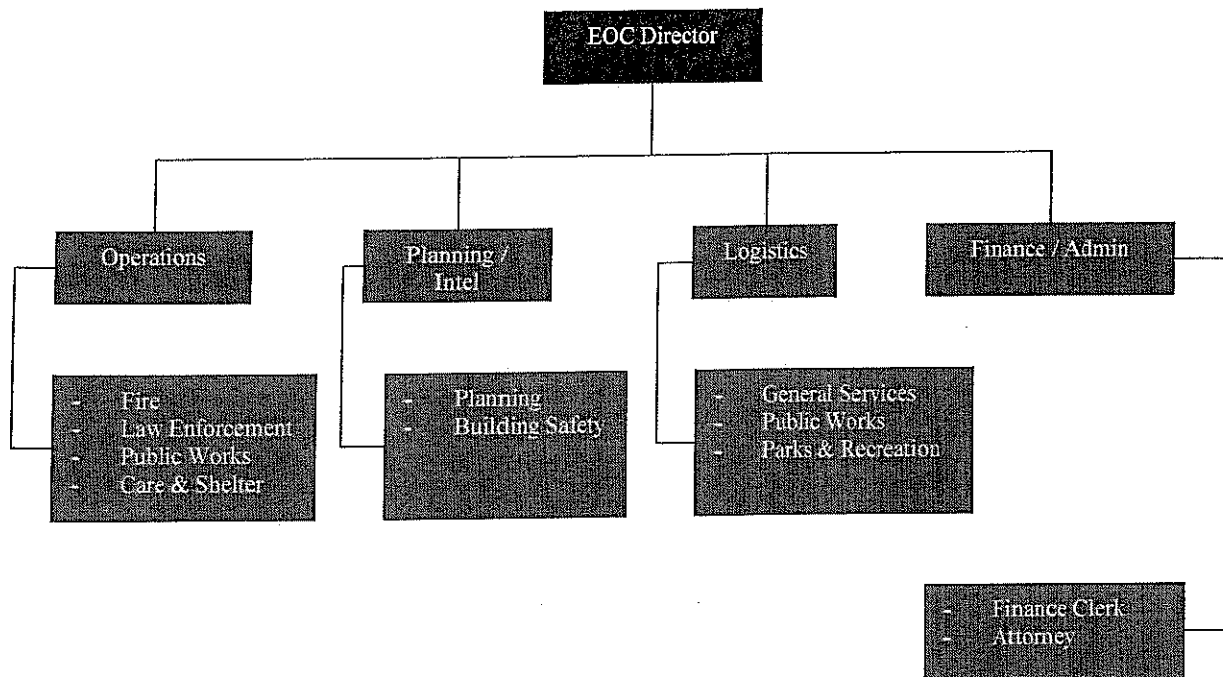


**Note:**

- (1) May be organized as a section or branch.
- (2) If all elements are activated, a deputy will be appointed to provide a manageable span of control.
- (3) Normally coordinated by County, but a local coordinator may be designated if needed.
- (4) Contract service / liaison position.

## **SEMS EOC RESPONSIBILTIES CHART**

# SEMS/EOC Responsibilities Chart



## EOC Director

Responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies and private organizations. The EOC Director will either activate appropriate sections or perform their functions as needed.

## Operations Section

Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the City's EOC Action Plan.

## Planning / Intelligence

Responsible for:

- Collecting, evaluating and disseminating information.
- Developing the City's EOC Action Plan in coordination with other sections.
- Initiating and preparing the City's After-Action Report and maintaining documentation.

## Logistics Section

These support units are responsible for providing communications, facilities, services, personnel equipment, supplies and materials.

## Finance / Administration

Responsible for financial activities and other administrative aspects.



## **Logistic Section Staff**

The assistant to the Human Resources Director will fill the position of Logistics Section Coordinator. The Coordinator also may be designated by the EOC Director.

The Logistics Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches/groups/units. The following may be established as the need rises:

- Resources Unit
- Information Systems Branch
  - Communications Unit
  - Computer Systems Unit
- Transportation Unit
- Personnel Unit
- Procurement Unit
- Facilities Unit

The Logistics Section Coordinator may activate additional branches/groups/units as necessary to fulfill an expanded role.

### ***Logistics Section Coordinator***

The Logistics Section Coordinator, a member of the EOC Director's General Staff, is responsible for supporting the response effort and the acquisition, transportation and mobilization of resources. Information is needed to:

- Understand the current situation
- Predict probable resource needs
- Prepare alternative strategies for procurement and resources management

### ***Resources Unit***

The Resources Unit is responsible for maintaining detailed tracking records of resources allocation and use (resources already in place, resources requested but not yet on scene and estimates of future resource needs); for maintaining logs and invoices to support the documentation process and for resources information displays in the EOC. It cooperates closely with the Operations Section (to determine resources currently in place and resources needed) and with the Planning/Intelligence Section (to provide resources information to the EOC Action Plan).

### ***Information Systems Branch***

The Information Systems Branch is responsible for managing all radio, data, and telephone needs of the EOC staff.

### ***Transportation Unit***

The Transportation Unit is responsible for transportation of emergency personnel, equipment and supplies and for coordinating the Disaster Route Priority Plan.

### ***Personnel Unit***

The Personnel Unit is responsible for obtaining, coordinating and allocating all non-fire and non-law enforcement mutual aid personnel support requests received; for registering volunteers as Disaster Services Workers and for managing EOC personnel issues and requests.

### ***Procurement Unit***

The Procurement Unit is responsible for obtaining all non-fire and non-law enforcement mutual aid materials, equipment and supplies to support emergency operations and arranging for delivery of those resources.

### ***Facilities Unit***

The Facilities Unit is responsible for ensuring that adequate facilities are provided for the response effort, including securing access to the facility and providing staff, furniture, supplies and materials necessary to configure the facility in a manner adequate to accomplish the mission.

## **Logistics**

### **Logistics – Section Coordinator**

Primary – A Shift: HR/Risk Management Director

1<sup>st</sup> Alternate – A Shift: Appointed by the EOC Director

Primary – B Shift: Appointed by the EOC Director

1<sup>st</sup> Alternate – B Shift: Appointed by the EOC Director

#### ***Primary Responsibilities:***

- Ensure that the Logistics function is performed consistent with SEMS Guidelines, including:
  - Resources management and tracking.
  - Managing all radio, data and telephone needs of the EOC.
  - Coordinating transportation needs and issues and the Disaster Route Priority Plan.
  - Managing personnel issues and registering volunteers as Disaster Service Workers.
  - Obtaining all materials, equipment and supplies to support emergency operations.
  - Coordinating management of facilities used during disaster response and recovery.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional branches/groups/units as dictated by the situation.
- Exercise overall responsibility for the coordination of branch/group/unit activities within the Section.
- Coordinate the provision of logistical support for the EOC.
- Report to the EOC Director on all matters pertaining to Section activities.
- Support the response effort and oversee the acquisition, transportation and mobilization of resources.

#### **Checklist Actions**

##### **Start Up:**

- Check in upon arrival at the EOC.
- Report to the EOC Director.
- Print your name on the EOC organization chart.
- Put on the vest with your title.
- Obtain a briefing on the situation.

- Set up your Section work station, including maps and status boards. Use your EOC Section materials and on-site supplies.
- Review your position responsibilities.
- Identify yourself as the Planning/Intelligence Section Coordinator by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Clarify any issues you may have regarding your authority and assignment and what others in the organization do.
- Review organization in place at the EOC. Know where to go for information or support.
- Determine if other Section staffs are at the EOC.
- Confirm that all key Planning/Intelligence Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
- Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements:
  - Resource Tracking Unit
  - Information System Branch
  - Transportation Unit
  - Personnel Unit
  - Procurement Unit
  - Facilities Unit
- Request additional personnel for the Section to maintain a 24-hour operation as required.
- Brief incoming Section personnel prior to their assuming their duties. Briefings should include:
  - Current situation assessment.
  - Identification of specific job responsibilities.
  - Identification of co-workers within the job function and/or geographical assignment.
  - Availability of communications.
  - Location of work area.
  - Identification of eating and sleeping arrangements as appropriate.
  - Procedural instructions for obtaining additional supplies, services and personnel.
  - Identification of operational period work shifts.
- Inform the EOC Director and General Staff when your Section is fully operational.
- Open and maintain Section logs.
- Using activity log (see sample, Part Three-Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled

- EOC personnel, time on duty and assignments

**Precise information is essential to meet requirements for possible reimbursement by CalEMA and FEMA.**

- Review responsibilities of branches/groups/units in your Section. Develop plan for carrying out all responsibilities.
- Prepare work objectives for Section staff and make staff assignments.
- Meet with other activated Section Coordinators.
- From Planning/Intelligence Section Coordinator, obtain and review major incident reports and additional field operational information that may pertain to or affect your Section operations. Provide information to appropriate branches/units.
- Based on the situation as known or forecast, determine likely future Planning/Intelligence Section needs.
- Think ahead and anticipate situations and problems before they occur.
- Request additional resources through the appropriate Logistics Section Unit, as needed.

**General Operational Duties:**

- Carry out responsibilities of the Logistics Section branches/groups/units that are not currently staffed.
- Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and bystanders. Arrange debriefings through the Personnel Unit of the Logistics Section.
- Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.
- Brief the EOC Director on major problem areas that need or will require solutions.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, data and radio systems. Make any priorities or special requests. Determine status of transportation system into and within the affected area in coordination with the Transportation Unit of the Logistics Section. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to appropriate Branches/Units.

- Ensure that your Section logs and files are maintained.
- Monitor your Section activities and adjust Section organization as appropriate.
- Ensure internal coordination between branch/group/unit leaders.
- Update status information with other sections as appropriate.
- Resolve problems that arise in conducting your Section responsibilities.
- Anticipate potential situation changes, such as serve aftershocks, in all Section planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).
- Participate in the EOC Director's action planning meetings.
- Ensure that all your Section personnel and equipment time records and record of expendable materials used are provided to the Time and Cost Analysis Units of the Finance/Administration Section at the end of each operational period. (see Part Three-Forms.)
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

### **Section Operational Duties:**

- Meet with Finance/Administration Section Coordinator and review financial and administration support needs and procedures. Determine level of purchasing authority to be delegated to Logistics Section.
- Following action planning meetings, ensure that orders for additional resources necessary to meet known or expected demands have been placed and are being coordinated within the EOC and field units.
- Keep the Los Angeles County Operational Area Logistics Coordinator apprised of overall situation and status of resource requests via the Walnut Sheriff's Station EOC or Watch Commander.

### **Deactivation:**

- Authorize deactivation of organizational elements within your Section when they are no longer required.
- Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.

- Be prepared to provide input to the After-Action Report.
- Deactivate your Section and close out logs when authorized by the EOC Director.
- Leave a forwarding phone number where you can be reached.

## **Logistics**

### **Logistics – Resources Unit**

<u>Primary–A Shift:</u>	<u>Community Services Director</u>
1 <sup>st</sup> Alternate–A Shift:	<u>Appointed by the EOC Director</u>
Primary–B Shift:	<u>Appointed by the EOC Director</u>
1 <sup>st</sup> Alternate–B Shift:	<u>Appointed by the EOC Director</u>

#### **Primary Responsibilities:**

- Prepare and maintain displays, charts and lists which reflect the current status and location of controlled resources, transportation and support vehicles.
- Establish a resources reporting system for field and EOC units.
- Prepare and process resource status change information.
- Provide information to assist the Situation Status and Documentation Units of the Planning/Intelligence Section in strategy planning and briefing presentations.
- Maintain detailed tracking records of resources allocation and use (resources already in place, resources requested but not yet on scene and estimates of future resource needs); logs and invoices to support the documentation process and resources information displays in the EOC. Cooperate closely with the Operations Section (to determine resources currently in place and resources needed) and with the Planning/Intelligence Section (to provide resources information to the EOC Action Plan).

#### **Checklist Actions**

##### **Start Up:**

- Check in upon arrival at the EOC.
- Report to the Logistics Section Coordinator.
- Determine EOC assignment.
- Obtain a briefing on the situation.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).
- Determine your work location and set up as necessary.
- Review your position responsibilities.



- Begin documenting events and activities.

### **Assignments/Staffing:**

- Identify yourself as the Resources Unit/Branch leader by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Clarify issues regarding your authority and assignment.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Unit, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log (see sample, Part three-Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision and policy justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments

**Precise information is essential to meet requirements for possible reimbursement by State Cal-EMA and FEMA.**

### **General Operational Duties:**

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Keep the Logistics Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation reports to your Section Coordinator.
- Review situation reports as they are received. Verify information where questions exist.

- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and **anticipate** your support needs and forward to your Section Coordinator.
- Conduct periodic briefing for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Coordinator.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period. (see Part Three-Forms).
- Brief your relief at shift-change time. Ensure that in progress activities are identified and follow-up requirements are known.

**Branch/Unit Operational Duties:**

- Develop a system to track resources deployed for disaster response.
- Establish a reporting procedure for resources at specified locations.
- Direct the collection, organization and display status of incident resources to include allocation, deployment and staging areas.
- Maintain a master list of all resources reported.
- Provide for an authentication system in case of conflicting resources status reports.
- Provide a resources overview and summary information to the Situation Status Unit of the Planning/Intelligence Section as requested and written status reports on resources allocations as requested by the Section Coordinators.
- Assist in strategy planning based on the evaluation of the resources allocation, resources en-route and projected resources shortfalls.
- Ensure that available resources are not overlooked by the Operations Section staff.
- Make recommendations to the Logistics Section Coordinator of resources that are not deployed or should be deactivated.

**Deactivation:**

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Resources Unit position and close out logs when authorized by the Planning/Intelligence Section Coordinator or EOC Director.
- Leave a forwarding phone number where you can be reached.

## Logistics

### Information Systems: Communications Branch

Primary-A Shift: IT Director/PD Communications Technician

1<sup>st</sup> Alternate-A Shift: Appointed by the EOC Director

Primary-B Shift: Appointed by the EOC Director

1<sup>st</sup> Alternate-B Shift: Appointed by the EOC Director

#### Primary Responsibilities:

- Notify support agencies and oversee the installation, activation and maintenance of all radio, data and telephone communications services inside of the EOC and between the EOC and outside agencies.
- Determine the appropriate placement of all radio transmitting equipment brought to the EOC to support operations. Approve all radio frequencies to minimize interference conditions.
- Provide necessary communication system operators, and ensure effective continuous 24-hour operation of all communication services.
- Make special assignment of radio, data and telephone services as directed by the EOC Director.
- Manage all data, and telephone needs of the EOC staff.

#### Checklist Actions

##### Start Up:

- Check in upon arrival at the EOC.
- Report to the Logistics Section Coordinator.
- Determine EOC assignment.
- Obtain a briefing on the situation.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).
- Determine your work location and set up as necessary.
- Review your position responsibilities.
- Begin documenting events and activities

## Assignments/Staffing:

- Identify yourself as the Information Systems Unit/Branch leader by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Clarify issues regarding your authority and assignment.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Unit, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Think ahead and **anticipate** situations and problems before they occur.
- Using activity log (see sample, Part three-Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision and policy justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments

**Precise information is essential to meet requirements for possible reimbursement by State Cal-EMA and FEMA.**

## General Operational Duties:

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Keep the Logistics Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation reports to your Section Coordinator.
- Establish operating procedure for use of telephone, radio and data systems and provide to other units.
- Review situation reports as they are received. Verify information where questions exist.

- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and **anticipate** your support needs and forward to your Section Coordinator.
- Conduct periodic briefing for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Coordinator.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period. (see Part Three-Forms).
- Brief your relief at shift-change time. Ensure that in progress activities are identified and follow-up requirements are known.

### **Branch/Unit Operational Duties:**

- Coordinate with all sections and branches/groups/units on operating procedures for use of telephone, data and radio systems. Receive any priorities or special requests.
- Monitor operational effectiveness of EOC communications systems. Obtain additional communications capability as needed.
- Coordinate frequency and network activities with Los Angeles County Operational Area.
- Provide communications briefings as requested at action planning meetings.

### **Deactivation:**

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Information Systems Branch Unit position and close out logs when authorized by the Planning/Intelligence Section Coordinator or EOC Director.
- Leave a forwarding phone number where you can be reached.

## **Logistics Communications Unit**

Primary--A Shift: Appointed by the PD Communications Tech.

1<sup>st</sup> Alternate--A Shift: Appointed by the EOC Director

Primary--B Shift: Appointed by the EOC Director

1<sup>st</sup> Alternate--B Shift: Appointed by the EOC Director

### **Primary Responsibilities:**

- Manage all radio, data and telephone needs of the EOC.

### **Checklist Actions**

#### **Start Up:**

- Check in upon arrival at the EOC.
- Report to the Information Systems Branch Section Coordinator.
- Determine EOC assignment.
- Obtain a briefing on the situation.
- Determine your work location and set up as necessary.
- Review your position responsibilities.

#### **Assignments/Staffing:**

- Identify yourself as the Communications Unit leader by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Clarify issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Unit, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.

- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Think ahead and **anticipate** situations and problems before they occur.
- Using activity log (see sample, Part three-Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision and policy justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments

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### **General Operational Duties:**

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Keep the Logistics Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation reports to your Section Coordinator.
- Establish operating procedure for use of telephone, radio and data systems and provide to the Information Systems Branch Coordinator.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and **anticipate** your support needs and forward to your Section Coordinator.
- Conduct periodic briefing for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Coordinator.



- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period. (see Part Three-Forms).
- Brief your relief at shift-change time. Ensure that in progress activities are identified and follow-up requirements are known.

### **Branch/Unit Operational Duties:**

- Meet with section and branch/group/unit coordinators and provide a briefing on EOC on-site and external communications needs, capabilities and restrictions and operating procedures for the use of telephones and radio systems.
- Coordinate all communications activities.
- Establish a primary and alternate system for communications. Link with utilities and contracting agencies to establish communications as soon as possible.
- Coordinate with all operational units and the EOC to establish a communications plan to minimize communication issues that includes radio, data and telephone needs utilizing established communications, the private sector, amateur radio and volunteers.
- Coordinate with volunteer and private sector organizations to supplement communications needs.
- Establish a plan to ensure staffing and repair of communications equipment.
- Protect equipment from weather, after-shocks, electromagnetic pulse, etc.

### **Deactivation:**

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Resources Unit position and close out logs when authorized by the Planning/Intelligence Section Coordinator or EOC Director.
- Leave a forwarding phone number where you can be reached.

## **Logistics Computer Unit**

<u>Primary–A Shift:</u>	<u>Appointed by the IT Director</u>
1 <sup>st</sup> Alternate–A Shift:	<u>Appointed by the EOC Director</u>
Primary–B Shift:	<u>Appointed by the EOC Director</u>
1 <sup>st</sup> Alternate–B Shift:	<u>Appointed by the EOC Director</u>

### **Primary Responsibilities:**

- Establish and manage all necessary computer support to the EOC staff and field units.

## **Checklist Actions**

### **Start Up:**

- Check in upon arrival at the EOC.
- Report to the Information Systems Section Coordinator.
- Obtain a briefing on the situation.
- Determine your work location and set up as necessary.
- Review your position responsibilities.

### **Assignments/Staffing:**

- Identify yourself as the Resources Unit/Branch leader by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Clarify issues regarding your authority and assignment.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Unit, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Branch/Unit needs.

- Think ahead and **anticipate** situations and problems before they occur.
- Using activity log (see sample, Part three-Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision and policy justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments

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### **General Operational Duties:**

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Keep the Information Systems Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation reports to your Section Coordinator.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and **anticipate** your support needs and forward to your Section Coordinator.
- Conduct periodic briefing for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Coordinator.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period. (see Part Three-Forms).

- Brief your relief at shift-change time. Ensure that in progress activities are identified and follow-up requirements are known.

**Branch/Unit Operational Duties:**

- Coordinate needed telephone data lines with the Communications Unit.
- Support activities for restoration of computer services.

**Deactivation:**

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Resources Unit position and close out logs when authorized by the Planning/Intelligence Section Coordinator or EOC Director.
- Leave a forwarding phone number where you can be reached.

## **Logistics Transportation Unit**

Primary–A Shift: Fleet & Facilities Services Manager

1<sup>st</sup> Alternate–A Shift: Appointed by the EOC Director

Primary–B Shift: Appointed by the EOC Director

1<sup>st</sup> Alternate–B Shift: Appointed by the EOC Director

### **Primary Responsibilities:**

- Coordinate the transportation of emergency personnel and resources within the City by all available means.
- Coordinate all public transportation resources.
- Transportation of emergency personnel, equipment and supplies and coordinate the Disaster Route Priority Plan.

### **Checklist Actions**

#### **Start Up:**

- Check in upon arrival at the EOC.
- Report to the Logistics Section Coordinator.
- Obtain a briefing on the situation.
- Determine your work location and set up as necessary.
- Review your position responsibilities.

#### **Assignments/Staffing:**

- Identify yourself as the Transportation Unit/Branch leader by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Clarify issues regarding your authority and assignment.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Unit, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.

- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Think ahead and **anticipate** situations and problems before they occur.
- Using activity log (see sample, Part three-Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision and policy justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments

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### **General Operational Duties:**

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Keep the Logistics Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation reports to your Section Coordinator.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and **anticipate** your support needs and forward to your Section Coordinator.
- Conduct periodic briefing for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Coordinator.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.

- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period. (see Part Three-Forms).
- Brief your relief at shift-change time. Ensure that in progress activities are identified and follow-up requirements are known.

### **Branch/Unit Operational Duties:**

- Coordinate with the Planning/Intelligence and Operations Sections to determine which disaster routes are available for emergency use. (see Part Three – Operations/Disaster Route Priority Plan).
- Coordinate use of disaster routes with the Operations Section.
- Coordinate with other sections and branches/groups/units to identify transportation priorities.
- Establish a transportation plan for movement of:
  - Personnel, supplies and equipment to the EOC, field units, shelters and Casualty Collection Points (CCPs).
  - Individuals to medical facilities.
  - Emergency workers and volunteers to and from risk area.
- Coordinate with the Operations Section on the movement of disabled and elderly persons.
- Coordinate transportation of animals as required.
- Coordinate with local transportation agencies and schools to establish availability of resources for use in evacuations and other operations as needed.
- As reports are received from field units and EOC sections and as sufficient information develops, analyze the situation and anticipate transportation requirements.

### **Deactivation:**

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Resources Unit position and close out logs when authorized by the Planning/Intelligence Section Coordinator or EOC Director.
- Leave a forwarding phone number where you can be reached.

## **Logistics Personnel Unit**

<u>Primary–A Shift:</u>	<u>Human Resources Manager</u>
1 <sup>st</sup> Alternate–A Shift:	<u>Appointed by the EOC Director</u>
Primary–B Shift:	<u>Appointed by the EOC Director</u>
1 <sup>st</sup> Alternate–B Shift:	<u>Appointed by the EOC Director</u>

### **Primary Responsibilities:**

- Coordinate all personnel support requests received at or within the EOC, including any category of personnel support requested from the EOC functional elements or from City response elements in the field.
- Identify sources and maintain an inventory of personnel support and volunteer resources. Request personnel resources from those agencies as needed.
- Ensure that all Disaster Service Workers and volunteers are registered and integrated into the Emergency response system.
- Assign personnel within the EOC as needs are identified.
- Coordinate emergency management mutual aid (EMMA) as necessary through the Los Angeles County Operational Area via the Walnut Sheriff's Station EOC or Watch Commander.
- Obtain, coordinate and allocate all non-fire and non-law enforcement mutual aid personnel support requests received; register volunteers as Disaster Services Workers and manage EOC personnel issues and requests.

### **Checklist Actions**

#### **Start Up:**

- Check in upon arrival at the EOC.
- Report to the Logistics Section Coordinator.
- Obtain a briefing on the situation.
- Determine your work location and set up as necessary.
- Review your position responsibilities.

#### **Assignments/Staffing:**

- Identify yourself as the Resources Unit/Branch leader by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.



- Clarify issues regarding your authority and assignment.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Unit, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Think ahead and **anticipate** situations and problems before they occur.
- Using activity log (see sample, Part three-Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision and policy justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments

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### **General Operational Duties:**

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Keep the Logistics Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation reports to your Section Coordinator.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and **anticipate** your support needs and forward to your Section Coordinator.
- Conduct periodic briefing for your Branch/Unit. Ensure they are aware of priorities.

- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Coordinator.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period. (see Part Three-Forms).
- Brief your relief at shift-change time. Ensure that in progress activities are identified and follow-up requirements are known.

### **Branch/Unit Operational Duties:**

- Receive and process all incoming requests for personnel support. Identify number of personnel, special qualifications or training, location where needed and person to report to upon arrival. Secure an estimated time of arrival for relay back to the requesting agency.
- Develop a system for tracking personnel/volunteers processed by the Unit. Maintain sign in/out logs. Control must be established for the accountability of personnel used in the response effort. Personnel/volunteers relieved from assignments will be processed through the Demobilization Unit.
- Maintain information regarding:
  - Ensure training of assigned response staff and volunteers to perform emergency functions. Coordinate with Safety Officer to ensure that training for personnel includes safety and hazard awareness and is in compliance with OSHA requirements.
  - Obtain crisis counseling for emergency workers.
  - Coordinate feeding, shelter and care of personnel, employees' families and volunteers with the Procurement and Facilities Unit.
  - Establish a plan for child care for City employees as needed coordinate with Facilities Unit for suitable facilities.
  - Assist and support employees and their families who are disaster victims.
  - Develop a plan for communicating with those agencies having personnel resources capable of meeting special needs.
  - Coordinate with the Los Angeles County Operational Area for additional personnel needs via the Walnut Sheriff's Station EOC or Watch Commander.
  - Ensure the recruitment, registration, mobilization and assignment of volunteers.

- Establish Disaster Service Worker and Volunteer registration and interview locations. Assign staff to accomplish these functions.
- Issue ID cards to Disaster Service Workers.
- Coordinate transportation of personnel and volunteers with the Transportation Unit.
- If the need for a call for volunteers is anticipated, coordinate with the PIO and provide the specific content of any broadcast item desired.
- Keep the PIO advised of the volunteer situation. If the system is saturated with volunteers, advise the PIO of that condition and take steps to reduce or redirect the response.
- Ensure the organization, management, coordination and channeling of the services of individual citizens and volunteer groups during and following the emergency.
- Obtain health/medical personnel, e.g. nurses' aides, paramedics, Red Cross personnel and other trained volunteers to meet health/medical needs.
- Request technical expertise resources not available within the jurisdiction (hazardous materials, environmental impact, structural analysis, geotechnical information, etc.) through established channels, mutual aid channels or the Los Angeles County Operational Area via the Walnut Sheriff's Station EOC or Watch Commander

**Deactivation:**

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Personnel Unit position and close out logs when authorized by the Planning/Intelligence Section Coordinator or EOC Director.
- Leave a forwarding phone number where you can be reached.

## **Logistics**

### **Procurement/Purchasing Unit**

<u>Primary–A Shift:</u>	<u>Purchasing Manager</u>
1 <sup>st</sup> Alternate–A Shift:	<u>Appointed by the EOC Director</u>
Primary–B Shift:	<u>Appointed by the EOC Director</u>
1 <sup>st</sup> Alternate–B Shift:	<u>Appointed by the EOC Director</u>

#### **Primary Responsibilities:**

- Coordinate and oversee the procurement, allocation and distribution of resources not normally obtained through existing mutual aid sources, such as food, potable water, petroleum fuels, heavy and special equipment and other supplies and consumables.
- Provide supplies for the EOC, field operations and other necessary facilities.
- Determine if the required items exist within the City supply system.
- Determine the appropriate supply houses, vendors or contractors who can supply the item, product or commodity if City stocks do not exist.
- Purchase items within limits of delegated authority from Finance/Administration Section. Coordinate with the Finance/Administration Section on actions necessary to purchase or contract for items exceeding delegated authority.
- Arrange for the delivery of the items requisitioned, contracted for or purchased.
- Maintain records to ensure a complete accounting of supplies procured and monies expended.
- Support activities for restoration of disrupted services and utilities.
- Obtain all non-fire and non-law enforcement mutual aid material, equipment and supplies to support emergency operations and arrange for delivery of those resources.

#### **Primary Responsibilities:**

The procurement of resources will follow the priority outlined below:

- Resources within the City inventory (City-owned)
- Other sources that may be obtained without direct cost to the City.
- Resources that may be leased/purchased within spending authorizations.

### **Checklist Actions**

#### **Start Up:**

- Check in upon arrival at the EOC.

- Report to the Logistics Section Coordinator.
- Determine EOC assignment.
- Obtain a briefing on the situation.
- Determine your work location and set up as necessary.
- Review your position responsibilities.

### **Assignments/Staffing:**

- Identify yourself as the Resources Unit/Branch leader by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Clarify issues regarding your authority and assignment.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Unit, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Think ahead and **anticipate** situations and problems before they occur.
- Using activity log (see sample, Part three-Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision and policy justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments

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### **General Operational Duties:**

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Keep the Logistics Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

- Provide periodic situation reports to your Section Coordinator.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and **anticipate** your support needs and forward to your Section Coordinator.
- Conduct periodic briefing for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Coordinator.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period. (see Part Three-Forms).
- Brief your relief at shift-change time. Ensure that in progress activities are identified and follow-up requirements are known.

### **Branch/Unit Operational Duties:**

- Meet and coordinate activities with Finance/Administration Coordinator and determine purchasing authority to be delegated to Procurement Unit. Review emergency purchasing and contracting procedures.
- Review, verify and process requests from other sections for resources.
- Maintain information regarding:
  - Resource readily available.
  - Resources requests.
  - Status of shipments.
  - Priority resource requirements.
  - Shortfalls.
- Coordinate with other branches/groups/units as appropriate on resources requests received from operations forces to ensure there is no duplication of effort or requisition.
- Determine if needed resources are available from City stocks, mutual aid sources or other sources. Arrange for delivery if available.

- Determine availability and cost of resources from private vendors.
- Issue purchase orders for needed items within dollar limits of authority delegated to Unit.
- Notify Finance/Administration Coordinator of procurement needs that exceed delegated authority. Obtain needed authorizations and paperwork.
- If contracts are needed for procuring resources, request that the Purchasing Unit of the Finance/Administration Section develop necessary agreements.
- Arrange for delivery of procured resources. Coordinate with Transportation and Facilities Units.
- Identify to the Logistics Section Coordinator any significant resource request(s) which cannot be met through local action. Suggest alternative methods to solve the problem if possible.
- Establish contact with the appropriate Operations Section Branches and Red Cross representatives(s) and discuss the food and potable water situation with regard to mass care shelters and mass feeding locations. Coordinate actions.
- Establish a plan for field and EOC feeding operations. Coordinate with Operations Section to avoid duplication. (see Part Three – Logistics/Feeding Operations.)
- Be prepared to provide veterinary care and feeding of animals. (see Part Three – Logistics/Animal Care.)
- Assemble resource documents which will allow for agency, vendor and contractor contacts; e.g., telephone listings, procurement catalogs, directories and supply locations.
- Continually update communications availability information with the Information Systems Branch. Revise contact methods with suppliers as improved communications become available.
- Review the situation reports as they are received. Determine/anticipate support requirements. Verify information where questions exist.
- Begin disaster documentation and record tracking of disaster-related requests for expenditures of equipment, supplies, personnel, funds, etc.
- Provide update reports on resource status to Resources Unit.
- Identify and maintain a list of available and accessible equipment and supplies to support response and recovery efforts.
- Arrange for storage, maintenance and replenishment or replacement of equipment and materials.
- Provide and coordinate with Operations Section the allocation and distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities, including mass care shelters.

- Procure and arrange for basic sanitation and health needs at mass care facilities (toilets, showers, etc.) as requested by Operations Section.
- Support activities for restoration of utilities to critical facilities.
- Procure and coordinate water resources for consumption, sanitation and firefighting.
- Coordinate resources with relief agencies (American Red Cross, etc.)
- Obtain and coordinate necessary medical supplies and equipment for special needs persons.
- Obtain necessary protective respiratory devices, clothing, equipment and antidotes for personnel performing assigned tasks in hazardous radiological and/or chemical environments.
- Ensure the organization, management, coordination and channeling of donations of goods from individual citizens and volunteer groups during and following the disaster/emergency.
- Identify supply sources to augment and/or satisfy expanded medical needs during emergency operations.
- In coordination with Operations Section and Los Angeles County Operational Area, maintain essential medical supplies in designated Casualty Collection Points (CCPs).

**Deactivation:**

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Procurement Unit position and close out logs when authorized by the Planning/Intelligence Section Coordinator or EOC Director.
- Leave a forwarding phone number where you can be reached.



## **Logistics Equipment/Facilities Unit**

<u>Primary–A Shift:</u>	<u>Facilities Supervisor</u>
1 <sup>st</sup> Alternate–A Shift:	<u>Appointed by the EOC Director</u>
Primary–B Shift:	<u>Appointed by the EOC Director</u>
1 <sup>st</sup> Alternate–B Shift:	<u>Appointed by the EOC Director</u>

### **Primary Responsibilities:**

- Coordinate and oversee the management of and support to the EOC and other essential facilities and sites used during disaster operations.
- Coordinate with other EOC branches/groups/units for support required for facilities.
- Support activities for restoration of disrupted services and utilities to facilities.
- Coordinate with Finance/Administration Section on any claims or fiscal matters relating to facilities' operations.
- Close out each facility when no longer needed.
- Ensure that adequate facilities are provided for the response effort, including securing access to the facility and providing staff, furniture, supplies and materials necessary to configure the facility in a manner adequate to accomplish the mission.

### **Checklist Actions**

#### **Start Up:**

- Check in upon arrival at the EOC.
- Report to the Logistics Section Coordinator.
- Determine EOC assignment.
- Obtain a briefing on the situation.
- Determine your work location and set up as necessary.
- Review your position responsibilities.

#### **Assignments/Staffing:**

- Identify yourself as the Resources Unit/Branch leader by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Clarify issues regarding your authority and assignment.

- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Unit, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Think ahead and **anticipate** situations and problems before they occur.
- Using activity log (see sample, Part three-Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision and policy justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments

**Precise information is essential to meet requirements for possible reimbursement by State Cal-EMA and FEMA.**

### **General Operational Duties:**

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Keep the Logistics Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation reports to your Section Coordinator.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and **anticipate** your support needs and forward to your Section Coordinator.
- Conduct periodic briefing for your Branch/Unit. Ensure they are aware of priorities.

- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Coordinator.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period. (see Part Three-Forms).
- Brief your relief at shift-change time. Ensure that in progress activities are identified and follow-up requirements are known.

### **Branch/Unit Operational Duties:**

- Maintain information in the Unit regarding.
  - Facilities opened and operating.
  - Facility managers.
  - Supplies and equipment at the various locations.
  - Specific operations and capabilities of each location.
- As the requirement for emergency-use facilities is identified, coordinate the acquisition of required space to include any use permit, agreement or restriction negotiations required.
- In coordination with the Operations Section, provide support to facilities used for disaster response and recovery operations; i.e., staging areas, shelters, disaster application centers (DACs), etc.
- Identify communications requirements to the Information Systems Branch.
- Identify equipment, material and supply needs to the Procurement Unit.
- Identify personnel needs to the Personnel Unit.
- Identify transportation requirements to the Transportation Unit. Coordinate evacuation schedules and identify locations involved.
- Identify security requirements to the Law Branch of the Operations Section.
- Monitor the actions at each facility activated and provide additional support requested in accordance with Unit capabilities and priorities established.
- Account for personnel, equipment, supplies and materials provided to each facility.
- Coordinate the receipt of incoming resources to facilities.
- Ensure that operational capabilities are maintained at facilities.

- Oversee the distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities.
- Ensure that basic sanitation and health needs at mass care facilities (toilets, showers, etc.) are met.
- Ensure that access and other related assistance for residential care and special needs persons are provided in facilities.
- Provide facilities for sheltering essential workers, employees' families and volunteers.
- Be prepared to provide for consumption, sanitation and firefighting at all facilities.

**Deactivation:**

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Facilities Unit position and close out logs when authorized by the Planning/Intelligence Section Coordinator or EOC Director.
- Leave a forwarding phone number where you can be reached.

**City of Pomona  
Emergency Operations Plan  
Operations Section Annex**

# Operations Section Annex

## *General Section*

### **Purpose**

To enhance the capability of the City to respond to emergencies by carrying out coordinated tactical operations based upon the EOC Action Plan. It is the policy of this Section that priorities of responses are to:

- Protect life and property
- Carry out objectives of the EOC Action Plan
- Ensure coordinated incident response
- Cooperate with other sections of the City's emergency response team

### **Overview**

The Operations Section's primary responsibility is to manage the tactical operation of various response elements involved in the disaster / emergency. These elements may include:

- Fire / Rescue / Hazardous Materials
- Law / Coroner
- Medical / Health
- Care & Shelter
- Public Works
- Building & Safety

### **Objectives**

The Operations Section is responsible for coordination of all response elements applied to the disaster / emergency. The Operations Section carries out the objectives of the EOC Action Plan and requests additional resources as needed.

### **Concept of Operations**

The Operations Section will operate under the following policies during a disaster / emergency as the situation dictates:

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- All existing City and departmental operating procedures will be adhered to unless modified by the City Council.
- All on-duty personnel are expected to remain on duty until relieved of duty. Off-duty personnel will be expected to return to work in accordance with the City's policies.
- While in a disaster mode, work shifts typically will be 12 hours on and 12 hours off for the duration of the event. The City's work shifts will typically begin at **7:00** a.m. and **7:00** p.m. The length of the work shifts may be adjusted to meet local condition.

## **Section Activation Procedures**

The EOC Director is authorized to activate the Operations Section.

### **When to Activate**

The Operations Section may be activated when the City's Emergency Operations Center (EOC) is activated or upon the order of the EOC Director.

### **Where to Report**

The EOC is located at Fire Station 181; 590 S. Park Avenue, Pomona, CA.  
The Alternate EOC is located at City Council Conference Room.

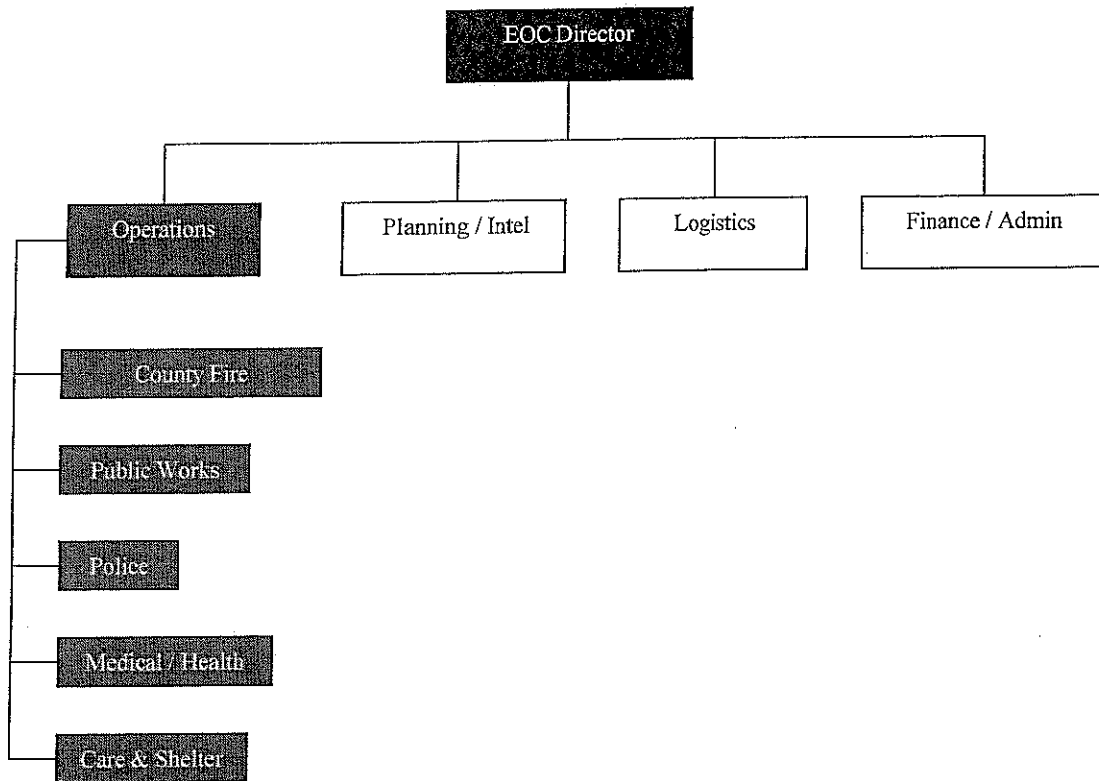
### **When to Report**

Reference: Administration Regulation – 412

# OPERATIONS SECTION ORGANIZATION CHART



# Operations Section Organization Chart

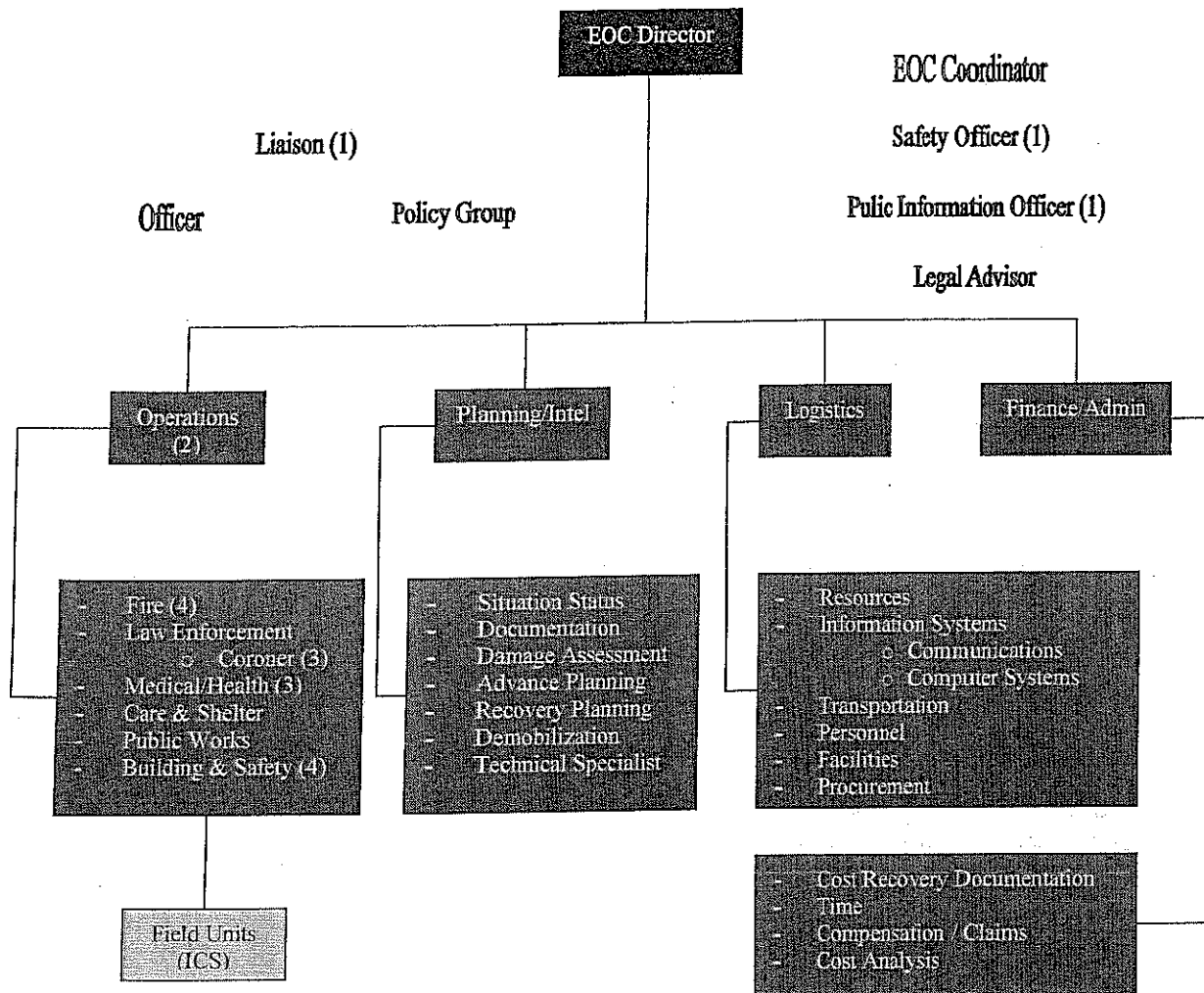


## **Responsibilities**

Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the City's EOC Action Plan.

# SEMS ORGANIZATION CHART

# SEMS Organization Chart

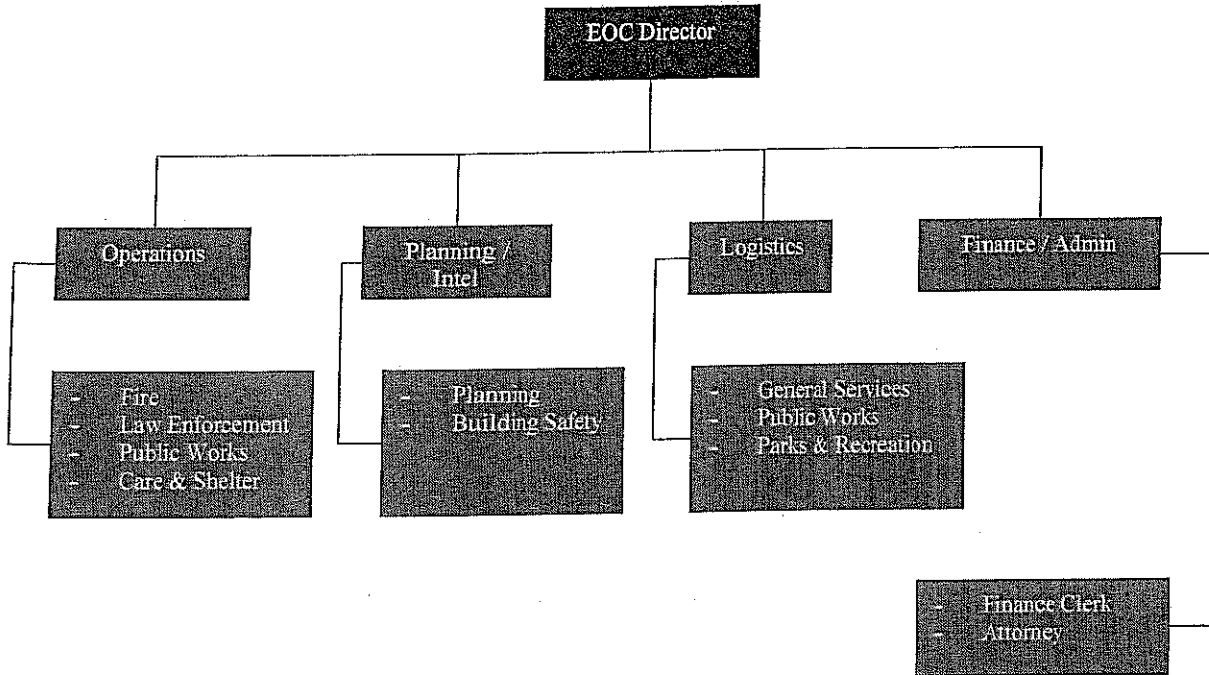


**Note:**

- (1) May be organized as a section or branch.
- (2) If all elements are activated, a deputy will be appointed to provide a manageable span of control.
- (3) Normally coordinated by County, but a local coordinator may be designated if needed.
- (4) Contract service / liaison position.

## **SEMS EOC RESPONSIBILTIES CHART**

# SEMS/EOC Responsibilities Chart



## EOC Director

Responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies and private organizations. The EOC Director will either activate appropriate sections or perform their functions as needed.

## Operations Section

Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the City's EOC Action Plan.

## Planning / Intelligence

Responsible for:

- Collecting, evaluating and disseminating information.
- Developing the City's EOC Action Plan in coordination with other sections.
- Initiating and preparing the City's After-Action Report and maintaining documentation.

## Logistics Section

These support units are responsible for providing communications, facilities, services, personnel equipment, supplies and materials.

## Finance / Administration

Responsible for financial activities and other administrative aspects.

## **Operations Section Staff**

The Operations Section Coordinator position is determined by the type of incident:

- The Public Works Director will fill the position of 'Operations Section Coordinator' in the event of storm/flood debris removal type incident.
- The Fire Liaison / Police Chief will fill the position of 'Operations Section Coordinator' in a public safety/security type incident.

The Operations Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and / or specialized branches / units. The following branches / units may be established as the need arises:

- Fire Branch
- Law Branch
- Medical / Health Branch
- Care & Shelter Branch
- Public Works Branch
- Building and Safety Branch

The Operations Section Coordinator may activate additional units as necessary to fulfill an expanded role.

## **Operations Section Position Checklists**

### **Operations Section Coordinator**

The Operations Section Coordinator, a member of the EOC Director's General Staff, is responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the City's EOC Action Plan and for coordinating all requests for mutual aid and other operational resources. The Coordinator is responsible for:

- Understanding the current situation
- Predicting probable resource needs
- Preparing alternative strategies for procurement and resource management

### **Fire Branch**

The Fire Branch is responsible for coordinating personnel, equipment and resources committed to the fire, field medical, search and rescue and hazardous materials elements of the incident.

### **Law Branch**

The Law Branch is responsible for alerting and warning the public, coordinating evacuations, enforcing laws and emergency orders, establishing safe traffic routes, ensuring that security is provided at incident facilities, ensuring access control to damaged areas, ordering and coordinating appropriate mutual aid resources and assuming responsibility for the Coroner function in the absence of the Los Angeles County Coroner.

## Operations

### Operations Section Coordinator

Primary – A Shift: Incident Driven (PW's Director/Police Chief/Fire B.C.)

1<sup>st</sup> Alternate – A Shift: Appointed by the Ops Branch Director

Primary – B Shift: Appointed by the Ops Branch Director

1<sup>st</sup> Alternate – B Shift: Appointed by the Ops Branch Director

#### ***General Duties:***

- Ensure that Operations Section Function is carried out, including the coordination of response for Fire, Law, Medical & Health, Care & Shelter, Public Works and Building & Safety.
- Establish and maintain staging areas for incoming resources.
- Develop and ensure that the EOC Action Plan's operational objectives are carried out.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Exercise overall responsibility for the coordination of branch / group / unit activities within the Section.
- Report to the EOC Director on all matters pertaining to Section activities.

#### **Your Responsibility:**

Coordinate all jurisdictional operations in support of the emergency response through implementation of the City's EOC Action Plan and coordinate all requests for mutual aid and other operational resources.

#### **Start Up:**

- Check in upon arrival at the EOC.
- Report to the EOC Director.
- Determine EOC assignment.
- Print your name on the EOC organization chart.
- Identify yourself as the Operations Section Coordinator by putting on the vest with your title.
- Obtain a briefing on the situation.
- Set up your Section work station, including maps and status boards. Use your EOC Section materials and on-site supplies.

- Review your position responsibilities
- Clarify any issues you may have regarding your authority and assignment and what others in the organization do.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).
- Determine if other Section staffs are at the EOC.
- Begin documenting events and activities.
- Confirm that all key Operations Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
- Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements.
  - Fire Branch
  - Law Branch
  - Medical / Health Branch
  - Care & Shelter Branch
  - Public Works Branch
  - Building & Safety Branch
- Request additional personnel for the Section to maintain a 24 – hour operation as required.
- Brief incoming Section personnel prior to their assuming their duties. Briefings should include:
  - Current situation assessment
  - Identification of specific job responsibilities
  - Identification of co-workers within the job function and / or geographical assignment
  - Availability of communications
  - Location of work area
  - Identification of eating and sleeping arrangements as appropriate
  - Procedural instructions for obtaining additional supplies, services and personnel
  - Identification of operational period work shifts
- Inform the EOC Director and General Staff when your Section is fully operational.
- Open and maintain logs.
- Using activity log (see sample, Part Three – Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency / disaster. Document:



- Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments
- Review responsibilities of branches / groups / units in your Section. Develop a plan for carrying out all responsibilities.
  - Prepare work objectives for Section staff and make staff assignments.
  - Meet with other activated Section Coordinators.
  - From the Situation Status Unit of the Planning / Intelligence Section, obtain and review major incident reports and additional field operational information that may pertain to or affect your Section operations. Provide information to appropriate branches / units.
  - Based on the situation as known or forecast, determine likely future Operations Section needs.
  - Think ahead and **anticipate** situations and problems before they occur.
  - Request additional resources through the Logistics Section or established ordering procedures, as needed.

### **General Operational Duties**

- Carry out responsibilities of the Operations Section branches / groups / units that are not currently staffed.
- Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and bystanders. Arrange debriefings through the Personnel Unit of the Logistics Section.
- Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- Keep up to date on the situation and resources associated with your Section. Maintain current status and displays at all times.
- Brief the EOC Director on major problem areas that need or will require solutions.
- Provide situation and resources information to the Situation Status Unit of the Planning & Intelligence Section on a periodic basis or as the situation requires.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, data and radio systems. Make any priorities or special requests known.
- Determine status of transportation system into and within the affected area in coordination with the Transportation Unit of the Logistics Section. Find out present

priorities and estimated times for restoration of the disaster route system. Provide information to appropriate Branches / Units.

- Ensure that your Section logs and files are maintained.
- Monitor your Section activities and adjust Section organization as appropriate.
- Ensure internal coordination between branch / group / unit leaders.
- Update status information with other sections as appropriate.
- Resolve problems that arise in conducting your Section responsibilities.
- Anticipated potential situation changes, such as severe aftershocks, in all Section planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).
- Participate in the EOC Director's action planning meetings.
- Ensure that all your Section personnel and equipment time records and records of expandable materials used are provided to the Time and Cost Analysis Units of the Finance / Administration Section at the end of each operational period. (See Part Three – Forms).
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

### **Section Operational Duties**

- Establish field communications with affected areas.
- Evaluate the field conditions associated with the disaster / emergency and coordinate with the Situation Status Unit of the Planning / Intelligence Section.
- Determine the need to evacuate and issue evacuation orders. (CPG-209)
- Determine the need for In-Place Sheltering and issue notification orders. (CPG-236) (See Part Three – Operations / Shelter-In-Place).
- In coordination with the Situation Status Unit of the Planning / Intelligence Section, designate primary and alternate evacuation routes for each incident. (CPG-210)
- Display on maps the primary and alternate evacuation routes which have been determined for the incident (CPG-211)
- Identify, establish and maintain staging areas for Operations-related equipment and personnel.

- Direct Operations Branch / Unit Coordinators to maintain up-to-date Incident Charts, incident Reports and Branch / Unit specific maps. Ensure that only ACTIVE, Essential information is depicted on the charts and maps. All Branch / Unit related items of interest should be recorded on an Incident Report.
- Provide copies of the daily Incident Report to the Documentation Unit of the Planning / Intelligence Section at end of each operational period.
- Coordinate the activities of all departments and agencies involve in the operations.
- Determine resources committed and resource needs.
- Receive, evaluate and disseminate information relative to the Operations of the disaster / emergency.
- Provide all relevant emergency information to the Public Information Officer.
- Conduct periodic Operations Section briefings and work to reach consensus for forthcoming operational periods.
- Work closely with the Planning / Intelligence Section Coordinator in the development of the EOC Action Plan. (**See Part Three – Planning / Intelligence / Action Planning**).
- Work closely with each Branch / Unit leader to ensure Operations Section objectives as defined in the current EOC Action Plan are being addressed.
- Ensure that intelligence information from Branch / Unit leaders is made to the Planning / Intelligence Section.
- Ensure that unusual weather occurrences within the jurisdiction are reported to the National Weather Service (NWS) (**see Part Three – Operations / NWS**).
- Coordinate with the Facilities and Procurement Units of the Logistics Section on animal care issues.
- Ensure that all fiscal administrative requirements are coordinated through the Finance / Administration Section, i.e., notification of any emergency expenditures.
- Review suggested list of resources to be released and initiate recommendations for their release. Notify the Resources Unit of the Logistics Section.

### **Deactivation**

- Authorize deactivation of organizational elements within your Section when they are no longer required.
- Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After – Action Report.
- Deactivate your Section and close out logs when authorized by the EOC Director.

- Leave a forwarding phone number where you can be reached.
- Determine the ongoing need for personnel based on the EOC schedule
- Carry out responsibilities of the Section not currently staffed.

**Notifications (See Appendix A for restricted phone and fax numbers):**

# Operations

## Operations – Fire Branch

Primary – A Shift: LAFD Liaison

1<sup>st</sup> Alternate – A Shift: Appointed by the Operations Branch Director

Primary – B Shift: Appointed by the Operations Branch Director

1<sup>st</sup> Alternate – B Shift: Appointed by the Operations Branch Director

### ***Primary Responsibilities:***

- Coordinate the prevention, control and suppression of fires and hazardous materials incidents.
- Coordinate the provision of emergency medical care.
- Coordinate all search and rescue operations
- Implement that portion of the EOC Action Plan appropriate to the Fire Branch.

### **Checklist Actions**

#### **Start Up:**

- Check in upon arrival at the EOC.
- Report to the Operations Section Coordinator and obtain a briefing.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Obtain a briefing from the field command post(s) or DOC, if activated, prior to assuming EOC assignment and brief the Operations Section Coordinator.
- Identify yourself as the Fire Branch Coordinator by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)
- Ascertain if all key Fire Department personnel are in the EOC or have been notified.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch / Unit, establish work area, assign duties and ensure Branch / Unit journal / log is opened.
- Ensure that all on – duty Fire personnel have been alerted and notified of the current situation.

- Ensure that all off – duty Fire personnel have been notified of call – back status (when they should report), in accordance with current department emergency procedures.
- Ensure that all Fire personnel have completed status check on equipment, facilities and operational capabilities.
- Ensure that field units begin safety / damage assessment survey of critical facilities and report status information to the Planning / Intelligence Section through the Operations Section.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.
- Ensure that all your incoming Branch / Unit personnel are fully briefed.
- Based on the situation as known or forecasted, determine likely future Branch / Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log (see sample, Part Three – Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - o Messages received
  - o Action taken
  - o Decision justification and documentation
  - o Requests filled
  - o EOC personnel, time on duty and assignments

### **General Operational Duties**

- Develop a plan for your Branch / Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch / Unit. Maintain current status reports and displays.
- Ensure that the Safety / Damage Assessment plan is being carried out by field units (see Part Three – Operations / Safety / Damage Assessment).
- Obtain regular briefing from field command post(s) or DOC.
- Maintain contact with established DOCs and work / control / dispatch centers to coordinate resources and response personnel.
- Direct field units to report pertinent information (casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc.) to the appropriate EOC Operations Branch.
- Keep the Operations Section Coordinator advised of your Branch / Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning / Intelligence Section.

- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of the telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch / Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to your Section Coordinator.
- Conduct periodic briefing for your Branch / Unit. Ensure they are aware of priorities.
- Monitor your Branch / Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Coordinator.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Branch / Unit personnel and equipment time records and records of expendable materials used are provided to your Section Coordinator at the end of each operational period. (**see Part Three – Forms**).
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

### **Branch / Unit Operational Duties**

- Assess the impact of the disaster on the Fire Department operational capacity.
- Set Fire Department priorities based on the nature and severity of the disaster.
- Attend planning meetings at the request of the Operations Section Coordinator.
- Assist in the preparation of the EOC Action Plan.
- Estimate need for fire mutual aid.
- Request mutual aid resources through proper channels when approved by the Operations Section Coordinator.
  - o Order all fire resources through the Area D Fire Mutual Aid Coordinator.
  - o Order all other resources through the Logistics Section.
- Report to the Operations Section Coordinator when:
  - o EOC Action Plan needs modification.
  - o Additional resources are needed or surplus resources are available.
  - o Significant events occur.
- Report to the Area D Fire Mutual Aid Coordinator on major problems, actions taken and resources available or needed.
- Alert all emergency responders to the dangers associated with hazardous materials and fire.
- Provide emergency medical care and transportation of injured to appropriate facilities
- Assist in dissemination of warning to the public.
- Provide fire protection and safety assessment of shelters.

- Provide support for radiation monitoring and decontamination operations. (see Part Three – Operations / Radiological Protection Procedures).
- Check with other Operations Section Branches for a briefing on the status of the emergency.
- Coordinate with the Procurement and Facilities Units of the Logistics Section for feeding and shelter of fire personnel.
- Determine if current and forecasted weather conditions will complicate large and intense fires, hazardous material releases, major medical incidents and / or other potential problems.
- Review and approve accident and medical reports originating within the Fire Branch.
- Resolve logistical problems reported by the field units.
- Implement the Radiological Protection Procedures as needed. (see Part Three – Operations / Radiological Protection Procedures).

### **Deactivation**

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After – Action Report.
- Determine what follow – up to your assignment might be required before you leave.
- Deactivate the Fire Branch position and close out logs when authorized by the Operations Section Coordinator or EOC Director.
- Leave a forwarding phone number where you can be reached.



# Operations

## Operations – Law Branch

<u>Primary – A Shift:</u>	<u>Lieutenant Police</u>
<u>1<sup>st</sup> Alternate – A Shift:</u>	<u>Appointed by Police Chief</u>
<u>Primary – B Shift:</u>	<u>Appointed by Police Chief</u>
<u>1<sup>st</sup> Alternate – B Shift:</u>	<u>Appointed by Police Chief</u>

The City of Pomona is linked to the Los Angeles County Operational Area through the local (contact) Sheriff's Stations located: at

**Primary**  
San Dimas Sheriff's Station  
270 S. Walnut Avenue  
San Dimas, CA 91773-2646  
(909) 450-2700

**Alternate**  
City of Industry Sheriff's Station  
150 N. Hudson Avenue  
City of Industry, CA 91744  
(626) 330-3322

### ***Primary Responsibilities:***

- Coordinate movement and evacuation operations during the disaster.
- Alert and notify the public of the pending or existing emergency.
- Activate any public warning systems.
- Coordinate all law enforcement and traffic control operations during the disaster.
- Ensure the provision of security at incident facilities.
- Coordinate incoming law enforcement mutual aid resources during the emergency.
- Coordinate and assume responsibility as necessary for Coroner Operations.
- Alert and warn the public, coordinate evacuations, enforce laws and emergency orders, establish safe traffic routes, ensure that security is provided at incident facilities, ensure access control to damaged areas, order and coordinate appropriate mutual aid resources and assume responsibility for the Coroner function in the absence of the Los Angeles County Coroner. (CPG-94/121/129/130). Necessary units or groups may be activated as needed to carry out these functions.

### **Checklist Actions**

#### **Start Up:**

- Check in upon arrival at the EOC.
- Report to the Operations Section Coordinator and obtain a briefing.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.

- Obtain a briefing from the field command post(s) or DOC prior to assuming EOC assignment and brief the Operations Section Coordinator.
- Identify yourself as the Law Branch by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch / Unit, establish work area, assign duties and ensure Branch / Unit journal / log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.
- Ensure that all your incoming Branch / Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Branch / Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log (see sample, Part Three – Forms), maintain all required records and documentation to support the After – Action Report and the history of the emergency / disaster. Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments

## **General Operational Duties**

- Develop a plan for your Branch / Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch / Unit. Maintain current status reports and displays.
- Obtain regular briefings from field command post(s) or DOC.
- Ensure that the Safety / Damage Assessment plan is being carried out by field units. (see Part Three – Operations / Safety / Damage Assessment).
- Keep the Operations Section Coordinator advised of your Branch / Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning / Intelligence Section.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch / Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to your Section Coordinator.
- Conduct periodic briefings for your Branch / Unit. Ensure they are aware of priorities.
- Monitor your Branch / Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Coordinator.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Branch / Unit personnel and equipment time records and records of expendable materials used are provided to your Section Coordinator at the end of each operational period.

## **Branch / Unit Operational Duties:**

**Branch / Unit Operational Duties are organized into categories: Mobilization, Initial Response, Alerting / Warning, Evacuation, Security, Other, and Additional Actions in Response to Hazardous Materials, Air Crash, or Flooding / Dam Failure.**

### **Mobilization:**

- Ensure that all on-duty Law Enforcement and Public Safety personnel have been alerted and notified of the current situation.
- Ensure that all off-duty Law Enforcement and Public Safety personnel have been notified of call-back status, (when they should report) in accordance with current department emergency procedures.
- Ensure that Law Enforcement and Public Safety personnel have completed status checks on equipment, facilities, and operational capabilities.
- Alter normal patrol procedures to accommodate the emergency situation.

### **Initial Response:**

- Ensure that field units begin safety / damage assessment survey of critical facilities and report status information to the Planning / Intelligence Section through the Operations Section.
- Notify San Dimas Sheriff's Station EOC or Watch Commander of status.
- Coordinate with the appropriate units of the Logistics Section for supplies, equipment, personnel, and transportation for field operations.
- Establish a multi-purpose staging area as required.
- Maintain contact with established DOCS and work / control / dispatch centers to coordinate resources and response personnel.
- Direct field units to report pertinent information (casualties, damage observations, evacuating status, radiation levels, chemical exposure, etc.) to the appropriate EOC Operations Branch.

### **Alerting/Warning of Public (see Part Three-Operations/Alerting and Warning)**

- Designate an area to be alerted and/or evacuated.
- Develop the warning/evacuation message to be delivered. At a minimum the message should include:
  - Nature of the emergency and exact threat to public
  - Threat areas
  - Time available for evacuation
  - Evacuation routes
  - Location of evacuee assistance center
  - Radio stations carrying instructions and details
- Coordinate all emergency warning and messages with the EOC Director and the PIO. Consider following dissemination methods:
  - Notifying police units to use loudspeakers and sirens to announce warning messages.
  - Determining if helicopters are available and / or appropriate for announcing warnings.
  - Using cable TV, local radio stations or local low-power radio stations to deliver warning or emergency messages upon approval of the EOC Director.

- Using the Emergency Broadcast System (EBS) for local radio and television delivery of warnings. (see Part Three – Operations/EBS Plan)
- Using explorers, volunteers, reserves and other city personnel as necessary to help with warnings. Request through the Logistics Section.
- Ensure that dispatch notifies special facilities requiring warning and / or notification (i.e. hospitals, schools, government facilities, special industries, etc.) (CPG-100)
- Warn all non-English speaking and hearing impaired persons of the emergency situation/hazard by:
  - Using bilingual employees whenever possible
  - Translating all warnings, written and spoken, into appropriate languages
  - Contacting media outlets (radio/television) that serve the languages you need
  - Utilizing TDD machines and 9-1-1 translation services to contact the deaf.
  - Using pre-identified lists of disabled and hearing impaired persons for individual contact
- Check vacated areas to ensure that all people have received warnings.

### **Evacuation:**

- Implement the evacuation portion of the EOC Action Plan.
- Establish emergency traffic routes in coordination with the Public Works, Branch, utilizing the County Operational Area Disaster Priority Plan. (**see Part Three – Operations/Disaster Route Priority Plan**)
- Coordinate with the Public Works Branch traffic engineering to determine capacity and safety of evacuation routes and time to complete evacuation.
- Ensure that evacuation routes do not pass through hazard zones.
- Identify alternate evacuation routes where necessary.
- Through field unit requests, identify persons/facilities that have special evacuation requirements; i.e. disabled, hospitalized, elderly, institutionalized, incarcerated etc. Check status. Evacuate if necessary. Coordinate with the Transportation Unit of the Logistics Section for transportation.
- Consider use of city vehicles if threat is imminent. Coordinate use of city vehicles (trucks, vans, etc.) with the Transportation Unit of the Logistics Section. Encourage the use of private vehicles if possible.
- Establish evacuation assembly points.
- Coordinate the evacuation of hazardous areas with neighboring jurisdictions and other affected agencies.
- Coordinate with Care and Shelter Branch to open evacuation centers.
- Establish traffic control points and provide traffic control for evacuation and perimeter control for affected areas.
- Place towing services on stand-by to assist disabled vehicles on evacuation routes.
- Monitor status of warning and evacuation processes.
- Coordinate with the Public Works Branch to obtain necessary barricades and signs.

### **Security:**

- Enforce curfew and other emergency orders, as identified in the EOC Action Plan.
- Request mutual aid assistance through the San Dimas Sheriff's Station EOC or Watch Commander.
- Coordinate security in the affected areas to protect public and private property.
- Coordinate security for critical facilities and resources.
- Coordinate with the Public Works Branch for street closures and board up of buildings.
- Coordinate law enforcement and crowd control services at mass care and evacuation centers.
- Provide information to the PIO on matters relative to public safety.
- Ensure that detained inmates are protected from potential hazards. Ensure adequate security, and relocate if necessary.
- Consider vehicle security and parking issues at incident facilities and coordinate security if necessary
- Develop procedures for safe re-entry into evacuated areas.
- Coordinate with appropriate animal care agencies and the Facilities and Procurement Units of the Logistic Section. Take required animal control measures as necessary.
- If requested, assist the County Coroner with removal and disposition of the deceased.
- Activate the EOC Coroner Unit if the Coroner is needed and the County cannot provide service.

### **Additional Actions in Response to Hazardous Materials Incidents**

- Ensure that all personnel remain upwind or upstream of the incident site. This may require repositioning of personnel and equipment as conditions change.
- Notify appropriate local, state, and federal hazard response agencies.
- Consider wind direction and other weather conditions. Contact the Situation Status Unit of the Planning/Intelligence Section for updates.
- Assist with the needs at the Unified Command Post as requested.
- Assist in efforts to identify spilled substances, including locating shipping papers and placards, and contacting as required: County Health, State OES, shipper, manufacturer, CHEMTREC, etc.

### **Additional Actions in Response to a Major Air Crash**

- Notify the Federal Aviation Agency or appropriate military command.
- Request temporary flight restrictions.

### **Additional Actions in Response to Flooding and/or Dam Failure**

- Notify all units in and near inundation areas of flood arrival time.
- Direct mobile units to warn public to move to higher ground immediately. Continue warning as long as needed.
- Coordinate with PIO to notify radio stations to broadcast warnings.

### **Deactivation:**

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Law Branch position and close out logs when authorized by the Operations Section Coordinator or EOC Director.
- Leave a forwarding phone number where you can be reached.

## Operations Operations – Coroner Unit

Primary – A Shift: Chief Medical Examiner-Coroner (LA County)

1<sup>st</sup> Alternate – A Shift: Appointed by County Coroner Representative

Primary – B Shift: Appointed by County Coroner Representative

1<sup>st</sup> Alternate – B Shift: Appointed by County Coroner Representative

The County of Los Angeles Chief Medical Examiner-Coroner has Coroner responsibilities in the City of La Verne. In a wide-scale disaster within Los Angeles County, it may be several hours or days before the dead can be collected and processed by the Department of the Chief Medical Examiner-Coroner. Law Enforcement has the ultimate responsibility for carrying out this function if the County Coroner cannot respond. Additional material regarding coroner operations is included in **Part Three-Operations/Coroner**. You may also be called upon to assist the County Coroner in coordinating the Emergency Mortuary Response Plan if the County Coroner is not available.

### ***Primary Responsibilities:***

- Assume responsibility in the event the County Coroner cannot meet the needs of the City in a disaster.
- Coordinate resources for collection, identification and disposition of deceased persons and human tissue. Select qualified personnel to staff temporary morgue sites. Identify mass burial sites. Establish and maintain records of fatalities.
- Request the County Operational Area to activate the Emergency Mortuary Response Plan as necessary to supplement Coroner Operations. Assist as needed.

### **Checklist Actions**

#### **Start Up:**

- Check in upon arrival at the EOC.
- Report to the Law Branch Coordinator and obtain a briefing.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Obtain a briefing from the field command post(s) or DOC prior to assuming EOC assignment and brief the Law Branch Coordinator.
- Identify yourself as the Coroner Unit Coordinator by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.



- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log (see sample, Part Three-Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - o Messages received
  - o Action taken
  - o Decision justification and documentation
  - o Requests filled
  - o EOC personnel, time on duty and assignments

**General Operational Duties:**

- Develop a plan for your Branch / Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Obtain regular briefings from field command post(s) or DOC.
- Keep the Law Branch Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.
- Establish operating procedure with the Information Systems of Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

- Determine and anticipate your support needs and forward to your Section Coordinator.
- Conduct periodic briefing for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Coordinator.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

### **Branch/Unit Operational Duties**

- Ensure that Coroner notification has been made to the Los Angeles County Operational Area, via the San Dimas Sheriff's Station EOC or Watch Commander. Determine the expected time of arrival.
- Coordinate the removal and disposition of the dead if requested by the County Coroner.
- Continually attempt to contact the County Coroner to inform of condition and needs. Return control of function as soon as possible to that office.
- Establish temporary morgue facilities.
- Coordinate with local morticians for assistance.
- Coordinate with the Procurement and Transportation Units of the Logistics Section to arrange for cold storage locations and transportation for temporary body storage.
- Coordinate with the Procurement Unit of the Logistics Section for procurement of body bags, tags, gloves, masks, stretchers and other support items.
- Coordinate with Public Works and Fire Branches on removal procedures for bodies within unstable or hazardous structures.
- Advise all personnel involved in body recovery operations of the specific documentation requirements. Refer to supplemental documents in Part Three-Operations/Coroner.
- Ensure that assigned personnel and volunteers are monitored for stress, morale or psychological problems related to body recovery operations.
- Consider changing shifts at 6 hours if involved in body recovery.

- Arrange for Critical Incident Stress Debriefing for all personnel involved in coroner operations through the Personnel Unit of the Logistics Section.
- Maintain a list of the known dead. Maintain a log of body recovery operations to be provided to the County Coroner as requested or upon conclusion of the emergency.
- Provide assistance to the County Coroner in the identification of remains if requested.
- Notify next of kin as advised by the Coroner.
- Provide data on casualty counts to the Los Angeles County Operational Area via the San Dimas Sheriff's Station EOC or Watch Commander.
- In a hazardous materials incident, determine if special body handling procedures will be required to avoid contamination.
- Be prepared to relocate morgue facilities if they are located in flood-prone or dam inundation areas.
- Assist and coordinate the re-burial of any coffins that may be washed to the surface of inundated cemeteries.
- Maintain contact with established DOCs and work/control/dispatch centers to coordinate resources and response personnel
- Direct field units to report pertinent information (casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc.) to the appropriate EOC Operations Branch.

**Deactivation:**

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Coroner Unit position and close out logs when authorized by the Operations Section Coordinator or EOC Director.
- Leave a forwarding phone number where you can be reached

## Operations

### Operations – Medical/Health Branch

Primary – A Shift: LAFD/PVHMC Liaison

1<sup>st</sup> Alternate – A Shift: Appointed by Operations Section Coordinator

Primary – B Shift: Appointed by Operations Section Coordinator

1<sup>st</sup> Alternate – B Shift: Appointed by Operations Section Coordinator

Due to the lack of resources of the City of Pomona in this function, the City must rely on Los Angeles County. In the event of a major disaster, there may be an extended period of time before the County service can be provided. As resources allow, the Medical/Health Branch will coordinate the appropriate actions until the County responds.

The Los Angeles County Department of Health Services in coordination with the private hospitals designated as Casualty Collection Points (CCP) sites is responsible for assigning medical staff to CCPs. (see **Part Three-Operations for CCP information**)

#### ***Primary Responsibilities:***

- Monitor and coordinate all tactical operations of triage, emergency medical care and treatment of the sick and injured resulting from the incident.
- Assess medical casualties and needs.
- Coordinate resources and communication with medical/health care facilities and transportation companies for the evacuation and continual patient care consistent with the EOC Action Plan.
- Coordinate preventive health services and other health-related activities and advise on general sanitation matters.
- Manage personnel, equipment and resources to provide the best patient care possible consistent with the EOC Action Plan. Coordinate the provision of public health and sanitation consistent with the EOC Action Plan.

**In this jurisdiction, this checklist may pose potential issues as opposed to serving as a functional checklist.**

#### **Checklist Actions**

##### **Start Up:**

- Check in upon arrival at the EOC.
- Report to the Operations Section Coordinator and obtain a briefing.
- Determine your personal operating location and set up as necessary.

- Review your position responsibilities.
- Obtain a briefing from the field command post(s) or DOC, if activated, prior to assuming EOC assignment and brief the Operations Section Coordinator.
- Identify yourself as the Medical/Health Branch Coordinator by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, list, maps, etc.)
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Ensure that a status check on equipment, facilities and operational capabilities has been completed.
- Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning/Intelligence Section through the Operations Section.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the Logistics Sections or established ordering procedures, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log (**see sample, Part Three-Forms**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - o Messages received
  - o Action taken
  - o Decision justification and documentation
  - o Requests filled
  - o EOC personnel, time on duty and assignments

**General Operational Duties:**

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.

- Keep the Public Works Branch Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to your Section Coordinator.
- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Coordinator.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**Branch/Unit Operational Duties:**

- Determine the need to staff a water task group and secure resources through the Logistics Section. (see Part Three-Operations/Water Distribution for information on Water Task Group staff positions)
- Contact LADHS District Office of Drinking Water, local health department, local water utilities, Public Works, Fire Department, Police Department and other sources to compile situation information including
  - o Cause and extent of water system damage
  - o Estimated duration of system outage
  - o Geographical area affected
  - o Population affected
  - o Actions taken to restore system

- Resources needed to reactivate system
- Emergency potable water needs (quantity and prioritized areas)
- Notify the Los Angeles County Operational Area EOC (OAEOC) of the situation and need for mutual aid and participate in OAEOC Water Coordinator conference calls as requested. (see Part Three-Forms for standardized transmittal of situation report and resource request information forms)
- Contact LADHS District Office of Drinking Water and request situation report for affected areas (including information on boil water order areas).
- Evaluate and prioritize potable water needs (quantity/location/duration-minimum 2 gallons per person per day).
- In coordination with the Logistics Section, identify and obtain potable water resources. (If necessary, recommend EOC Director request mutual aid to identify and/or obtain water resources. (A list of approved commercial vendors is maintained by the Food and Drug Branch of LADHS and is available through the Regional EOC [REOC] Water Coordinator).
- Identify and secure locations for water distribution points (e.g., parks, city halls, shelters, etc.).
- In coordination with the Logistics Section, identify and secure staff resources needed to operate water distribution points. (If necessary recommend that the EOC Director request mutual aid to obtain required staff resources.)
- Consult with LADHS District Office, water utilities and PIO for appropriate public information announcements and media interface.
- Transmit to Finance/Administration Section data on costs incurred in EOC effort to purchase and distribute potable water.

**Note: Going directly to the State agency (LADHS District Office of Drinking Water) is not the normal channel of coordination. However, the local level must coordinate directly with and obtain approval of State water quality agency for water system restoration.**

### **Deactivation**

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Water Unit position and close out logs when authorized by the Operations Section Coordinator or EOC Director.
- Leave a forwarding phone where you can be reached.

### **Additional Actions in Response to Hazardous Materials Incidents**

- Identify patients and notify hospitals if contaminated or exposed patients are involved.

- Implement the Radiological Protection Procedures as needed. (see Part Three-Operations/Radiological Protection Procedures).
- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Medical Branch position and close out logs when authorized by the Operations Section Coordinator or EOC Director.
- Leave a forwarding phone number where you can be reached.



## Operations

### Operations – Care and Shelter Branch

Primary – A Shift: Community Services Manager

1<sup>st</sup> Alternate – A Shift: Appointed by Operations Section Coordinator

Primary – B Shift: Appointed by Operations Section Coordinator

1<sup>st</sup> Alternate – B Shift: Appointed by Operations Section Coordinator

The City of Pomona is within the jurisdiction of the Pasadena Chapter of the American Red Cross. , 430 Madeline Dr. Pasadena, CA. 911105 (626) 799-0841

The Care and Shelter Branch shall ensure that plans are in place to open and operate evacuation centers and mass care facilities unit, and if, the American Red Cross assumes responsibility. Thereafter, the Care and Shelter Branch will work closely with and support the American Red Cross and any other volunteer services agencies providing assistance to disaster victims.

The Los Angeles County Department of Public Social Services has the Operational Area responsibility for Care and Shelter.

#### ***Potential Shelter Sites***

- Be pre-identified as potential sites with Site Surveys completed (see Part Three-Operations/Care & Shelter)
- In conjunction with the Pasadena Chapter, American Red Cross, have permission and Memos of Understanding secured for shelter usage.
- In conjunction with the American Red Cross, have procedures for the following inspections and access, both during regular and after hour sue, before a shelter is established.
  - Structural safety inspection arranged with local Building Department
  - OSHA safety inspection for safety of shelterees and workers
  - Facility Walk-Through Survey prior to use (to protect owner and user against damage claims)
- Examples of suitable potential shelter sites:
  - City-owned facilities such as community centers, recreational facilities or auditoriums.
  - Churches and other privately owned faicilities.
  - School multi-purpose buildings and gymnasiums.
  - Convention Centers.

Care and Shelter Branch should coordinate with the American Red Cross in identifying potential sites. Potential shelters should have the following and meet all Americans with Disabilities Act (ADA) requirements:

- An open space suitable for cots, tables, etc.
- Sanitation and hygiene facilities, as available.

See Part Three-Operations/Care & Shelter for City of Pomona pre-identified shelter sites.

Depending upon the scope of the emergency, additional shelter sites may need to be obtained and/or existing shelters upgraded. All suitable buildings, other than those used for other emergency functions, may be used for sheltering.

Community centers and other city-owned facilities have become the most preferred facilities for shelter operations as they are public facilities and can usually accommodate large numbers of people. Churches are also appropriate as they are often large and have kitchen facilities on the premises. Because it is important that a community return to normal activities as soon after a disaster as possible, schools should be used in shelter operations only when other resources are unavailable.

**See Part Three-Operations/Care & Shelter for legislation regarding use of buildings as shelters.**

**See Part Three-Operations/Care & Shelter for Mass Care Activation Procedures (being developed).**

### ***General Duties:***

- Identify the care and shelter needs of the community.
- Coordinate with the American Red Cross and other emergency welfare agencies to identify, set up, staff and maintain evacuation centers and mass care facilities for disaster victims.
- Via the media, encourage residents to go to the shelter nearest their residence.
- Provide care and shelter for disaster victims and coordinate efforts with American Red Cross and other volunteer agencies.

### **Checklist Actions**

#### **Start Up:**

- Check in upon arrival at the EOC.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Obtain a briefing from the field command post(s) or DOC, if activated, prior to assuming EOC assignment and brief the Operations Section Coordinator.

- Identify yourself as the Care and Shelter Branch Coordinator by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)
- Ascertain if all key and shelter personnel are in the EOC or have been notified.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Ensure that all Care and Shelter personnel have completed status check on equipment, facilities and operational capabilities.
- Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning/Intelligence Section through the Operations Section.
- Determine 24-hour staffing requirement and request additional support as required.
- Request that all your incoming Branch/Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log (see sample, Part Three-Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - o Messages received
  - o Action taken
  - o Decision justification and documentation
  - o Requests filled
  - o EOC personnel, time on duty and assignments

### **General Operational Duties:**

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resource associated with your Branch/Unit. Maintain current status reports and displays.
- Ensure that the Safety/Damage Assessment plan is being carried out by field units. (see Part Three-Operations/Safety/Damage Assessment).
- Obtain regular briefings from field command post(s) or DOC.
- Maintain contact with established DOCs and work/control/dispatch centers to coordinate resources and response personnel.

- Direct field units to report pertinent information (casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc.) to the appropriate EOC Operations Branch.
- Keep the Operations Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to your Section Coordinator.
- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Coordinator.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**Branch/Unit Operational Duties:**

- If need is established, contact Pasadena Chapter of the American red Cross and request an ARC liaison for the City of Pomona's EOC. (The Los Angeles Chapter of the American Red Cross will arrange for a liaison at the Operational Area EOC which may satisfy local government needs.)
- Identify the care and shelter needs of the community, in coordination with the other Operations Branches.
- Determine the need for an evacuation center or mass care shelter.

- The Pasadena Chapter of the American Red Cross should be contacted when considering opening a mass care facility.
- Identify and prioritize which designated mass care facilities will be need and if they are functional.
- Ensure that Building & Safety has inspected each shelter site prior to occupancy following an earthquake and after each significant aftershock.
- If an evacuation is ordered, in conjunction with the American Red Cross if available, open evacuation centers in low risk areas and inform public of locations.
- In conjunction with the American Red Cross, manage care and shelter activities (staffing, registration, shelter, feeding, pertinent evacuee information, etc.) (see Part Three-Operations/Care & Shelter for documents.)
- Ensure shelter management teams are organized and facilities are ready for occupancy, meeting all health, safety and ADA standards, in conjunction with the American Red Cross.
- Coordinate with the Personnel Unit of the Logistics Section to contact volunteer agencies and recall city staff to assist with mass care functions including basic first aid, shelter and feeding of evacuees and sanitation needs.
- Coordinate with the Los Angeles County Operational Area Care & Shelter Unit for sheltering of residential care and special needs populations.
- Provide and maintain shelter and feeding areas that are free from contamination and meet all health, safety and ADA standards.
- Coordinate with the Pasadena Chapter of the American Red Cross and other volunteer agencies for emergency mass feeding operations.
- Coordinate with the Los Angeles County Operational Area Care & Shelter Unit, the American Red Cross, other volunteer organizations and private sector if mass feeding or other support is required at spontaneous shelter sites, e.g. in parks, schools, etc.
- Coordinate with the Information Systems Branch of the Logistic Sections to provide communications where needed to link mass care facilities, the EOC and other key facilities.
- Coordinate with the Procurement and Facilities Units of the Logistics Section the care of shelterees.
- Ensure shelter managers make periodic activity reports to the EOC including requests for delivery of equipment and supplies, any city expenditures, damages, casualties and numbers and types of persons sheltered. The reporting period will be determined by the Operations Section. (see Part Three-Operations/Care & Shelter)
- Assist the American Red Cross to ensure adequate food supplies, equipment and other supplies to operate mass care facilities. Coordinate procurement and distribution through the Red Cross or the Procurement Unit of the Logistics Section if requested by Red Cross.

- Coordinate with the Facilities Unit of the Logistics Section in the evacuation and relocation or shelter-in-place of any mass care facilities which may be threatened by any hazardous condition.
- Coordinate with the American Red Cross in the opening, relocating and closing of shelter operations. Also coordinate the above with adjacent communities if needed.

**Deactivation:**

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Care & Shelter Branch position and close out logs authorized by the Operations Section Coordinator or EOC Director.
- Leave a forwarding phone number where you can be reached.

**Shift Change:**

- Brief incoming personnel and identify in-progress activities which need follow-up.
- Provide incoming personnel the next EOC Action Plan.
- Submit completed logs, time cards, etc. to the Section Coordinator before you leave.
- Determine when you should return for your next work shift.
- Leave contact information where you can be reached.

## Operations

### Operations – Public Works

Primary – A Shift:

City Engineer

1<sup>st</sup> Alternate – A Shift:

Appointed by Operations Section Coordinator

Primary – B Shift:

Appointed by Operations Section Coordinator

#### **General Duties:**

- Receive and process all field resource requests for Public Works resources. Coordinate those requests internally as necessary to make sure there are no duplicate orders.
- Coordinate with the Logistics Section on the acquisition of all resources and support supplies, materials and equipment.
- Determine the need for and location of general staging areas for unassigned resources. Coordinate with the Facilities Unit of the Logistics Section and participate in any action planning meetings pertaining to the establishment of additional locations.
- Prioritize the allocation of resources to individual incidents. Monitor resources assignments. Make adjustments to assignments based on requirements.
- As needed, provide for the procurement and distribution of potable water supplies and coordinate with the Health Branch on water purification notices. (see Part Three-Operations/Water Distribution)
- Coordinate all Public Works operations, maintain public facilities, surviving utilities and services, as well as restore those that are damaged or destroyed, assist other functions with traffic issues, search and rescue, transportation, etc. as needed. Necessary units or groups may be activated as needed to carry out these functions.

#### **Checklist Actions**

##### **Start Up:**

- Check in upon arrival at the EOC.
- Report to the Operations Section Coordinator and obtain a briefing.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Obtain a briefing from the field command post(s) or DOC, if activated, prior to assuming EOC assignment and brief the Operations Section Coordinator.
- Identify yourself as the Public Works Branch Coordinator by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.

- Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)
- Ascertain if all key Public Works Department personnel are in the EOC or have been notified.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Ensure that all on-duty Public Works personnel have been notified of call-back status (when they should report), in accordance with current department emergency procedures.
- Ensure that all Public Works personnel have completed status check on equipment, facilities and operational capabilities.
- Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning/Intelligence Section through the Operations Section.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the Logistic Section or established ordering procedures, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log (**see sample, Part Three-Forms**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - o Messages received
  - o Action taken
  - o Decision justification and documentation
  - o Requests filled
  - o EOC personnel, time on duty and assignments

**General Operational Duties:**

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resource associated with your Branch/Unit
- Ensure that the Safety/Damage Assessment plan is being carried out by field units. (**see Part Three-Operations/Safety/Damage Assessment**).
- Obtain regular briefings from field command post(s) or DOC.



- Maintain contact with established DOCs and work/control/dispatch centers to coordinate resources and response personnel.
- Direct field units to report pertinent information (casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc.) to the appropriate EOC Operations Branch.
- Keep the Operations Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to your Section Coordinator.
- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Coordinator.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**Branch/Unit Operational Duties:**

- Receive and process all requests for Public Works resources.
- Maintain back-up power in the EOC.
- Assure that all emergency equipment has been moved from unsafe areas.
- Mobilize personnel, heavy equipment and vehicles to designated general staging areas.

- Obtain Public Works resources through the Logistics Section, utilizing mutual aid process when appropriate.
- Allocate available resources based on requests and EOC priorities.
- Determine priorities for identifying, inspecting and designating hazardous structures to be demolished.
- Ensure that sources of potable water and sanitary sewage systems are available and protected from potential hazards. (see Part Three-Operations/Water Distribution)
- Develop priorities and coordinate with utility companies for restoration of utilities to critical and essential facilities.
- In coordination with the Los Angeles County Department of Public Works, determine status of the Disaster Routes and other transportation routes into and within the affected area. Determine present priorities and estimated times for restoration. Clear and reopen Disaster Routes on a priority basis. (see Part Three-Operations/Disaster Route Priority Plan)
- Coordinate with the Law Branch to ensure the safety of evacuation routes following a devastating event.
- Coordinate with the Procurement Unit of the Logistics Section for Sanitation service during an emergency.
- Support clean-up and recovery operations during disaster events.
- Develop a debris removal plan to facilitate City clean-up operations, which addresses:
  - Identification of agencies such as the County Sanitation Districts of Los Angeles and coordination of the debris removal process.
  - Identification of and cooperation with landfills (consider fee waivers, modification of landfill operating hours, and public concerns)
  - Cooperation with various waste management regulatory agencies to address associated debris removal problems.
  - Identification and establishment of debris collection sites.
  - Evaluation of potential recycling of debris.
  - Prioritization and completion of the debris removal process.
- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Public Works Branch position and close out logs when authorized by the Operations Section Coordinator or EOC Director.
- Leave a forwarding phone number where you can be reached.

# Operations

## Operations – Water Unit

Primary – A Shift:

Public Services Manager

1<sup>st</sup> Alternate – A Shift:

Appointed by Operations Section Coordinator

Primary – B Shift:

Appointed by Operations Section Coordinator

### **General Duties:**

- Assess impact of incident based on Local Health Department, Department of Health Services (LADHS) District Office of Drinking Water and Utility emergency situation reports and other available information.
- Identify need for and prioritize locations for water distribution (include needs of critical facilities).
- Provide for water quality assurance.
- Evaluate, plan and implement actions to acquire and distribute alternative potable water.
- Determine the need to staff a water task group and secure resources through the Logistics Section. (see Part Three-Operations/Water Distribution for information on Water Task Group staff positions)
- If situation requires resources beyond the capability of the EOC, notify the Los Angeles County Operational Area EOC via the San Dimas Sheriff's Station EOC or Watch Commander.
- Provide water utilities in the affected area and the Los Angeles County Operational Area EOC with situation status and information related to actions to provide alternative water supply.
- Provide information to media as appropriate.
- Provide alternate source(s) of potable water to affected population.

### **Checklist Actions**

#### **Start Up:**

- Check in upon arrival at the EOC.
- Report to the Public Works Branch Coordinator and obtain a briefing.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Obtain a briefing from the field command post(s) or DOC, if activated, prior to assuming EOC assignment and brief the Public Works Branch Coordinator.

- Identify yourself as the Water Unit Coordinator by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the Logistic Section or established ordering procedures, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log (**see sample, Part Three-Forms**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - o Messages received
  - o Action taken
  - o Decision justification and documentation
  - o Requests filled
  - o EOC personnel, time on duty and assignments

**General Operational Duties:**

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resource associated with your Branch/Unit. Maintain current status reports and displays.
- Keep the Public Works Branch Coordinator advised of your Branch/Unit status and activity and on any problem areas that now or will require solutions.
- Provide periodic situation or status reports to your Branch Coordinator for updating information to the Planning/Intelligence Section.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for the use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.

- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to your Branch Coordinator.
- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Coordinator.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Branch/Unit personal time and equipment records of expandable materials used are provided to your Branch Coordinator at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

### **Branch/Unit Operational Duties:**

- Determine the need to staff a water task group and secure resources through the Logistics Section. (**see Part Three-Operations/Water Distribution for information on Water Task Group staff positions**)
- Contact DHS District Office of Drinking Water, local health department, local water utilities, Public Works, Fire Department, Police Department and other sources to compile situation information including:
  - o Cause and extent of water system damage
  - o Estimated duration of system outage
  - o Geographical area affected
  - o Population affected
  - o Actions taken to restore system
  - o Resources needed to reactivate system
  - o Emergency potable water needs (quantity and prioritized areas)
- Notify the Los Angeles County Operational Area EOC (OAEOC) of the situation and need for mutual aid and participate in OAEOC Water Coordinator conference calls as requested. (**see Part Three-Forms for standardized transmittal or situation report and resource request information forms**)
- Contact DHS District Office of Drinking Water and request situation report for affected areas (including information on boil water order areas).
- Evaluate and prioritize potable water needs (quantity/location/duration-minimum 2 gallons per person per day).

- In coordination with the Logistics Section, identify and obtain potable water resources. (If necessary, recommend EOC Director request mutual aid to identify and/or obtain water resources. (A list of approved commercial vendors is maintained by the Food and Drug Branch of DHS and is available through the Regional EOC [REOC] Water Coordinator)
- Identify and secure locations for water distribution points (e.g., parks, city halls, shelters, etc.)
- In coordination with the Logistics Section, identify and secure staff resources needed to operate water distribution points. (If necessary recommend that the EOC Director request mutual aid to obtain required staff resources)
- Consult with DHS District Office, water utilities and PIO for appropriate public information announcements and media interface.
- Transmit to Finance/Administration Section data on costs incurred in EOC effort to purchase and distribute potable water.

Please note: Going directly to State agency (DHS District Office of Drinking Water) is not the normal channel of coordination. However, the local level must coordinate directly with and obtain approval of the State water quality agency for water system restoration.

**Deactivation:**

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Water Unit position and close out logs when authorized by the Operations Section Coordinator or EOC Director.
- Leave forwarding phone number where you can be reached.

# Operations

## Operations – Building & Safety

Primary – A Shift: Building Official

1<sup>st</sup> Alternate – A Shift: Appointed by Operations Section Coordinator

Primary – B Shift: Appointed by Operations Section Coordinator

### ***General Duties:***

- Begin the immediate inspection for re-occupancy of key city facilities by departments responsible for emergency response and recovery.
- Provide the engineering support as requested for other Operations Section Branches; i.e. Urban Search and Rescue teams.
- Coordinate investigation and safety assessment of damage to buildings, structures and property within the City for the purpose of:
  - Identifying life-threatening hazardous conditions for immediate abatement.
  - Inspecting and identifying buildings and property for re-occupancy and posting and declaring unsafe conditions.
  - Determining the cost and percentage of damage to all buildings, structures and properties.
- Provide safety assessment information and statistics to the Damage Assessment Unit of the Planning/Intelligence Section.
- Impose emergency building regulation as determined from performance of structures.
- Coordinate investigation of building code performance. Determine the extent of damage to buildings and structures and develop recommendations for building code changes.
- Evaluation of all city-owned and private structures that may have been damaged in an incident. The Building Official in the City of Pomona is the ultimate authority in determining whether or not a building is inhabitable or safely accessible, and those orders will be enforced by local law enforcement.

**In a large incident, the need for outside resources to accomplish building inspection will be required. The coordination of such incoming resources is handled by this branch.**

**In cities where the County of Los Angeles is contracted for building and safety services, this checklist will be used by the local contact person, or a city representative, to coordinate with the County. County Building and Safety should utilize procedures provided for under their contract**

agreement. Similarly, private contract building officials should use this checklist during emergency events requiring activation of the EOC.

### Checklist Actions

#### Start Up:

- Check in upon arrival at the EOC.
- Report to the Operations Section Coordinator and obtain a briefing.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Obtain a briefing from the field command post(s) or DOC, if activated, prior to assuming EOC assignment and brief the Operations Section Coordinator.
- Identify yourself as the Building and Safety Branch Coordinator by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)
- Ascertain if all key Building and Safety Department personnel are in the EOC or have been notified.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Ensure that all on-duty Building and Safety personnel have been alerted and notified of current situation.
- Ensure that all off-duty Building and Safety personnel have been notified of call-back status (when they should report), in accordance with current department emergency procedures.
- Ensure that all Building and Safety personnel have completed status check on equipment, facilities and operational capabilities.
- Ensure that filed units begin safety/damage assessment survey of critical facilities and report status information to the Planning/Intelligence Section through the Operations Section.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the Logistic Section or established ordering procedures, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.



- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log (**see sample, Part Three-Forms**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - o Messages received
  - o Action taken
  - o Decision justification and documentation
  - o Requests filled
  - o EOC personnel, time on duty and assignments

### **General Operational Duties:**

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resource associated with your Branch/Unit. Maintain current status reports and displays.
- Ensure that the Safety/Damage Assessment plan is being carried out by field units. (see Part Three-Operations/Safety/Damage Assessment)
- Obtain regular briefings from field command post(s) or DOC.
- Maintain contact with established DOC's and work/control/dispatch centers to coordinate resources and response personnel.
- Direct field units to report pertinent information (casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc.) to the appropriate EOC Operations Branch.
- Keep the Operations Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now or will require solutions.
- Provide periodic situation or status reports to your Branch Coordinator for updating information to the Planning/Intelligence Section.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for the use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to your Branch Coordinator.

- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Coordinator.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Branch/Unit personal time and equipment records of expandable materials used are provided to your Branch Coordinator at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**Branch/Unit Operational Duties:**

- Coordinate with Los Angeles County Building and Safety regarding local jurisdictional needs.
- Activate the Operational Area Safety/Damage Assessment Plan. (see Part Three-Operations/Safety/Damage Assessment) It should include inspection of the following critical facilities (priority) and other facilities:
  - o EOC/DOCs
  - o Police stations
  - o Fire stations
  - o \*Hospitals
  - o \*Congregate care facilities (including private schools, convalescent care facilities, board and care facilities, day care centers, etc.)
  - o \*Public Schools
  - o Public Work facilities
  - o Potential HazMat facilities, including gas stations
  - o Designated shelters
  - o Unreinforced masonry buildings
  - o Concrete tilt-up buildings
  - o Multi-story structures-commercial, industrial and residential
  - o \*Mobile homes/modular structures
  - o Single-family dwellings

\*Note: Certain facilities may fall under the jurisdiction of State or County inspectors. These agencies may exercise their jurisdictional authority to inspect these facilities. As a practical matter, there are very few State inspectors available, and they may not be able to respond in a timely manner during the initial stages of the emergency/disaster.

- Use a three-phase approach to inspection based upon existing disaster intelligence:
  - General Area Survey of structures
  - ATC-20 Rapid Inspection
  - ATC-20 Detailed Inspection (see Part Three-Operations/Safety/Damage Assessment)

**Be prepared to start over due to aftershocks**

- After completion of the safety/damage survey, develop a preliminary estimate of the need for mutual aid assistance.
- Assess the need and establish contacts for requesting or providing mutual aid assistance.
- Alert and stage safety assessment teams as needed.
- Implement procedures for posting of building occupancy safety status using ATC-20 guidelines.
- Activate data tracking system to document and report safety assessment information and forward to the Damage Assessment Unit of the Planning/Intelligence Section.
- Arrange for necessary communications equipment from the Information Systems Branch of the Logistics Section and distribute to all field personnel (e.g., radios, cellular phones, etc.)
- Brief all personnel on Department Emergency Operating Procedures and assignments.
- Assess the need to require potentially unsafe structures to be vacated.
- Provide structural evaluation of mass care and shelter facilities to the Shelter Branch.
- Provide public school inspection reports to the state Architect (Note: We inspect and lists our schools as shelters to cover our own needs and to see that they have a preliminary inspection done early)
- Consider establishing an area field site to direct and coordinate safety assessment and inspection teams.
- Coordinate with the Public Works Branch on immediate post-event issues (i.e., debris removal, demolition, fences, etc.)
- Provide policy recommendations to appropriate city officials for:
  - Emergency Building and Safety ordinances
  - Expediting plan checking and permit issuance on damaged buildings.
- Coordinate with the PIO to establish public information and assistance hotlines.

- Consider using 24-hour inspection call-in lines to take damage reports and requests for safety inspections.
- Direct field personnel to advise property owners and tenants that multiple inspections of damage property will be required by various assisting agencies, including American Red Cross; FEMA; State OES; local Building and Safety; insurance carriers and other local, state and federal agencies. (see Part Three-Operations/Safety/Damage Assessment)
- If needed, request police escort of safety assessment and inspection personnel.

**Deactivation:**

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Building and Safety Branch position and close out logs when authorized by the Operations Section Coordinator or EOC Director.
- Leave forwarding phone number where you can be reached.

**City of Pomona  
Emergency Operations Plan  
Planning and Intelligence  
Section Annex**

## **General Section**

### ***Purpose***

To enhance the capability of the City of Pomona to respond to emergencies by planning application and coordination of available resources. It is the policy of this section that the priorities of response are to be:

- Protect life and property.
- Provide planning and direction for the emergency operations and optimize the management of resources.
- Provide support to the other sections of the City's emergency response team.
- At the earliest possible opportunity restore essential services and systems.

### ***Overview***

The Planning/Intelligence Section's primary responsibility is to collect, evaluate, display and disseminate incident information and status of resources. This Section functions as the primary support for decision-making to the overall emergency organization. This Section also provides anticipatory appraisals and develops plans necessary to cope with changing field events. During a disaster/emergency, other department heads will advise the Planning/Intelligence Coordinator on various courses of action from their departmental level perspective.

### ***Objectives***

The planning/Intelligence Section ensures that safety/damage assessment information is compiled, assembled and reported in an expeditious manner to the various EOC sections, City departments and the Los Angeles County Operational Area via the Walnut Sheriff's Station EOC or Watch Commander. The planning/Intelligence Section is also responsible for the detailed recording (Documentation Unit) of the entire response effort and the preservation of these records during and following the disaster. The Planning/Intelligence Section will accomplish the following specific objectives during a disaster/emergency:

- Collect initial situation and safety/damage assessment information.
- Display situation and operational information in the Emergency Operations Center (EOC) using maps and visual aids.
- Disseminate intelligence information to the EOC Director, EOC Coordinator, Public Information Officer, General Staff and the Los Angeles County Operational Area via the Walnut Sheriff's Station EOC or Watch Commander.
- Conduct mapping and recording operations.
- Prepare summary safety/damage assessment reports for dissemination to other sections, City departments, State OES, FEMA and the Los Angeles County Operational Area via the Walnut Sheriff's Station EOC or Watch Commander.

- Prepare required reports identifying the extent of damage and financial losses.
- Determine the City's post-event condition.
- Provide Planning/Intelligence support to other sections.
- Ensure accurate recording and documentation of the incident.
- Prepare the City's EOC Action Plan.
- Prepare the City's After-Action Report.
- Prepare a post-disaster recovery plan.
- Maintain proper and accurate documentation of all actions taken to ensure that all required records are preserved for future use and State OES and FEMA filing requirements.
- Acquire technical experts for special interest topics or special technical knowledge subjects.

### ***Concept of Operations***

The Planning/Intelligence Section will operate under the following policies during a disaster as the situation dictates:

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- Existing city and departmental disaster operating procedures should be followed. Depending on the size and impact of the disaster, these procedures may need to be modified or suspended.
- All on-duty personnel are expected to remain at work until released. Off-duty personnel will be expected to return to work in accordance with the City's policies.
- While in a disaster mode, work shifts typically will be 12 hours on and 12 hours off for the duration of the event. The City's work shifts will typically begin at **7:00 a.m. and 7:00 p.m.** The length of the work shifts may be adjusted to meet local conditions.

### ***Identification of Risks***

As part of the City's general plan, the public safety element identifies safety risks throughout the City related to:

- Safety and Public Opinion
- Goals for Public Safety
- Fire Protection
- Geologic Hazards
- Crime Prevention
- Utilities
- Transportation
- Disaster Management

### ***Section Activation Procedures***

The EOC Director is authorized to activate the Planning/Intelligence Section.

### ***Section Activation Procedures***

The EOC Director is authorized to activate the Planning/Intelligence Section.

### ***When to Activate***

The Planning/Intelligence Section may be activated when the City's Emergency Operations Center (EOC) is activated or upon the order of the EOC Director.

### ***Where to Report***

The EOC is located at: Fire Station 181; 590 S. Park Avenue, Pomona, CA.  
The alternate EOC is located at: City Council Conference Room.

### ***When to Report***

See: A.R. 412

### ***Action Planning***

Action plans are an essential part of SEMS at all levels. Action planning is an effective management tool involving two essential items:

- A process to identify objectives, priorities and assignments related to emergency response or recovery actions.
- Plans which document the priorities, objectives, tasks and personnel assignments associated with meeting the objectives.

There are two kinds of action plans-Incident Action Plans and EOC Action Plans. EOC action Plans (known as action plans) should focus on jurisdictional related issues. The format and content for action plans at the Incident level and at EOC levels will vary. The process for developing action plans is quite similar for all SEMS levels.

### ***Incident Action Plans (Field Level)***

At the field level, action plans developed for use at incidents are called Incident Action Plans (IAP). Incident Action Plans are required for each operational period. (An operational period is the length of time scheduled for the execution of a given set of operational actions as specified in the IAP.) Incident Action Plans may be either verbal or written.

Written Incident Action Plans are recommended for:

- Any multi-agency and multi-jurisdictional incident.
- Complex incidents.
- Long-term incidents when operational periods would span across shift changes.



Special forms are used within ICS to record information for written Incident Action Plans. These forms should be used whenever possible. The format for an Incident Action Plan will generally include the following elements:

- Incident objectives and priorities (overall, what do we want to achieve?).
- Primary and alternative strategies (as appropriate) to achieve incident objectives. (What are the ways in which we can achieve the objectives? How do the strategies compare in safety, speed, environmental impact, cost, etc.? Is current resource availability a limiting or dictating factor in strategy selection?)
- The kinds and number of resources to be assigned (determined by the tactics to be used).
- The operations organization necessary for the selected strategy and tactics (can include describing the incident geographically or functionally).
- Overall support organization including logistical, planning and finance/administration functions.
- A communications plan.
- Safety messages.
- Other supporting documentation needed, e.g. an incident map showing access, key facilities, etc; a medical support plan, etc.

### ***Action Planning at SEMS EOC Level***

Action Planning at all EOC levels, like that of the field level, is based around the use of an operational period. The length of the operational period for the EOC is determined by first establishing a set of objectives and priority actions that need to be performed and then establishing a reasonable time frame for accomplishing those actions. Generally, the actions requiring the longest time period will define the length of the operational period.

Typically, operational periods at the beginning of an emergency are short, sometimes only a few hours. As the emergency progresses, operational periods may be longer, but should not exceed twenty-four hours. Operational periods should not be confused with staffing patterns or shift change periods. They may be the same, but need not be.

The initial EOC Action Plan may be a verbal plan put together in the first hour after EOC activations. It is usually done by the EOC Director in concert with the General Staff. Once the EOC is fully activated, EOC Action Plans should be written.

EOC Action Plans should not be complex or create a time-consuming process. The format may vary somewhat within the several EOC SEMS levels, but the EOC Action Plan should generally cover the following elements:

Listing of objectives to be accomplished (should be measurable).

- Statement of current priorities related to objectives.
- Statement of strategy to achieve the objectives. (Identify if there is more than one way to accomplish the objective, and which way is preferred.)

- Assignments and actions necessary to implement the strategy.
- Operational period designation-the time frame necessary to accomplish the actions.
- Organizational elements to be activated to support the assignments. (Also, later EOC Action Plans may list organizational elements that will be activated during or at the end of the period.)
- Logistical or other technical support required.

### ***Focus of the EOC Action Plan***

The primary focus of the EOC Action Plan should be on jurisdictional issues. The plan sets overall objectives for the jurisdiction and may establish the priorities as determined by the jurisdictional authority. It can also include mission assignments to departments, provide policy and cost constraints, inter-agency considerations, etc. Properly prepared, the EOC Action Plan becomes an essential input to developing departmental action plans.

**The Action Planning Process (EOC and Incident) and guidance materials are in Part Three-Planning/Intelligence/Action Planning.)**

### ***After Action Reports***

The completion of After-Action Reports is a part of the required SEMS reporting process. The Emergency Services Act, Section 8607(f) mandates that the State Office of Emergency Services (OES) in cooperation with involved state and local agencies, complete an After-Action Report within 120 days after each declared disaster.

Section 2450(a) of the SEMS Regulations states that... "Any City, City and County, or County declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency shall complete and transmit an After-Action Report to OES within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, section 2900(j)."

### ***Use of After-Action Reports***

After-Action Reports are made available to all interested public safety and emergency management organizations and serve the following important functions:

- A source for documentation of response activities.
- Identification of problems/successes during emergency operations.
- Analysis of the effectiveness of the components of SEMS.
- Describe and define a plan of action for implementation of improvements.

The SEMS approach to the use of After-Action Reports emphasizes the improvement of emergency management at all levels. The After-Action Report provides a vehicle for not only documenting system improvements, but also can, if desired, provide a work plan for how these improvements can be implemented.

It may be useful to coordinate the After-Action Report process when multiple agencies/jurisdictions are involved in the same emergency. Jurisdictions are encouraged to work together in the development of After-Action Reports when appropriate and feasible. For example, an operational area may take the lead in coordinating the development of an After-Action Report which involves several jurisdictions. If appropriate, jurisdictional reports may become part of an overall operational area report.

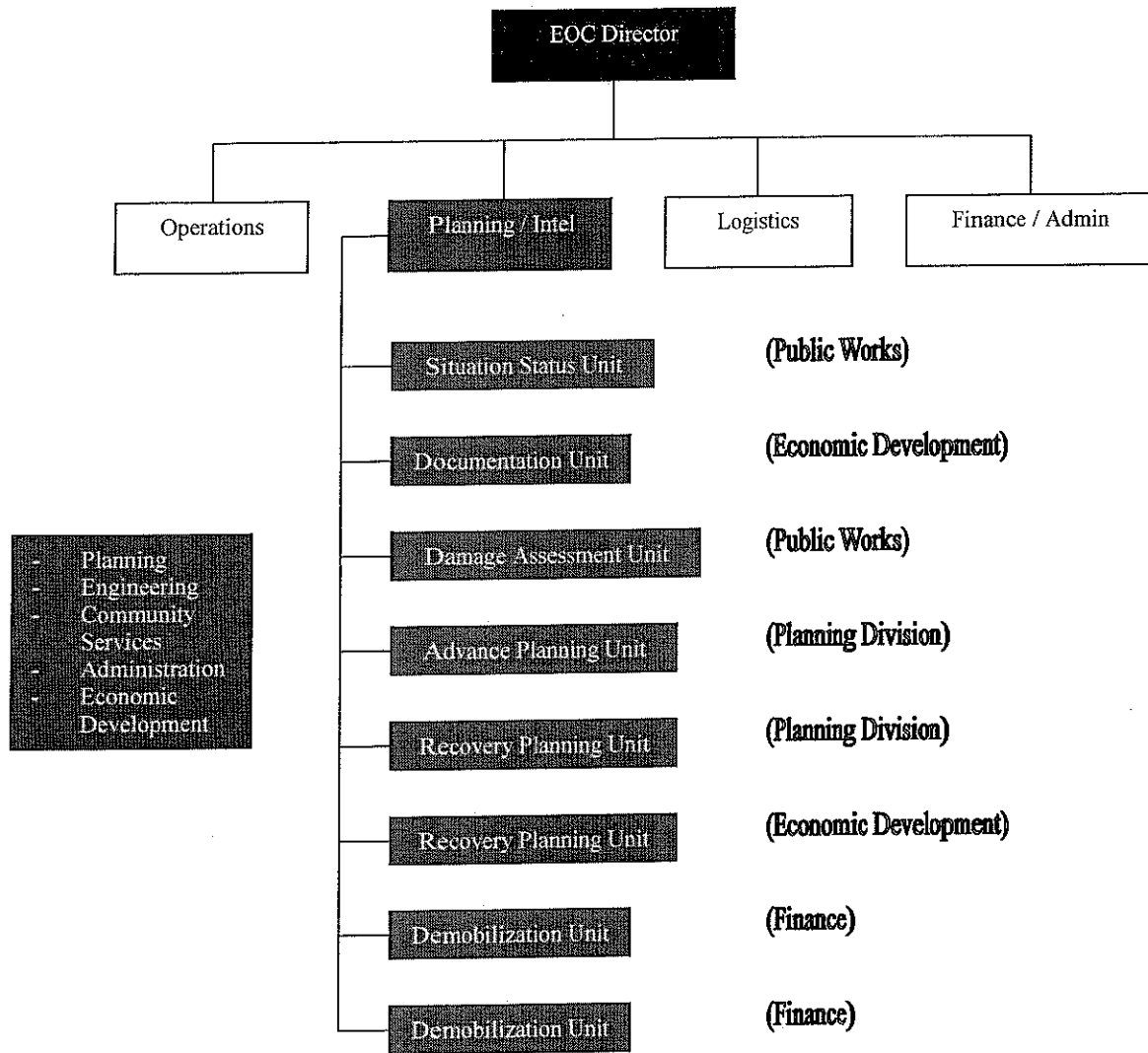
**Process for developing After-Action Reports are contained in Part Three-Planning/Intelligence/After Action Reports.**

### ***Coordination***

Coordination is required in passing on information to and cooperating with other units and elements of the emergency organization. The dissemination of information, establishment of priorities and distribution of resources cannot be done by any one person – and probably not by any one agency or department; a concerted effort on the part of many individuals in many agencies or departments will be required.

**PLANNING/INTELLIGENCE SECTION ORGANIZATION  
CHART**

# Planning/Intelligence Section Organization Chart

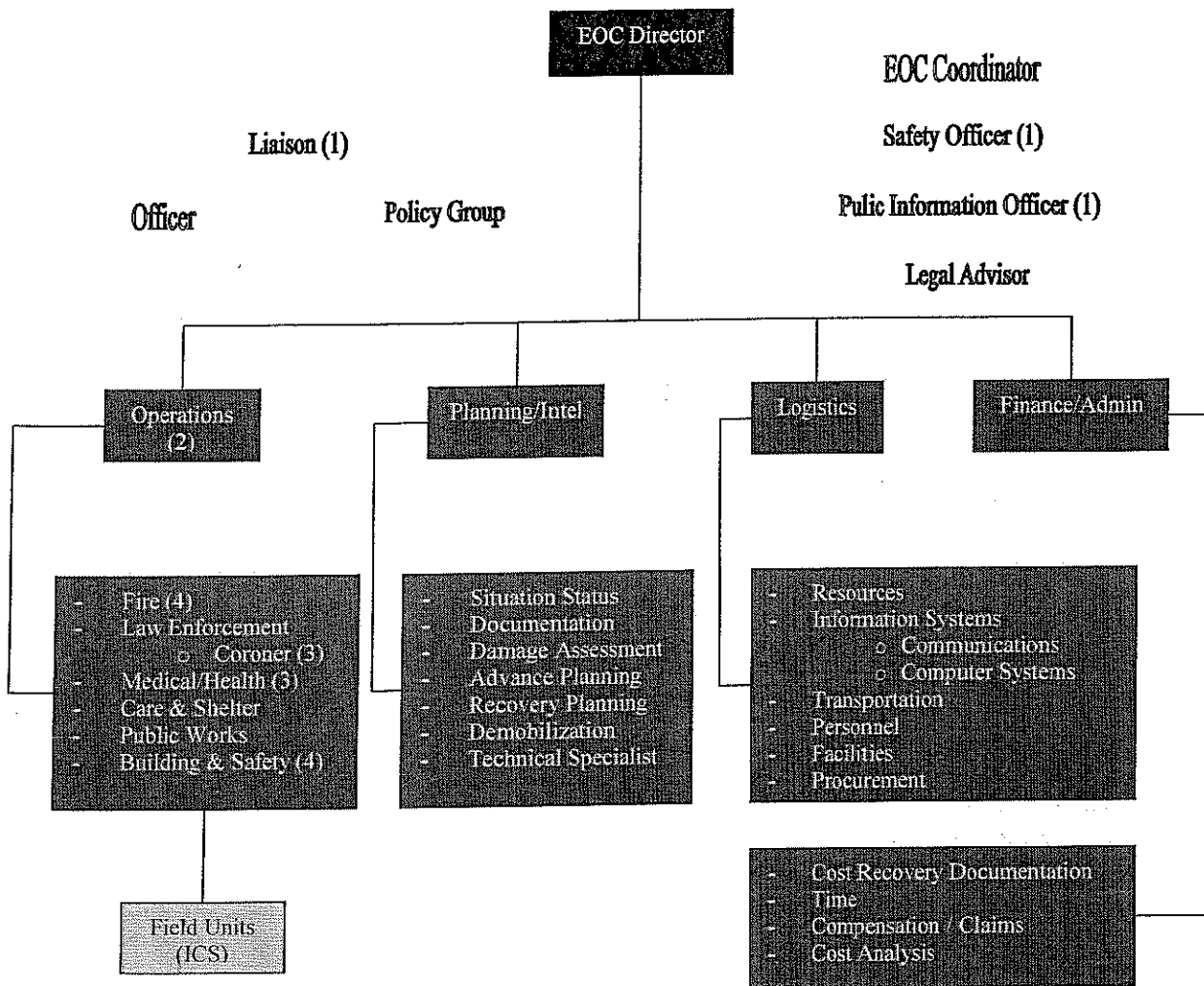


## Responsibilities

- Collect, evaluate and disseminate information.
- Develop the City's EOC Action Plan in coordination with other sections.
- Initiate and prepare the City's After Action Report
- Maintain Documentation

# SEMS ORGANIZATION CHART

# SEMS Organization Chart



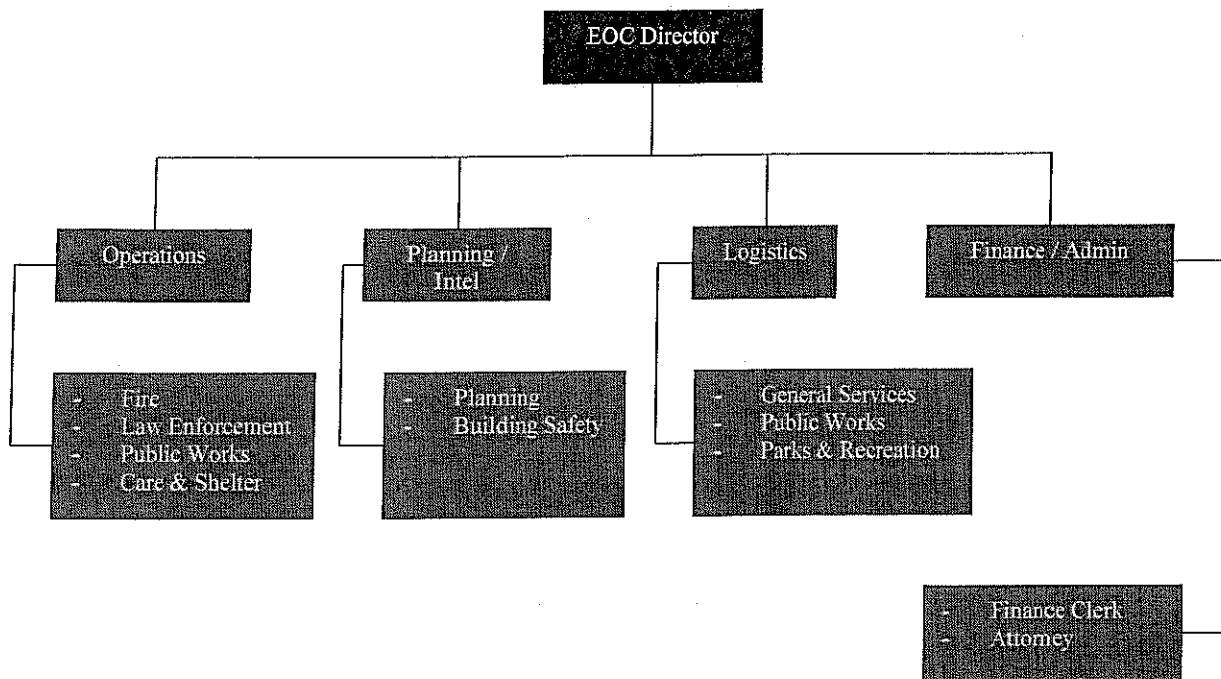
**Note:**

- (1) May be organized as a section or branch.
- (2) If all elements are activated, a deputy will be appointed to provide a manageable span of control.
- (3) Normally coordinated by County, but a local coordinator may be designated if needed.
- (4) Contract service / liaison position.

## SEMS EOC RESPONSIBILTIES CHART



# SEMS/EOC Responsibilities Chart



## **EOC Director**

Responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies and private organizations. The EOC Director will either activate appropriate sections or perform their functions as needed.

## **Operations Section**

Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the City's EOC Action Plan.

## **Planning / Intelligence**

Responsible for:

- Collecting, evaluating and disseminating information.
- Developing the City's EOC Action Plan in coordination with other sections.
- Initiating and preparing the City's After-Action Report and maintaining documentation.

## **Logistics Section**

These support units are responsible for providing communications, facilities, services, personnel equipment, supplies and materials.

## **Finance / Administration**

Responsible for financial activities and other administrative aspects.

## **Planning/Intelligence Section Staff**

The Community Development Director will fill the position of Planning/Intelligence Section Coordinator. The Senior Planner shall serve as first alternate and the second Senior Planner as second alternate to the Planning/Intelligence Section Coordinator. The Coordinator also may be designated by the EOC Director.

The Planning/Intelligence Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches/groups/units. The following may be established as the need rises:

- Situation Status Unit
- Documentation Unit
- Damage Assessment Unit
- Advance Planning Unit
- Recovery Planning Unit
- Demobilization Unit
- Technical Specialist

The Planning/Intelligence Section Coordinator may activate additional branches / groups / units as necessary to fulfill an expanded role.

### ***Planning/Intelligence Section Coordinator***

The Planning/Intelligence Section Coordinator, a member of the EOC Director's General Staff, is responsible for the collection, evaluation, forecasting, dissemination and use of information about the development of the incident and status of resources. Information is needed to:

- Understand the current situation.
- Predict probable course of incident events.
- Prepare alternative strategies for the incident.

### ***Situation Status Unit***

The Situation Status Unit is responsible for the collection and organization of incident status and situation information. The Unit is also responsible for the evaluation, analysis and display of information for use by EOC staff.

### ***Documentation Unit***

The Documentation Unit is responsible for initiating and preparing the City's EOC Action Plans and After-Action Reports; maintaining accurate and complete incident files; establishing and operating an EOC Message Center; providing copying services to EOC personnel and preserving incident files for legal, analytical and historical purposes.

### ***Safety/Damage Assessment Unit***

The Damage Assessment Unit is responsible for maintaining detailed records of safety/damage assessment information and supporting the documentation process.

### ***Advance Planning Unit***

The Advance Planning Unit is responsible for developing reports and recommendations for future time periods and for preparing reports and briefings for use in strategy and/or planning meetings.

### ***Recovery Planning Unit***

The Recovery Unit is responsible for ensuring that the City receives all emergency assistance and disaster recovery costs for which it is eligible. The Unit is also responsible for all initial recovery operations and for preparing the EOC organization for transition to a recovery operations organization to restore the City to pre-disaster condition as quickly and effectively as possible.

### ***Demobilization Unit***

The Demobilization Unit is responsible for preparing a Demobilization Plan to ensure an orderly, safe and cost-effective release of personnel and equipment.

### ***Technical Specialist***

Technical Specialists are advisors with special skills needed to support a field or function not addressed elsewhere or by any other discipline. Technical Specialists (which may or may not be an employee of a public or private agency) may report to the Planning/Intelligence Section Coordinator; may function within an existing unit such as the Situation Status Unit; form a separate unit if required or be reassigned to other parts of the organization, i.e. Operations, Logistics, or Finance/Administration.

## **Planning/Intelligence**

### **Planning/Intelligence Section Checklists**

Primary – A Shift: Community Development Director

1<sup>st</sup> Alternate – A Shift: Appointed by the EOC Director

Primary – B Shift: Appointed by the EOC Director

1<sup>st</sup> Alternate – B Shift: Appointed by the EOC Director

#### ***Primary Responsibilities:***

- Ensure that the Planning/Intelligence function is performed consistent with SEMS Guidelines, including:
  - Collecting, analyzing and displaying situation information.
  - Preparing periodic situation reports.
  - Initiating and documenting the City's Action Plan and After-Action Report.
  - Advance planning.
  - Planning for demobilization.
  - Providing Geographic Information Services and other technical support services to the various organizational elements within the EOC.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional branches/groups/units as dictated by the situation.
- Exercise overall responsibility for the coordination of branch/group/unit activities within the Section.
- Report to the EOC Director on all matters pertaining to Section activities.
- Collect, evaluate, forecast, formulate, disseminate and use of information about the development of the incident and status of resources.

#### **Checklist Actions**

##### **Start Up:**

- Check in upon arrival at the EOC.
- Report to the EOC Director.
- Print your name on the EOC organization chart.
- Put on the vest with your title.
- Obtain a briefing on the situation.

- Set up your Section work station, including maps and status boards. Use your EOC Section materials and on-site supplies.
- Review your position responsibilities.
- Identify yourself as the Planning/Intelligence Section Coordinator by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Clarify any issues you may have regarding your authority and assignment and what others in the organization do.
- Review organization in place at the EOC. Know where to go for information or support.
- Determine if other Section staff are at the EOC.
- Confirm that all key Planning/Intelligence Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
- Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements:
  - Situation Status Unit
  - Documentation Unit
  - Damage Assessment Unit
  - Advance Planning Unit
  - Recovery Planning Unit
  - Demobilization Unit
  - Technical Specialist
- Request additional personnel for the Section to maintain a 24-hour operation as required.
- Brief incoming Section personnel prior to their assuming their duties. Briefings should include:
  - Current situation assessment.
  - Identification of specific job responsibilities.
  - Identification of co-workers within the job function and/or geographical assignment.
  - Availability of communications.
  - Location of work area.
  - Identification of eating and sleeping arrangements as appropriate.
  - Procedural instructions for obtaining additional supplies, services and personnel.
  - Identification of operational period work shifts.
- Inform the EOC Director and General Staff when your Section is fully operational.
- Open and maintain Section logs.

- Using activity log (see sample, Part Three-Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by the State OES and FEMA.

- Review responsibilities of branches/groups/units in your Section. Develop plan for carrying out all responsibilities.
- Prepare work objectives for Section staff and make staff assignments.
- Meet with other activated Section Coordinators.
- Review major incident reports and additional field operational information that may pertain to or affect Section operations.
- Obtain and review major incident reports and other reports from adjacent areas that have arrived at the EOC.
- Direct the Situation Status Unit leader to initiate collection and display of significant disaster events.
- Direct the Documentation Unit leader to initiate collection and display of disaster information.
- Based on the situation as known or forecast, determine likely future Planning/Intelligence Section needs.
- Think ahead and anticipate situations and problems before they occur.
- Request additional resources through the appropriate Logistics Section Unit, as needed.

### **General Operational Duties:**

- Carry out responsibilities of the Planning/Intelligence Section branches / groups / units that are not currently staffed.
- Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and bystanders. Arrange debriefings through the Personnel Unit of the Logistics Section.
- Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.
- Brief the EOC Director on major problem areas that need or will require solutions.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, data and radio systems. Make any priorities or special requests known.
- Determine status of transportation system into and within the affected area in coordination with the Transportation Unit of the Logistics Section. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to appropriate Branches/Units.
- Ensure that your Section logs and files are maintained.
- Monitor your Section activities and adjust Section organization as appropriate.
- Ensure internal coordination between branch/group/unit leaders.
- Update status information with other sections as appropriate.
- Resolve problems that arise in conducting your Section responsibilities.
- Anticipate potential situation changes, such as serve aftershocks, in all Section planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).
- Participate in the EOC Director's action planning meetings.
- Ensure that all your Section personnel and equipment time records and record of expendable materials used are provided to the Time and Cost Analysis Units of the Finance/Administration Section at the end of each operational period. (see Part Three-Forms.)

- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

### **Section Operational Duties:**

- Assess the impact of the disaster/emergency on the City of Pomona, including the initial safety/damage assessment by field units.
- Develop situation analysis information on the impact of the emergency from the following sources:
  - County Fire Department
  - Pomona Police/County Sheriff's Department
  - Pomona Public Works Department
  - Pomona Recreation Department
  - Pomona School Districts
  - ---- Rapid/Transportation
  - Red Cross, Pomona Chapter
  - Disaster Communications Services (DCS)
  - Media (Radio and Television)
- Ensure that pertinent disaster/emergency information is disseminated through appropriate channels to response personnel, City EOC section staff, City departments, Los Angeles County Operational Area via the Walnut Sheriff's Station EOC or Watch Commander and the public.
- Review and approve reconnaissance, City status and safety/damage assessment reports for transmission by the Situation Status Unit to the Los Angeles County Operational Area via the Walnut Sheriff's Station EOC or Watch Commander.
- Working with the EOC Management Team and the Documentation Unit, prepare an EOC Action Plan to identify priorities and objectives. (see Part Three-Planning/Intelligence/Action Planning.)
- Assemble information on alternative strategies.
- Identify the need for use of special resources.
- Initiate the EOC Action Plan development for the current and forthcoming operational periods.
- Direct the coordination of periodic disaster and strategy plans briefings to the EOC Director and General Staff, including analysis and forecast of incident potential.
- Ensure coordination of collection and dissemination of disaster information and intelligence with other sections.
- Begin planning for recovery. Refer to Part-Tow, Recovery Section (to be developed).



## **Deactivation**

- Authorize deactivation of organizational elements within your Section when they are no longer required.
- Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Deactivate your Section and close out logs when authorized by the EOC Director.
- Leave a forwarding phone number where you can be reached.

## Planning/Intelligence Situation Status Unit

Primary – A Shift:                      Engineering Assistant (Public Works Engineering)

1<sup>st</sup> Alternate – A Shift:                      Appointed by the EOC Director

Primary – B Shift:                      Appointed by the EOC Director

1<sup>st</sup> Alternate – B Shift:                      Appointed by the EOC Director

### ***Primary Responsibilities:***

- Collect, organize and analyze situation information from EOC sources.
- Provide current situation assessments based on analysis of information received from a variety of sources and reports.
- Develop situation reports for dissemination to Planning/Intelligence Section Coordinator, EOC Director and other section coordinators to initiate the action planning process.
- Transmit approved reports to the Los Angeles County Operational Area via the Walnut Sheriff's Station EOC or Watch Commander.
- Develop and maintain current maps and other displays (locations and types of incidents).
- Assess, verify and prioritize situation information into situation intelligence briefings and situation status reports.
- Seek from any verifiable source available information which may be useful in the development of current situation assessments of the affected area.
- Evaluate the content of all incoming field situation and major incident reports. Provide incoming intelligence information directly to appropriate EOC Sections, summaries and provide current information on central maps and displays.
- Monitor and ensure the orderly flow of disaster intelligence information within the EOC.
- Collect and organize incident status and situation information and evaluate, analyze and display information for use by EOC staff.

### **Checklist Actions**

#### **Start Up:**

- Check in upon arrival at the EOC.
- Report to the Planning/Intelligence Section Coordinator.
- Determine EOC assignment.
- Obtain a briefing on the situation.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).
- Determine your work location and set up as necessary.

- Review your position responsibilities.
- Begin documenting events and activities.

**Assignments/Staffing:**

- Identify yourself as the Situation Status Unit/Branch leader by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Clarify issues regarding your authority and assignment.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Section Unit, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log (see sample, Part three-Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision and policy justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments

**General Operational Duties:**

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Keep the Planning/Intelligence Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation reports to your Section Coordinator.
- Establish operating procedures with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

- Determine and anticipate your support needs and forward to your Section Coordinator.
- Conduct periodic briefing for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Coordinator.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period. (see Part Three-Forms).
- Brief your relief at shift-change time. Ensure that in progress activities are identified and follow-up requirements are known.

**Branch/Unit Operational Duties:**

- Direct the collection, organization and display of status of disaster events according to the format that the Documentation Unit is utilizing, including:
  - Location and nature of the disaster/emergency.
  - Special hazards.
  - Number of injured persons.
  - Number of deceased persons.
  - Road closures and disaster routes.
  - Structural property damage (estimated dollar value).
  - Personal property damage (estimated dollar value).
  - City of Pomona resources committed to the disaster/emergency.
  - City of Pomona resources available.
  - Assistance provided by outside agencies and resources committed.
  - Shelter, type, location and number of people that can be accommodated.
- Prepare and maintain EOC Displays.
- Post to the significant events log casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, etc.
- Develop sources of information and assist the Planning/Intelligence Section Coordinator in collecting, organizing and analyzing data from the following:
  - Management Team
  - Operations Section
  - Logistics Section
  - Finance/Administration Section
- Provide for an authentication process in case of conflicting status reports on events.

- Meet with the Planning/Intelligence Section Coordinator and the EOC Director to determine needs for planning meetings and briefings. Determine if there are any special information needs.
- Meet with the PIO to determine best methods for exchanging information and providing the PIO with Situation Status Unit information.
- Provide information to the PIO for use in developing media and other briefings.
- Establish and maintain an open file of situation reports and major incident reports for review by other section/units.
- Determine weather conditions-current and upcoming. Keep up-to-date weather information posted.
- Identify potential problem areas along evacuation routes; i.e., weight restrictions, narrow bridges, road sections susceptible to secondary effects of an incident, etc.
- In coordination with the Operations Section, estimate the number of people who will require transportation out of the risk areas. Coordinate with the Transportation Unit of the Logistics Section on transportation methods.
- As needed, develop methods for countering potential impediments (physical barrier, time, lack of transportation resources, etc.) to evacuation.
- Provide resource and situation status information in response to specific requests.
- Prepare an evaluation of the disaster situation and forecast on the potential course of the disaster event(s) at periodic intervals or upon request of the Planning/Intelligence Section Coordinator.
- Prepare required Operational Area reports. Obtain approval from the Planning/Intelligence Section Coordinator and transmit to the Los Angeles County Operational Area via the Walnut Sheriff's Station EOC or Watch Commander.
- Prepare written situation reports at periodic intervals at the direction of the Planning/Intelligence Section Coordinator.
- Assist at planning meetings as required. Provide technical assistance.
- During a radiological incident, activate the Radiological Protection Procedures as needed for reporting and documentation. (see Part-Three Operations/Radiological Protection)

**Deactivation:**

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Situation Status Unit position and close out logs when authorized by the Planning/Intelligence Section Coordinator or EOC Director.
- Leave a forwarding phone number where you can be reached.

## Planning/Intelligence Documentation Unit

<u>Primary – A Shift:</u>	<u>Senior Administrative Assistant (Redevelopment)</u>
<u>1<sup>st</sup> Alternate – A Shift:</u>	<u>Appointed by the EOC Director</u>
<u>Primary – B Shift:</u>	<u>Appointed by the EOC Director</u>
<u>1<sup>st</sup> Alternate – B Shift:</u>	<u>Appointed by the EOC Director</u>

### ***Primary Responsibilities:***

- Maintain an accurate and complete record of significant disaster events.
- Assist other parts of the EOC organization in setting up and maintaining files, journals and special reports.
- Collect and organize all written forms, logs, journals and reports at completion of each shift from all sections.
- Establish and operate a Message Center at the EOC, and assign appropriate internal and external message routing.
- Provide documentation and copying services to EOC staff.
- Maintain and preserve disaster/emergency files for legal, analytical and historical purposes.
- Compile, copy and distribute the EOC Action Plans as directed by the Section Coordinators.
- Compile, copy and distribute the After-Action Report with input from other section/units.
- Compile and distribute the City's EOC Action Plans and After-Action Reports; maintain accurate and complete incident files; establish and operate an EOC Message Center; provide copying services to EOC personnel and preserve incident files for legal, analytical and historical purposes.

### **Checklist Actions**

#### **Start Up:**

- Check in upon arrival at the EOC.
- Determine EOC assignment
- Print your name on the EOC organization chart.
- Obtain a briefing on the situation.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).
- Determine your work location and set up as necessary.
- Put on the vest with your title.

- Review your position responsibilities.
- Begin documenting events and activities.

### **Assignments/Staffing:**

- Report to the EOC Director.
- Clarify issues regarding your authority and assignment.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Section Unit, as needed. Obtain necessary equipment and supplies (forms, paper, pens, date/time, stamp, copy machine, computer, software, etc.)
- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log (see sample, Part Three-Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments

### **General Operational Duties:**

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Keep the Planning/Intelligence Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Coordinator.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.

- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to your Section Coordinator.
- Conduct periodic briefing for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Coordinator.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period. (see Part Three-Forms).
- Brief your relief at shift-change time. Ensure that in progress activities are identified and follow-up requirements are known.

**Branch/Unit Operational Duties:**

- Meet with the Planning/Intelligence Section Coordinator to determine what EOC materials should be maintained for official records.
- Contact other EOC sections and units and inform them of the requirement to maintain official records. Assist them as necessary in setting up a file records system.
- Coordinate documentation with the Situation Status Unit.
- Following planning meetings, assist in the preparation of any written action plans or procedures.
- Ensure that the EOC Action Plans and After-Action Report are compiled, approved, copied and distributed to the EOC Sections and Units. (see Part Three-Planning/Intelligence/Action Planning and After Action Reports).
- Ensure distribution and use of message center forms to capture a written record of actions requiring application of resources, requests for resources or other directions/information requiring use of the message center form.
- Ensure the development of a filing system to collect, log and compile copies of message center forms according to procedures approved by the Planning/Intelligence Section Coordinator.
- Identify and establish a "runner" support system for collecting, duplicating journals, logs and message center forms throughout the EOC.



- Establish copying service and respond to authorized copying requests.
- Establish a system for collecting all section and unit journal/logs at completion of each operational period.
- Periodically collect, maintain and store messages, records, reports, logs, journals and forms submitted by all sections and units for the official record.
- Prepare an overview of the documented disaster events at periodic intervals or upon requests from the Planning/Intelligence Section Coordinator.

**Deactivation:**

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Documentation Unit position and close out logs when authorized by the Planning/Intelligence Section Coordinator or EOC Director.
- Leave a forwarding phone number where you can be reached.

## **Planning/Intelligence Safety/Damage Assessment Unit**

Primary – A Shift:	<u>Building Official</u>
1 <sup>st</sup> Alternate – A Shift:	<u>Appointed by the EOC Director</u>
Primary – B Shift:	<u>Appointed by the EOC Director</u>
1 <sup>st</sup> Alternate – B Shift:	<u>Appointed by the EOC Director</u>

### ***Primary Responsibilities:***

- Collect safety/damage assessment information from the Operations Section and other verifiable sources and prepare appropriate reports.
- Provide safety/damage assessment information to the Planning/Intelligence Section Coordinator.
- Coordinate with the Building and Safety Branch of the Operations Section for exchange of information.
- Coordinate with Los Angeles County Public Works representative when assigned to the City.
- Utilize the Los Angeles County Operational Area safety/damage assessment procedures and forms (see Part Three-Operations/Safety/Damage Assessment).
- Maintain detailed records of safety/damage assessment information and support the documentation process.

### **Checklist Actions**

#### **Start Up:**

- Check in upon arrival at the EOC.
- Determine EOC assignment
- Print your name on the EOC organization chart.
- Obtain a briefing on the situation.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).
- Determine your work location and set up as necessary.
- Put on the vest with your title.
- Review your position responsibilities.
- Begin documenting events and activities.

#### **Assignments/Staffing:**

- Report to the EOC Director.
- Clarify issues regarding your authority and assignment.

- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Section Unit, as needed. Obtain necessary equipment and supplies (forms, paper, pens, date/time, stamp, copy machine, computer, software, etc.)
- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log (see sample, Part Three-Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments

### **General Operational Duties:**

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Keep the Planning/Intelligence Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Coordinator.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to your Section Coordinator.
- Conduct periodic briefing for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Coordinator.

- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period. (see Part Three-Forms).
- Brief your relief at shift-change time. Ensure that in progress activities are identified and follow-up requirements are known.

**Branch/Unit Operational Duties:**

- Coordinate collection of safety/damage assessment information with the Building and Safety Branch of the Operations Section (see Part Three-Operations/Safety/Damage Assessment).
- Prepare safety/damage assessment information and provide to the Planning/Intelligence Section Coordinator for approval.
- Collect, record and total the type, location and estimate value of damage.
- Document those structures requiring immediate demolition to ensure the public safety through inspection records, videos, photographs, etc.
- Provide documentation to Legal Advisor/Officer on those structures which may need to be demolished in the interest of public safety.
- Coordinate with the American Red Cross, utility companies and other sources for additional safety/damage assessment information.
- Coordinate with all Operations branches (Police, Fire, Public Works, Medical/Health, Care and Shelter and Building and Safety) for possible information on damage to structures.
- Provide final/damage assessment reports to the Documentation Unit.

**Deactivation:**

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Documentation Unit position and close out logs when authorized by the Planning/Intelligence Section Coordinator or EOC Director.
- Leave a forwarding phone number where you can be reached.

## **Planning/Intelligence Advance Planning Unit**

<u>Primary – A Shift:</u>	<u>Planning Manager</u>
<u>1<sup>st</sup> Alternate – A Shift:</u>	<u>Appointed by the EOC Director</u>
<u>Primary – B Shift:</u>	<u>Appointed by the EOC Director</u>
<u>1<sup>st</sup> Alternate – B Shift:</u>	<u>Appointed by the EOC Director</u>

### ***Primary Responsibilities:***

- Develop issues and requirements related to a time period, normally 36 to 72 hours in advance.
- Prepare special reports and briefings as necessary for use in strategy and/or planning meetings.
- Monitor action planning activity to determine the shift in operational objectives from response to recovery.
- Develop reports and recommendations for future time periods and prepare reports and briefings for use in strategy and/or planning meetings.

### **Checklist Actions**

#### **Start Up:**

- Check in upon arrival at the EOC.
- Determine EOC assignment
- Print your name on the EOC organization chart.
- Obtain a briefing on the situation.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).
- Determine your work location and set up as necessary.
- Put on the vest with your title.
- Review your position responsibilities.
- Begin documenting events and activities.

#### **Assignments/Staffing:**

- Report to the EOC Director.
- Clarify issues regarding your authority and assignment.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Section Unit, as needed.
- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log (see sample, Part Three-Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments

### **General Operational Duties:**

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Keep the Planning/Intelligence Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Coordinator.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to your Section Coordinator.
- Conduct periodic briefing for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Coordinator.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.

- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period. (see Part Three-Forms).
- Brief your relief at shift-change time. Ensure that in progress activities are identified and follow-up requirements are known.

**Branch/Unit Operational Duties:**

- Obtain current briefing on the operational situation from the Situation Status Unit. Determine the best estimate of duration of the situation from available information.
- Determine current priorities and policies from the Planning/Intelligence Section Coordinator and EOC Director.
- In coordination with other EOC sections, develop written forecasts for future time periods as requested. These should include any or all of the following:
  - Best estimate of likely situation in 36 to 72 hours given current direction and policy.
  - Determine top priorities for actions and resources. (see Part Three-Planning/Intelligence/Advance Planning Reports.)
  - Identify any recommended changes to EOC policy, organization or procedures to better address the possible situation.
  - Identify any issues and constraints that should be addressed now in light of the probable situation in 36 to 72 hours.
- Provide reports to the Planning/Intelligence Section Coordinator and/or EOC Director and others as directed.
- Develop specific recommendations on areas and issues which will require continuing and/or expanded City involvement.
- Periodically evaluate the operational situation and assist the Planning/Intelligence Section staff in making recommendations on priority response and recovery actions.

**Deactivation:**

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Documentation Unit position and close out logs when authorized by the Planning/Intelligence Section Coordinator or EOC Director.
- Leave a forwarding phone number where you can be reached.

## **Planning/Intelligence Recovery Planning Unit**

Primary – A Shift:	<u>Revenue Manager (Finance)</u>
1 <sup>st</sup> Alternate – A Shift:	<u>Appointed by the EOC Director</u>
Primary – B Shift:	<u>Appointed by the EOC Director</u>
1 <sup>st</sup> Alternate – B Shift:	<u>Appointed by the EOC Director</u>

### ***Primary Responsibilities:***

- Ensure that the City of Pomona receives all emergency assistance and disaster recovery costs for which it is eligible.
- Ensure that the City of Pomona is prepared to participate jointly with FEMA, state CalEMA, Los Angeles County Operational Area and non-profit organizations to expedite disaster assistance for individuals, families, businesses, public entities and others entitled to disaster assistance.
- Ensure that required and/or approved mitigation measures are carried out.
- Consider taking advantage of disaster-caused opportunities to correct past poor land-use practices, while ensuring that legal safeguards for property owners and the jurisdiction are observed.
- Ensure that the City receives all emergency assistance and disaster recovery costs for which it is eligible; conduct all initial recovery operations and prepare the EOC organization for transition to a recovery operations organization to restore the City to pre-disaster conditions as quickly and effectively as possible. (see Part Two-Recovery Section-to be developed.)

### **Checklist Actions**

#### **Start Up:**

- Check in upon arrival at the EOC.
- Determine EOC assignment
- Print your name on the EOC organization chart.
- Obtain a briefing on the situation.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).
- Determine your work location and set up as necessary.
- Put on the vest with your title.
- Review your position responsibilities.
- Begin documenting events and activities.



### **Assignments/Staffing:**

- Report to the EOC Director.
- Clarify issues regarding your authority and assignment.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Section Unit, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log (see sample, Part Three-Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments

### **General Operational Duties:**

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Keep the Planning/Intelligence Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Coordinator.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to your Section Coordinator.
- Conduct periodic briefing for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.

- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Coordinator.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period. (see Part Three-Forms).
- Brief your relief at shift-change time. Ensure that in progress activities are identified and follow-up requirements are known.

**Branch/Unit Operational Duties:**

- Identify issues to be prioritized by the EOC Director on restoration of services to the City.
- Be alert for opportunities to implement actions to alleviate/remedy previous zoning practices that have caused incompatible land uses.
- Maintain contact with Los Angeles County Operational Area and CalEMA and FEMA sources for advice and assistance in obtaining maximum eligible funds for disaster costs.
- In coordination with the Building and Safety Branch of the Operations Section, establish criteria for temporary entry of "posted" buildings so owners/occupants may retrieve business/personal property (see Part Three-Forms for sample Waiver of Liability).
- In coordination with the Building and Safety Branch of the Operations Section, establish criteria for temporary entry of "posted" buildings so owners/occupants may retrieve business/personal property (see Part Three-Forms for sample Waiver of Liability).
- In coordination with the Building and Safety Branch of the Operations Section, establish criteria for re-occupancy of "posted" buildings. Posting includes, as a minimum, the categories of "Inspected", "Restricted Access" and "Unsafe" (see samples, Part Three-Forms).
- In coordination with Building and Safety Branch of the Operations Section, establish criteria for emergency demolition of buildings/structures that are considered to be an immediate and major danger to the population or adjacent structures. Ensure that homeowners' and business owners' rights are made for appropriate hearings, if at all possible.
- Ensure that buildings considered for demolition that come under "Historical Building" classification follow the special review process.
- With Section Coordinators, develop a plan for initial recovery operations.
- Prepare the EOC organization for transition to Recovery Operations (see Part Two-Recovery Section-to be developed.)

**Deactivation:**

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Documentation Unit position and close out logs when authorized by the Planning/Intelligence Section Coordinator or EOC Director.
- Leave a forwarding phone number where you can be reached.

## Planning/Intelligence Demobilization Unit

Primary – A Shift:	<u>Payroll Supervisor</u>
1 <sup>st</sup> Alternate – A Shift:	<u>Appointed by the EOC Director</u>
Primary – B Shift:	<u>Appointed by the EOC Director</u>
1 <sup>st</sup> Alternate – B Shift:	<u>Appointed by the EOC Director</u>

### ***Primary Responsibilities:***

- Provide assistance to the Planning/Intelligence Section Coordinator and EOC Director in planning for the EOC demobilization.
- Develop demobilization strategy and plan with Section Coordinators.
- Prepare a written demobilization plan or procedures for all responding departments and agencies if necessary.
- Follow through on the implementation of the plan and monitor its operation.
- Prepare a Demobilization Plan to ensure the orderly, safe and cost-effective release of personnel and equipment.

### **Checklist Actions**

#### **Start Up:**

- Check in upon arrival at the EOC.
- Determine EOC assignment
- Print your name on the EOC organization chart.
- Obtain a briefing on the situation.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).
- Determine your work location and set up as necessary.
- Put on the vest with your title.
- Review your position responsibilities.
- Begin documenting events and activities.

#### **Assignments/Staffing:**

- Report to the Planning/Intelligence Section Coordinator.
- Clarify issues regarding your authority and assignment.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Section Unit, as needed. Obtain necessary equipment and supplies (forms, paper, pens, date/time, stamp, copy machine, computer, software, etc.)
- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log (see sample, Part Three-Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments

### **General Operational Duties:**

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Keep the Planning/Intelligence Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Coordinator.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to your Section Coordinator.
- Conduct periodic briefing for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Coordinator.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.

- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period. (see Part Three-Forms).
- Brief your relief at shift-change time. Ensure that in progress activities are identified and follow-up requirements are known.

**Branch/Unit Operational Duties:**

- Coordinate with the field level Demobilization Unit Leader.
- Review the organization and current staffing to determine the likely size and extent of demobilization effort.
- Request the General Staff to assess long-term staffing needs within their sections and provide listing of positions and personnel for release by priority.
- Coordinate with the Agency Representative to determine:
  - Agencies not requiring formal demobilization.
  - Personal rest and safety needs.
  - Coordination procedures with cooperating/assisting agencies.
- Evaluate logistics and transportation capabilities to support the demobilization effort.
- Prepare a Demobilization Plan to include the following:
  - Release plan strategies and general information.
  - Priorities for release (according to agency and kind and type of resource).
  - Phase-over or transfer of authorities.
  - Completion and submittal of all required documentation.
- Obtain approval of the Demobilization Plan from the EOC Director.
- Ensure that all sections and branches/groups/units understand their specific demobilization responsibilities.
- Supervise execution of the Demobilization Plan.
- Brief Planning/Intelligence Section Coordinator on demobilization progress.

**Deactivation:**

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Demobilization Unit position and close out logs when authorized by the Planning/Intelligence Section Coordinator or EOC Director.
- Leave a forwarding phone number where you can be reached.

## Planning/Intelligence Technical Specialist

Primary – A Shift:	<u>GIS Technician</u>
1 <sup>st</sup> Alternate – A Shift:	<u>Appointed by the EOC Director</u>
Primary – B Shift:	<u>Appointed by the EOC Director</u>
1 <sup>st</sup> Alternate – B Shift:	<u>Appointed by the EOC Director</u>

### ***Primary Responsibilities:***

- Provide technical expertise to the Planning/Intelligence Section and others as required.
- Provide support specific to a field or function not addressed elsewhere or by any other discipline. A Technical Specialist may or may not be an employee of a public or private agency.

### **Checklist Actions**

#### **Start Up:**

- Check in upon arrival at the EOC.
- Determine EOC assignment
- Print your name on the EOC organization chart.
- Obtain a briefing on the situation.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).
- Determine your work location and set up as necessary.
- Put on the vest with your title.
- Review your position responsibilities.
- Begin documenting events and activities.

#### **Assignments/Staffing:**

- Report to the EOC Director.
- Clarify issues regarding your authority and assignment.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Section Unit, as needed.

- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log (see sample, Part Three-Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments

### **General Operational Duties:**

- Develop a plan for operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.
- Keep the Planning/Intelligence Section Coordinator advised of your position status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Coordinator.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to your Section Coordinator.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Coordinator.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your personnel time and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period. (see Part Three-Forms).



- Brief your relief at shift-change time. Ensure that in progress activities are identified and follow-up requirements are known.

**Branch/Unit Operational Duties:**

- Act as a resource to members of the EOC staff in matters relative to your technical specialty.

**Deactivation:**

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Technical Specialist position and close out logs when authorized by the Planning/Intelligence Section Coordinator or EOC Director.
- Leave a forwarding phone number where you can be reached.

**City of Pomona  
Emergency Operations Plan  
Part Three  
Forms**

# EOC Activation Status

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **A.M. / P.M.**

**Time** EOC Activated to: Level 1 at: \_\_\_\_\_ To Level 2 at \_\_\_\_\_ To Level 3 at \_\_\_\_\_

Area Coordinator Notified \_\_\_\_\_ **DMAC Phone #** \_\_\_\_\_

**Operational Area (Op Area)** Notified via EMIS or Sheriff's Station \_\_\_\_\_

**Recon Report Submitted to Op Area** \_\_\_\_\_

**City Status Report Submitted to Op Area** \_\_\_\_\_

**Op Area EOC Activated** \_\_\_\_\_

<b>Other Local Area EOCs Activated</b>	<b>City</b>	<b>City</b>	<b>City</b>
	Date _____ Time _____	Date _____ Time _____	Date _____ Time _____
	<b>City</b>	<b>City</b>	<b>City</b>
	Date _____ Time _____	Date _____ Time _____	Date _____ Time _____

# Declaration Status

<b>Local Proclamation</b>	<b>Date</b>	<b>Boundary / Area(s)</b>
<b>State Declaration</b>		
<b>Federal Declaration</b>		

EOC-305

# Evacuation & Closed Area Status

Date:

Time:

A.M. / P.M.

Evacuation/ Area Name	Evacuation / Area Boundaries	Number Evacuated	Evacuation / Closure Status

# Shelter Status

Shelter Address	Phone Number	Special Needs Populations	Notes

# Highway / Transportation Status Board

Date:

Time:

A.M. / P.M.

Include: Freeways, highways, arterial roads, bridges, over / under passes, railroads, Metro lines / stations, airports, and marinas

Road / Route / Facility	Open	Closed At	Problems

# Natural Hazards Status

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **A.M. / P.M.** \_\_\_\_\_

Under Natural Hazards include known exposures to flooding, landslides, dam failures, brush fires etc.

Hazard	Location	Time / Date Checked	Problems

# Technical Hazard Status

Under Technical Hazards include known exposures to hazardous materials facilities, petroleum pipe lines, rail road lines etc.

Hazard	Location	Time / Date Checked	Problems

# Major Incident Status Board

**Date:**

**Time:**

**A.M. / P.M.**

List all major active incidents including those with an on-scene Incident Commander

Posting Time/Date	Address & Facility Name	Description of Problem / Incident	Lead Agency	Incident Name	Comments

EOC-309

# Hospital - First Aid Facility & Mortuary Status

**Date:**

**Time:**

**A.M. / P.M.**

Include health care facilities that are unable to provide services because of the disaster, AND those that are able to provide services. Also list Casualty Collection Points (CCPs) and mortuaries as appropriate.

Hospitals	Address / Phone	OK	Problems
<b>First Aid Station</b>			
<b>Mortuary</b>			

# Injury & Mortality Status

Note: Figures shown below are UNOFFICIAL ESTIMATES only.  
The Official Death count is only issued by the Los Angeles County Coroner's Office.

As of (Date / Time)	UNCONFIRMED DEATHS	UNCONFIRMED HOSPITALIZED	UNCONFIRMED INJURIES
	..	..	..
As of (Date / Time)	CONFIRMED DEATHS	CONFIRMED HOSPITALIZED	CONFIRMED INJURIES
	..	..	..



# Assisting Agency / Mutual Aid Status

Date:

Time:

A.M. / P.M.

List both public and non-profit agencies that are providing personnel to assist with disaster response and recovery.

Agency	ETA	# Personnel	# Units	O.I.C.	Assignment

EOC-311

# Disaster Incident Status Report - City of

This form is used to record disaster information from active incidents **WITH** an Incident Commander on scene.

Initial Report • •

Update Report • • Date: \_\_\_\_\_ Time: \_\_\_\_\_

Incident address: <input type="checkbox"/>	Facility/Building name: <input type="checkbox"/>
Damage reported by:	Agency/Department phone #:
Incident type:	
Report date: <input type="checkbox"/>	Time: <input type="checkbox"/>
Damage report taken by:	EOC position:
Description of problem: <input type="checkbox"/>	
Action(s) taken:	
Comments: <input type="checkbox"/>	
<b>INCIDENT INFORMATION</b> - (Complete / update as information becomes	
Incident commander: <input type="checkbox"/>	Lead agency or dept:
Incident name: <input type="checkbox"/>	Field contact :
Radio frequency:	Phone number:
Command post location:	
Resources used:	
Additional resources needed? If yes, submit Resource Request form and note here	
Estimated damage to structure(s):	Estimated damage to contents:
Estimated number evacuated: <input type="checkbox"/>	Evacuation location: <input type="checkbox"/>
Shelter required? If yes, submit Resource Request to Care & Shelter and note here	
Estimated number of injuries: <input type="checkbox"/>	Estimated number of deaths: <input type="checkbox"/>
Initial situation status:	
Originator: Ops Section/Branch Coordinator. Retain Copy	
Routing: Situation Status Unit (Planning / Intelligence Section)	
<input type="checkbox"/> Information in all boxes marked with this symbol ( <input type="checkbox"/> ) needs to be posted to the appropriate "Status Board" <input type="checkbox"/>	

EOC - 012

EOC Incident Summary - City of

DISASTER NAME

Date

DISASTER #

List all Incidents. Post Incidents with an I/C to Major Incident Status Board

Page of

# Posting Time

Address & Facility Name

Description of Problem / Incident

Originator: Situation Status Unit (Plans/Intel Section)

Routing: Documentation Unit (Plans/Intel Section)

List all incidents chronologically. Updates or changes should be logged as separate entries and refer to the incident address. EOC-002

# Media Briefing Check List

<b>Event:</b>	<b>Date:</b>	<b>Next Briefing at:</b>	<b>A.M. / P.M.</b>
<b>Major Incidents:</b>	<b>Water:</b>	<b>First Aid:</b>	
<b>Deaths:</b>	<b>Phone:</b>	<b>Shelter:</b>	
<b>Injuries:</b>	<b>Electricity:</b>	<b>Meals:</b>	
<b>Trapped / Missing:</b>	<b>Nat. Gas:</b>	<b>Water:</b>	
<b>Evacuations:</b>	<b>Trash P/U:</b>	<b>Mental Health:</b>	
<b>Private Damage:</b>	<b>Sewer:</b>		
<b>Public Damage:</b>		<b>Special 1:</b>	
<b>Gov't Bldgs:</b>	<b>Resources:</b>	<b>Special 2:</b>	
<b>Schools:</b>	<b>Mutual Aid:</b>		
<b>Hospitals:</b>	<b>Red Cross:</b>	<b>EOC Status:</b>	
<b>Business:</b>	<b>State: CHP</b>	<b>Proclamation:</b>	
<b>Highways:</b>	<b>State: Cal Trans</b>	<b>Disaster Assistance:</b>	
<b>Transportation:</b>	<b>State: OES</b>		
	<b>Nat'l Guard:</b>	<b>Federal Agencies:</b>	

# Special Needs Services

Date:

Time:

A.M. / P.M.

Situation:	Services Available at:	Phone #	Comments
Visually Impaired			
Mobility “			
Hearing “			
Day Care			
Seniors Care			
Conv. Care			
Pharmacy / Meds			
Victim Location			
Crisis Counseling			
Financial Aid			
Bus Service			

# Weather Status

Date: \_\_\_\_\_ Time: \_\_\_\_\_ A.M. / P.M.

Last Report Date:	Last Report Time:
Weather Now	24 Hour Projection
Temperature	
Wind Direction	
Wind Speed	
Humidity	
Precipitation	

# Logistics Status

Commodity	Available At:
Diesel Fuel	
Gasoline	
Water (Pre-packaged)	
Water Bulk	
Staging Area(s)	

EOC-315

# Resource Request Status Log

Date:		Page	of	Pages	Time:	A.M. / P.M.	
Use for tracking all resource requests							
Resource	Purpose / Use	Requested By	Source	Deliver to	ETA	Date / Time Ordered	Notes
Originator:		Resource Unit - Logistics Section		Purpose: To track all resource requests			EOC-016

**This form is for internal use in the City EOC**  
**Do Not send this form to the Operational Area EOC**

# Resource Request

This form is used to request all resources, for field and EOC use.

An attempt should be made to fill all resource requests through Operations Branches before sending to Logistics

Resource Requested:

**Priority:** • • • • Critical / Life Safety • • • • Urgent • • • • Routine • • • •

Incident Address:	Incident Type:
Resource Requested by:	Agency / Dept:
Duration Needed:	Phone:
Staging/Delivery Location:	Delivery Contact:
Form Prepared By:	EOC Position:

Latest Acceptable Delivery: (Date / Time)

Purpose / Use:

Suggested Source(s):

Approval by Section Coordinator:

Filled By Operations?	Send to Logistics?
-----------------------	--------------------

**Section below to be filled out by supplying agency / dept.**

Resource Ordered From:	
Vendor/Agency Address:	
Vendor/Agency Contact Person:	Phone:
Date Ordered:	Time Ordered:
Estimated Date/Time of Arrival:	Inv./ Resource Order #:

Comments:

Initialed By Operations: • •	Logistics: • •	Finance: • •
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Originator: Any EOC position. Originator to retain copy.

Routing: Approval by Section Coordinator, then send to Logistics.

Additional Notes:

EOC - 010



# Critical Resource Request Status

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **A.M. / P.M.** \_\_\_\_\_

Used for tracking critical resource requests

Resource	Purpose / Use	Requested By	Source	Deliver to	ETA	Date / Time Ordered	Notes

Day **S M T W Th F S** **EOC Daily - Section Time Log** Operational Period # \_\_\_\_\_

From \_\_\_\_\_ AM to \_\_\_\_\_ PM

Date \_\_\_\_\_ Section Coordinator: \_\_\_\_\_ From \_\_\_\_\_ PM to \_\_\_\_\_ AM

Section: Management •• Operations •• Plans/Intel •• Logistics •• Finance/Admin ••

EOC Position	Employee Name	Dept./Agency	Check-in / Out Time	Hours		Specific Tasks
				Reg	OT	

Originator: All Section Coordinators - Retain copy. Routing: Time Unit (Finance / Admin Section) at end of each shift.

To be filled out by Section Coordinator for all Section personnel. Note: All Section Coordinators should appear on the Management Section Time Log. EOC-003

# Public & Private School Status

Date:

Time:

A.M. / P.M.

Include all affected schools (public and private), adult education centers, and large day care facilities.

School	Address / Phone	OK	Problems



## **Part Four Acronyms and Glossary**

### **List of Acronyms**

This list contains acronyms commonly used in Emergency Management, the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS) and the Incident Command System (ICS)

<b>ALS</b>	<b>Advanced Life Support</b>
<b>AC</b>	<b>Area Command</b>
<b>ADA</b>	<b>Americans with Disabilities Act</b>
<b>ARC</b>	<b>American Red Cross</b>
<b>ARES</b>	<b>Amateur Radio Emergency Services</b>
<b>CALDAP</b>	<b>California Disaster Assistance Program</b>
<b>CalTrans</b>	<b>California Department of Transportation</b>
<b>CALWAS</b>	<b>California Warning System</b>
<b>CAR</b>	<b>Corrective Action Report</b>
<b>CBO</b>	<b>Community Based Organization</b>
<b>CBRNE</b>	<b>Chemical, Biological, Radiological, Nuclear or High-Yield Explosive</b>
<b>CCC</b>	<b>California Conservation Corps</b>
<b>CDC</b>	<b>Centers for Disease Control, U.S. Public Health Service</b>
<b>CDF</b>	<b>California Department of Forestry</b>
<b>CEPEC</b>	<b>California Earthquake Prediction Evaluation Council</b>
<b>CERCLA</b>	<b>Comprehensive Environmental Response Compensation and Liability Act</b>
<b>CERT</b>	<b>Community Emergency Response Team</b>
<b>CESFRS</b>	<b>California Emergency Service Fire Radio System</b>
<b>CESRS</b>	<b>California Emergency Services Radio System</b>
<b>CFR</b>	<b>Code of Federal Regulations</b>
<b>CHP</b>	<b>California Highway Patrol</b>
<b>CLEMARS</b>	<b>California Law Enforcement Mutual Aid Radio System</b>
<b>CLERS</b>	<b>California Law Enforcement Radio System</b>
<b>CLETS</b>	<b>California Law Enforcement Telecommunications System</b>
<b>COG</b>	<b>Continuity of Government</b>
<b>DA</b>	<b>Damage Assessment</b>
<b>DAP</b>	<b>Disaster Assistance Programs</b>
<b>DCS</b>	<b>Disaster Communications Service</b>
<b>DFCO</b>	<b>Deputy Federal Coordinating Officer</b>
<b>DFO</b>	<b>Disaster Field Office</b>
<b>DHA</b>	<b>Disaster Housing Assistance</b>
<b>DHS</b>	<b>Department of Homeland Security</b>
<b>DMAT</b>	<b>Disaster Medical Assistance Team</b>
<b>DMORT</b>	<b>Disaster Mortuary Operational Response Team</b>
<b>DOC</b>	<b>Department Operations Center</b>
<b>DOD</b>	<b>Department of Defense</b>
<b>DOE</b>	<b>Department of Energy</b>
<b>DOJ</b>	<b>Department of Justice</b>
<b>DOI</b>	<b>Department of Interior</b>
<b>DOL</b>	<b>Department of Labor</b>

<b>DOS</b>	<b>Department of State</b>
<b>DOT</b>	<b>Department of Transportation</b>
<b>DRC</b>	<b>Disaster Recovery Center</b>
<b>DRC</b>	<b>Disaster Resource Center</b>
<b>DSA</b>	<b>Division of the State Architect (California)</b>
<b>DWR</b>	<b>California Department of Water Resources</b>
<b>EAS</b>	<b>Emergency Alert System</b>
<b>EDD</b>	<b>Employment Development Department</b>
<b>EDIS</b>	<b>Emergency Digital Information System</b>
<b>EMAC</b>	<b>Emergency Management Assistance Compact</b>
<b>EMI</b>	<b>Emergency Management Institute</b>
<b>EMIS</b>	<b>Emergency Management Information System (Los Angeles County)</b>
<b>EMMA</b>	<b>Emergency Managers Mutual Aid</b>
<b>EMP</b>	<b>Electromagnetic Pulse</b>
<b>EMPG</b>	<b>Emergency Management Performance Grant</b>
<b>EMSA</b>	<b>Emergency Medical Services Authority</b>
<b>EMS</b>	<b>Emergency Medical Services</b>
<b>EMT</b>	<b>Emergency Medical Technician</b>
<b>EOC</b>	<b>Emergency Operations Center</b>
<b>EOP</b>	<b>Emergency Operations Plan</b>
<b>EPA</b>	<b>Environmental Protection Agency</b>
<b>EPI</b>	<b>Emergency Public Information</b>
<b>EPIC</b>	<b>Emergency Public Information Center</b>
<b>ERT</b>	<b>Emergency Response Team</b>
<b>ESA</b>	<b>California Emergency Services Act</b>
<b>ESC</b>	<b>Emergency Services Coordinator</b>
<b>ESF</b>	<b>Emergency Support Functions</b>
<b>EST</b>	<b>Emergency Support Team</b>
<b>FAA</b>	<b>Federal Aviation Administration</b>
<b>FBI</b>	<b>Federal Bureau of Investigation</b>
<b>FCC</b>	<b>Federal Communications Commission</b>
<b>FCO</b>	<b>Federal Coordinating Officer</b>
<b>FEMA</b>	<b>Federal Emergency Management Agency</b>
<b>FFY</b>	<b>Federal Fiscal Year</b>
<b>FHWA</b>	<b>Federal Highway Administration</b>
<b>FIA</b>	<b>Federal Insurance Administration</b>
<b>FOG</b>	<b>Field Operations Guide</b>
<b>FIRESCOPE</b>	<b>Firefighting Resources of Calif. Organized for Potential Emergencies</b>
<b>FTS</b>	<b>Field Treatment Sites</b>
<b>GAR</b>	<b>Governor's Authorized Representative</b>
<b>GIS</b>	<b>Geographic Information System</b>
<b>GSA</b>	<b>General Services Administration</b>
<b>HAZMAT</b>	<b>Hazardous Materials</b>
<b>HEW</b>	<b>U.S. Department of Health, Education and Welfare</b>
<b>HHS</b>	<b>Department of Health and Human Services</b>
<b>HMC</b>	<b>Hazard Mitigation Coordinator</b>
<b>HMDA</b>	<b>Hazard Mitigation and Disaster Assistance</b>
<b>HMGP</b>	<b>Hazard Mitigation Grant Program</b>
<b>HMO</b>	<b>Hazard Mitigation Officer</b>
<b>HMT</b>	<b>Hazard Mitigation Team</b>

<b>HSAS</b>	<b>Homeland Security Advisory System</b>
<b>HSC</b>	<b>Homeland Security Council</b>
<b>HSOC</b>	<b>Homeland Security Operations Center</b>
<b>HSEEP</b>	<b>Homeland Security Exercise Evaluation Program</b>
<b>HSPD</b>	<b>Homeland Security Presidential Directive</b>
<b>HSPD-5</b>	<b>Homeland Security Presidential Directive-5</b>
<b>HUD</b>	<b>Housing and Urban Development Program</b>
<b>IA</b>	<b>Individual Assistance</b>
<b>IAC</b>	<b>Incident Advisory Council</b>
<b>IAP</b>	<b>Incident Action Plan</b>
<b>IC</b>	<b>Incident Commander</b>
<b>ICP</b>	<b>Incident Command Post</b>
<b>ICS</b>	<b>Incident Command System</b>
<b>IC</b>	<b>Incident Command</b>
<b>IDE</b>	<b>Initial Damage Estimate</b>
<b>IMT</b>	<b>Incident Management Team</b>
<b>IRS</b>	<b>U.S. Internal Revenue Service</b>
<b>JDIC</b>	<b>Justice Data Interface Controller</b>
<b>JFO</b>	<b>Joint Field Office</b>
<b>JPA</b>	<b>Joint Powers Agreement</b>
<b>JIC</b>	<b>Joint Information Center</b>
<b>JIS</b>	<b>Joint Information System</b>
<b>JOC</b>	<b>Joint Operations Center</b>
<b>JTTF</b>	<b>Joint Terrorism Task Force</b>
<b>LNO</b>	<b>Liaison Officer</b>
<b>MACS</b>	<b>Multi-Agency Coordination System</b>
<b>MARAC</b>	<b>Mutual Aid Regional Advisory Committee</b>
<b>MMRS</b>	<b>Metropolitan Medical Response Team</b>
<b>MOA</b>	<b>Memorandum of Agreement</b>
<b>MOU</b>	<b>Memorandum of Understanding</b>
<b>MTA</b>	<b>Metropolitan Transit Authority</b>
<b>NAWAS</b>	<b>National Warning System</b>
<b>NDAA</b>	<b>California Natural Disaster Assistance Act</b>
<b>NDMS</b>	<b>National Disaster Medical System</b>
<b>NEP</b>	<b>National Exercise Program</b>
<b>NFA</b>	<b>National Fire Academy</b>
<b>NFIP</b>	<b>National Flood Insurance Program</b>
<b>NGO</b>	<b>Nongovernmental Organization (See PNP, NVOAD, VOAD)</b>
<b>NHC</b>	<b>National Hurricane Center</b>
<b>NHPA</b>	<b>National Historic Preservation Act</b>
<b>NIMS</b>	<b>National Incident Management</b>
<b>NOAA</b>	<b>National Oceanic and Atmospheric Administration</b>
<b>NOC</b>	<b>National Operations Center</b>
<b>NOI</b>	<b>Notice of Interest</b>
<b>NRC</b>	<b>Nuclear Regulatory Commission</b>
<b>NRF</b>	<b>National Response Framework</b>
<b>NSC</b>	<b>National Security Council</b>

<b>NVOAD</b>	<b>National Voluntary Organizations Active in Disaster (See NGO, PNP, VOAD)</b>
<b>NWS</b>	<b>National Weather Service</b>
<b>OA</b>	<b>Operational Area</b>
<b>OASIS</b>	<b>Operational Area Satellite Information System</b>
<b>OEM</b>	<b>Office of Emergency Management</b>
<b>OES</b>	<b>Office of Emergency Services</b>
<b>OSA</b>	<b>California Office of the State Architect</b>
<b>OSHA</b>	<b>Occupational Safety and Health Administration</b>
<b>PA</b>	<b>Public Assistance</b>
<b>PA/O</b>	<b>Public Assistance Officer</b>
<b>PDD</b>	<b>Presidential Decision Directive</b>
<b>PFO</b>	<b>Principal Federal Officer</b>
<b>PIO</b>	<b>Public Information Officer</b>
<b>PIS</b>	<b>Public Information System</b>
<b>POC</b>	<b>Point of Contact</b>
<b>POLREP</b>	<b>Pollution Report</b>
<b>PNP</b>	<b>Private Nonprofit Organization (see NGO, NVOAD, VOAD)</b>
<b>PUC</b>	<b>California Public Utilities Commission</b>
<b>PFO</b>	<b>Principal Federal Official</b>
<b>PVO</b>	<b>Private Voluntary Organizations</b>
<b>PW</b>	<b>Project Worksheet</b>
<b>R&amp;D</b>	<b>Research and Development</b>
<b>RACES</b>	<b>Radio Amateur Civil Emergency Services</b>
<b>REOC</b>	<b>Regional Emergency Operations Center (State OES Region)</b>
<b>RRCC</b>	<b>Regional Response Coordination Center</b>
<b>RESTAT</b>	<b>Resources Status</b>
<b>ROSS</b>	<b>Resource Ordering and Status System</b>
<b>RIMS</b>	<b>Response Information Management System (State OES)</b>
<b>RIMS</b>	<b>Resources Inventory Management System (federal)</b>
<b>ROC</b>	<b>Regional Operations Center</b>
<b>RRCC</b>	<b>Regional Response Coordinating Center</b>
<b>SAP</b>	<b>State Assistance Program</b>
<b>SAR</b>	<b>Search and Rescue</b>
<b>SARA</b>	<b>Superfund Amendment Reauthorization Act (Title III)</b>
<b>SBA</b>	<b>Small Business Administration</b>
<b>SCAQMD</b>	<b>South Coast Air Quality Management District</b>
<b>SCC</b>	<b>Sheriff's Communications Center (Los Angeles County)</b>
<b>SCO</b>	<b>State Coordinating Officer</b>
<b>SEMS</b>	<b>Standardized Emergency Management System</b>
<b>SDO</b>	<b>Standards Development Organizations</b>
<b>SFLEO</b>	<b>Senior Federal Law Enforcement Official</b>
<b>SFO</b>	<b>Senior Federal Official</b>
<b>SHMO</b>	<b>State Hazard Mitigation Officer</b>
<b>SIOC</b>	<b>Strategic Information and Operations Center</b>
<b>SITREP</b>	<b>Situation Report</b>
<b>SO</b>	<b>Safety Officer</b>
<b>SOC</b>	<b>State Operations Center</b>



<b>SOP</b>	<b>Standard Operating Procedure</b>
<b>STO</b>	<b>State Training Officer</b>
<b>TEW</b>	<b>Terrorism Early Warning group</b>
<b>UC</b>	<b>Unified Command</b>
<b>USACE</b>	<b>United States Army Corps of Engineers</b>
<b>USAR</b>	<b>Urban Search and Rescue</b>
<b>USDA</b>	<b>U.S. Department of Agriculture</b>
<b>USFA</b>	<b>United States Fire Administration</b>
<b>USGS</b>	<b>United States Geological Survey</b>
<b>VOAD</b>	<b>Volunteer Organizations Active in Disaster (See NGO, PNP, NVOAD)</b>
<b>WMD</b>	<b>Weapons of Mass Destruction</b>

**Glossary of Terms (CW-#49)**

This glossary contains definitions of terms commonly used in Emergency Management, the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS) and the Incident Command System (ICS)

**A**

**Action Plan:** A containing the emergency response objectives reflecting overall priorities and supporting activities for a designated period. The plan is shared with all supervisors and supporting agencies. (See Incident Action Plan and EOC Action Plan.)

**Advance Element of the Emergency Response Team (ERT-A):** The portion of the Emergency Response Team (ERT) which is the first group deployed to the field to respond to a disaster incident (Federal asset).

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

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

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

**American Red Cross:** A federally chartered volunteer agency that provides disaster relief to individuals and families. Major responsibilities include providing lodging, food, clothing and registration and inquiry service.

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

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

**Assigned Resources:** Resources currently working on an assignment under the direction of a supervisor.

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

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

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

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

## **B**

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

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

## **C**

**California Emergency Council:** The official advisory body to the Governor on all matters pertaining to statewide emergency preparedness.

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

**Care and Shelter:** The operations that meet the food, clothing, and shelter needs of people on a mass care basis.

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

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

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

**Clear Text:** The use of plain English in radio communications transmissions. No Ten Codes or agency specific codes are used when utilizing Clear Text.

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

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

**Command Post:** (See Incident Command Post)

**Common Operating Picture:** A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

**Communications Unit:** An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

**Continuity of Government (COG):** All measures that may be taken to ensure the continuity of essential functions of governments in the event of emergency conditions, including line-of succession for key decision makers.

**Convergent Volunteers:** Convergent volunteers are not pre-registered volunteers and have not been impressed into service. They are volunteers who come forward spontaneously during the time of a disaster or emergency event, or post disaster to assist without pay or compensation. They can become registered as DSW volunteers for the duration of that single event.

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

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

**Corrective Action Report:** Identifies problems and successes that occurred during emergency operations and describes a plan of action for implementing improvements, including mitigation activities. The CAR is to be completed for all declared events, non-declared events, exercises, and training, or pre-identified planned events within 90 days of the close of the event. The corrective actions are to be incorporated into preparedness and response plans, procedures, training and exercises.

## **D**

**Damage Assessment:** The process utilized to determine the magnitude of damage and the unmet needs of individuals, businesses, the public sector, and the community caused by a disaster or emergency event.

**Declaration:** The formal action by the President to make a State eligible for major disaster or emergency assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 3-288, as amended (the Stafford Act).

**Delegation of Authority:** A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents.

**Department Operations Center:** An EOC used by a distinct discipline, such as fire, medical, hazardous material, or a unit, such as Department of Public Works, Department of Health or local water district. Department operations centers may be used at all SEMS levels above the field response level depending upon the impacts of the emergency.

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

**Disaster:** A large-scale emergency event overwhelming local resources with the potential for great damage, loss and destruction.

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

**Disaster Recovery Center:** A Disaster Recovery Center (DRC) is a readily accessible facility where applicants may go for information about FEMA or other disaster assistance programs, and for questions related to individual cases.

**Disaster Resource Center:** There are eleven hospitals located throughout Los Angeles County which each work with 8-10 neighboring hospitals to deliver effective and coordinated medical care to victims of terrorism, multi-casualty incidents and public-health emergencies. Disaster Resource Centers provide for a "surge capacity" to expand hospital care capabilities to meet a sudden or more prolonged spike in demand for patient triage and treatment.

**Disaster Service Worker:** Includes:

- a) ..."public employees performing disaster work that is outside the course and scope of their regular employment without pay...". (Labor Code, §3211.92(b).
- b) ..."any person registered with an accredited Disaster Council...for the purpose of engaging in disaster service...without pay or other consideration."
- c) "...any unregistered person impressed into service during a state of war emergency, a state of emergency, or a local emergency by a person having authority to command the aid of the citizens in the execution of his or her duties."

It does not include any member registered as an active fire fighting member of any regularly organized volunteer fire department, having official recognition, and full or partial support of the county, city, town or district in which such fire department is located.

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

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

## **E**

**Earthquake Advisory:** A statement issued by the State of California Office of Emergency Services (OES), usually following a medium-sized earthquake, regarding scientific opinion that there is an enhanced likelihood for additional seismic activity within a specified period (usually three to five days).

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

**Emergency Alert System:** A system that enables the President and federal, state, and local governments to communicate through commercial radio and television broadcast stations with the general public in the event of a disaster.

**Director of Emergency Services:** The individual within each political subdivision that has overall responsibility for jurisdiction emergency management coordination efforts.

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

**EOC Action Plan:** The plan developed at SEMS EOC levels which contains objectives, actions to be taken, assignments and supporting information for the next operational period.

**Emergency Operations Plan:** A plan that provides for responding to a wide variety of potential hazards.

**Emergency Public Information:** Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

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

**Emergency Support Function (ESF):** Federal agencies and departments and certain private-sector capabilities that are organized to provide the support, resources, program implementation and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal. The ESFs serve as the primary operational-level mechanism to provide assistance to State, local, and tribal governments or to Federal departments and agencies conducting missions of primary Federal responsibility.

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

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

## **F**

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

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

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

**Federal Disaster Relief Act:** Public Law 93-288, as amended, that gives the President broad powers to supplement the efforts and available resources of state and local governments in carrying out their responsibilities to alleviate suffering and damage resulting from major (peacetime) disasters.

**Federal Emergency Management Agency:** This agency provides a single point of accountability for all Federal activities related to disaster mitigation and emergency preparedness, response, and recovery.

**Federal Hazard Mitigation Officer (FHMO):** The FEMA employee responsible for representing the agency for each declaration in carrying out the overall responsibilities for hazard mitigation and for Subpart M, including coordinating post-disaster hazard mitigation actions with other agencies of government at all levels.

**Field Treatment Site:** A location which is used for the assembly, triage (sorting), medical stabilization and subsequent evacuation of casualties.

**FIPS Code:** Federal Information Processing Identifier. A unique five digit number for every

county, borough, parish or census district in the US and its possessions. This number is used to identify the jurisdiction in its disaster assistance documents.

**Function:** Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

## **G**

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

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

## **H**

**Hazard:** Any source of danger, potential danger or element of risk to people, property or environment.

**Hazard Mitigation:** A cost effective measure that will reduce the potential for damage to a facility from a disaster event.

**Hazard Mitigation Assistance Program:** Authorized under Section 404 of the Stafford Act. Provided funding for hazard mitigation projects that are cost effective and complement existing post-disaster mitigation programs and activities by providing funding for beneficial mitigation measures that are not funded through other programs.

**Hazard Mitigation Plan:** The plan resulting from a systematic evaluation of the nature and extent of vulnerability to the effects of natural hazards present in society that includes the actions needed to minimize future vulnerability to hazards.

**Hazardous Material:** A substance or combination of substances which, because of quantity, concentration, physical chemical, radiological, explosive, or infectious characteristics, poses a substantial presents or potential danger to humans or the environment. Generally, such materials are classed as explosives and blasting agents, flammable and nonflammable gases, combustible liquids, flammable liquids and solids, oxidizers, poisons, disease-causing agents, radioactive materials, corrosive materials, and other materials including hazardous wastes.

**Hierarchy of Command:** (See Chain of Command)

## **I**

**Incident:** An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous



materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

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

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

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

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

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

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

**Incidents of National Significance:** These are high-impact events that require an extensive and well coordinated multiagency response, including federal response, to save lives, minimize damage and provide the basis for long-term community and economic recovery.

**Individual Assistance (IA):** Supplementary Federal assistance provided under the Stafford Act to individuals and families adversely affected by a major disaster or an emergency. Such assistance may be provided directly by the Federal Government or through State or local governments or disaster relief organizations.

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

**Initial Response:** Resources initially committed to an incident.

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

## **J**

**Joint Field Office (JFO):** A temporary Federal facility established locally to provide a central point for Federal, State, local, and tribal executives with responsibility for incident oversight, direction, and/or assistance to effectively coordinate protection, prevention, preparedness, response, and recovery actions. The JFO will combine the traditional functions of the JOC, the FEMA DFO, and the JIC within a single Federal facility.

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

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

**Joint Operations Center (JOC):** The JOC is the focal point for all Federal investigative law enforcement activities during a terrorist or potential terrorist incident or any other significant criminal incident, and is managed by the Senior Federal Law Enforcement Officer. The JOC becomes a component of the JFO when the National Response Plan is activated.

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

## **L**

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

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

**Local Assistance Center (LAC):** The LAC provides a single facility at which individuals, families and businesses can access available disaster assistance programs and services. The LAC is normally staffed and supported by local, state and federal agencies as well as non-profit, voluntary and some business organizations.

**Local Emergency:** The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and required the combined forces of political subdivisions to combat.

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

**Logistics:** Providing resources and other services to support incident management.

**Logistics Section:** The section responsible for providing facilities, services, and material support for the incident and at the EOC.

## **M**

**Major Disaster:** As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

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

**Mass Care Facilities:** A location where temporary services are provided to disaster victims during an emergency which may include lodging, food, clothing, registration, welfare inquiry, first aid, and essential social services. These facilities may include shelters, local or family assistance centers, etc.

**Master Mutual Aid Agreement:** An agreement entered into by and between the State of California, its various departments and agencies, and the various political subdivision, municipal corporations, and other public agencies of the State of California to assist each other by providing resources during an emergency. Mutual aid occurs when two or more parties agree to furnish resources and facilities and to render services to each other to prevent and combat any type of disaster or emergency.

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

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

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

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

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

**Mutual Aid Agreement:** Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

**Mutual Aid Coordinator:** An individual that is responsible to coordinate the process of requesting, obtaining, processing and using mutual aid resources

**Mutual Aid Region:** A mutual aid region is a subdivision of state OES established to assist in the coordination of mutual aid and other emergency operations within a geographical area of the state, consisting of two or more county (operational) areas.

## **N**

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

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

**National Flood Insurance Program (NFIP):** The Federal program, created by an act of Congress in 1968, which makes flood insurance available in communities that enact satisfactory floodplain management regulations.

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

**National Response Framework:** Mandated by HSPD-5, it is a guide as to how the nation conducts all-hazards incident response.

**National Warning System:** The federal portion of the civil defense warning system, used to disseminate warning and other emergency information from the warning centers or regions to warning points in each state.

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

## **O**

**Office of Emergency Management (OEM):** The Los Angeles County Office of Emergency Management is responsible for organizing and directing the preparedness efforts of the Emergency management Organization for Los Angeles County. It is the day-to-day Los Angeles County Operational Area coordinator for the entire geographic area of the county.

**Office of Emergency Services (OES):** The Governor's Office of Emergency Services.

**One Hundred-Year Flood:** The flood elevation that has a one-percent chance of being equaled or exceeded in any given year. It is also known as the base flood elevation.

**Operational Area:** An intermediate level of the state emergency organization, consisting of a county and all political subdivisions within the county area.

**Operational Area Coordinator:** The individual within the operational area responsible for a specific function such as fire, law enforcement, coroner's services, or emergency medical services.

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

**Operations Section:** The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

**Out-of-Service Resources:** Resources not available or ready to be assigned (e.g., maintenance issues, rest periods, etc.).

## **P**

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

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

**Planning Section:** Responsible for the collection, evaluation and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP and EOC Action Plan. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident. In SEMS, this section is also referred to as Planning/Intelligence.

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

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

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

**Principal Federal Official (PFO):** The Federal official designated by the Secretary of Homeland Security to act as his/her representative locally to oversee, coordinate, and execute the Secretary's incident management responsibilities under HSPD-5 for Incidents of National Significance.

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

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

**Public Assistance (PA):** Supplementary Federal assistance provided under the Stafford Act to State and local governments or certain private, nonprofit organizations other than assistance for the direct benefit of individuals and families.

**Public Information Officer:** A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

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

**Qualification and Certification:** This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It

also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

## **R**

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

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

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

**Regional Emergency Operations Center (REOC):** Facilities found at State OES Administrative Regions. REOCS are used to coordinate information and resources among operational areas and between the operational areas and the state level.

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

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

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

**Response:** Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the



threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

## **S**

**Safety Officer:** A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

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

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

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

**Stafford Act:** Robert T. Stafford disaster Relief and Emergency Assistance Act, PL 100-707, signed into law November 23, 1988; amended the Disaster Relief Act of 1974, PL 93-288.

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

**Standard Operating Procedures (SOPs):** A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure. Standard operating procedures support an annex by indicating in detail how a particular task will be carried out.

**Standardized Emergency Management System (SEMS):** A system required by California Government Code for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels which are activated as necessary: Field Response, Local Government, Operational Area, Region, State.

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

**State of Emergency:** The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions, other than conditions, resulting from a labor controversy, or conditions causing a "state of war emergency", which conditions by reason of magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single

county, city and county, or city and require the combined forces of a mutual aid region or regions to combat.

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

**State Operations Center (SOC):** An EOC facility operated by the Governor's Office of Emergency Services at the state level in SEMS.

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

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

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

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

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

## **T**

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

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

**Terrorism:** Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a

government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

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

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

**Triage:** A process of priority sorting sick and injured people on the basis of urgency and type of condition presented so that they can be routed to appropriate medical facilities.

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

**Tsunami:** Also called a seismic sea wave. It is a large oceanic wave generated by earthquakes, submarine volcanic eruptions, or large submarine landslides in which sudden forces are applied to the water mass. The fastest tsunami waves can move at speeds of hundreds of miles per hour in the open ocean. However, as the waves enter shallower waters in coastal area, wave velocity decreases and wave height can increase to 100 feet or more on impact at the shore line.

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

## **U**

**Unified Area Command:** A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional. (See Area Command.)

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

**Unit:** An organizational element having a specific responsibility in functional sections, such as planning, logistics or finance/administration.

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

## **V**

**Volunteer:** For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.