CITY OF MOORPARK

EMERGENCY OPERATIONS PLAN

2014

CONTENTS OF PLAN
INTRODUCTION

PAGE NO.
Acknowledgments Introduction-2
Foreword Introduction-3
Letter of Promulgation Introduction-6
Record of Revisions Introduction-7
Distribution List Introduction-8
Department/Agency Concurrence Introduction-9

PART ONE
BASIC PLAN

Section One, Basic Plan ..... Part One-5
Section Two, Standardized Emergency Management System ..... Part One-11
Section Three, National Incident Management System ..... Part One-19
Section Four, City of Moorpark's Management Organization ..... Part One-23
Section Five, Continuity of Government ..... Part One-37
Section Six, Mutual Aid ..... Part One-43
Section Seven, Authorities and References ..... Part One-51
Section Eight, Threat Summary and Assessments ..... Part One-55
Section Nine, Acronyms, Abbreviations and Glossary of Terms ..... Part One-105

PART TWO
EMERGENCY ORGANIZATION FUNCTIONS

Management Section ..... Part Two-M-1
Support Documentation ..... Part Two-MS-1
Operations Section ..... Part Two-O-1
Support Documentation ..... Part Two-OS-1
Planning/Intelligence Section ..... Part Two-P-1
Support Documentation ..... Part Two-PS-1
Logistics Section ..... Part Two-L-1
Support Documentation ..... Part Two-LS-1
Finance/Administration Section ..... Part Two-F-1
Support Documentation ..... Part Two-FS-1

APPENDIX (Restricted Use Document)

City of Moorpark EOC Staff Notification List Appendix-3
City of Moorpark City Emergency Notification List Appendix-9
Other Essential Contacts Notification List Appendix-17
City of Moorpark EOC Phone Numbers Appendix-19

City of Moorpark Secure Locations....Appendix-20
EOC Voice and Data Ports....Appendix-21
Ventura County Satellite Phone Numbers....Appendix-24
EAS Activation Procedures....Appendix-26
Moorpark Administrative Procedures....Appendix-28
Pre-Identification Shelter Sites....Appendix-31
Residential Care Facilities List....Appendix-33
Outreach to Access and Functional Needs Population....Appendix-34
National Weather Service – Restricted Use Numbers....Appendix-35
100 – Unit Mass Casualty Trailer....Appendix-37
City of Moorpark Critical Facilities Information....Appendix-40
EOC Arrival Procedures....Appendix-45
City of Moorpark EOC Layout....Appendix-47
WebEOC Log In Procedures....Appendix-49
VC Alert Procedures....Appendix-51

ACKNOWLEDGMENTS

This Emergency Operations Plan was prepared and edited by Terra Firma Enterprises, and City of Moorpark Emergency Management Division staff. The following vital documents were used as reference information in compiling this Emergency Operations Plan:

FEMA CPG 101: FEMA Comprehensive Preparedness Guide, "Developing and Maintaining Emergency Operations Plans," 2010
FEMA CPG 1-8a: "State and Local Emergency Operations Plans"
OES: "Local Government Emergency Planning Guidance"
OES: "SEMS Guidelines"
City of Moorpark 2000-2005 Safety Element, March 2001
Technical Background Report for the Safety Element, August 2000
City of Moorpark SEMS MultiHazard Functional Response Plan, 2004
Ventura County Hazard Mitigation Plan, 2010
Moorpark Update to the Ventura County Hazard Mitigation Plan, 2013
OES, "California Implementation Guidelines for the National Incident Management System", April 2006

The recommendations and suggestions included in this plan are intended to improve emergency preparedness, response and recovery and to satisfy the Standardized Emergency Management System (SEMS) requirements as presented in Title 19 of the California Code of Regulations and the National Incident Management System (NIMS) requirements as outlined in Homeland Security Presidential Directive – 5 (HSPD-5). Although Terra Firma Enterprises stands by the quality of its products, it is understood that disaster preparedness is not an exact science, and this Emergency Operations Plan does not guarantee the safety of any individual, structure, or organization in a disaster. Terra Firma Enterprises assumes no liability for deaths, injuries, or property damage resulting from a disaster.

INTRODUCTION

FOREWORD

This Emergency Operations Plan (EOP) addresses the City of Moorpark's (City) planned response to extraordinary emergency situations associated with natural disasters, technological incidents, and national security emergencies. The EOP does not address normal day-to-day emergencies or the well-established and routine procedures used in coping with such emergencies. Instead, the operational concepts reflected in this EOP focus on potential large-scale disasters that can generate unique situations requiring unusual emergency responses.

This EOP is a preparedness document—designed to be read, understood, and exercised prior to an emergency. It is designed to include the City as part of the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

This EOP provides basic planning information. City departments must prepare standard operating procedures and, in some cases, more detailed checklists which will describe their internal operations under emergency conditions.

ASSUMPTIONS:

- The City is primarily responsible for emergency actions and will commit all available resources to save lives, minimize injury to persons, and minimize damage to property.
- The City will utilize SEMS/NIMS in emergency response operations.
- The Director of Emergency Services, City Manager, will coordinate the City's disaster response in conformance with its Emergency Services Ordinance.
- The City will participate in the Ventura County Operational Area.
- The resources of the City will be made available to local agencies and citizens to cope with disasters affecting this area.
- The City will commit its resources to a reasonable degree before requesting mutual aid assistance.
- Mutual aid assistance will be requested when disaster relief requirements exceed the City's ability to meet them.

EMERGENCY MANAGEMENT GOALS:

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

ORGANIZATION OF THE EOP:

- **Part One - Basic Plan**. Overall organizational and operational concepts relative to

response and recovery, as well as an overview of potential hazards. Intended audience—Emergency Operations Center (EOC) Management Team.

- **Part Two - Emergency Response Organization Functions**. Description of the emergency response organization and emergency action checklists and reference material. Intended audience—EOC staff.

- **Appendix – A restricted-use document.** Contains the emergency/disaster organization's notification numbers and other essential numbers. Intended audience—EOC staff.

ACTIVATION OF THE EOP:

- On the order of the official designated by the City's Ordinance No. 89-106, provided that the existence or threatened existence of a Local Emergency has been proclaimed in accordance with the ordinance.
- When the Governor has proclaimed a State of Emergency which includes 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).
- When there has been a Presidential declaration of a National Emergency.
- Automatically on receipt of an attack warning or the observation of a nuclear detonation.

APPROVAL AND PROMULGATION:

This EOP was reviewed by all departments assigned a primary function in the Emergency Responsibilities Matrix (Part Two, Management Section). The EOP will be submitted to the City Council for review and approval. Upon approval of the City Council, the EOP will be submitted to the Ventura County Sheriff Offices of Emergency Services (Sheriff OES) and the California Office of Emergency Services (Cal OES) for review.

MAINTENANCE OF EOP:

The EOP will be reviewed annually to ensure that plan elements are valid and current. Each responsible organization or agency will review and upgrade its portion of the EOP and/or modify its SOP/EOP as required based on identified deficiencies experienced in drills, exercises or actual occurrences. Changes in government structure and emergency response organizations will also be considered in the EOP revisions. The City is responsible for making revisions to the EOP that will enhance the conduct of response and recovery operations. The City will prepare, coordinate, publish and distribute any necessary changes to the plan to all City departments and other agencies as shown on any distribution list of this EOP.

Legal Counsel to the City will also review documents that provide the legal basis for emergency planning to ensure conformance to SEMS/NIMS requirements and modify as necessary.

Approval Date: _____

LETTER OF PROMULGATION

TO: OFFICIALS, EMPLOYEES, AND CITIZENS OF CITY OF MOORPARK

The preservation of life and property is an inherent responsibility of local, state, and federal government. The City of Moorpark (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 EOP 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 EOP is to incorporate and coordinate all the facilities and personnel of the City into an efficient organization capable of responding to any emergency.

This EOP 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 and the NIMS by the City. This EOP will become effective on approval by the City Council.

Janice Parvin

Mayor, City of Moorpark

RECORD OF REVISIONS

Date	Section	Page Numbers	Entered By

DISTRIBUTION LIST

DEPARTMENTS/AGENCIES RECEIVING COPIES OF THE EOP:	NO. OF COPIES
California Office of Emergency Services, Southern Region	1
Ventura County Operational Area - Ventura County Sheriff's OES	1
Director of Emergency Services (City Manager)	1
Ventura County Operational Area - Ventura County Sheriff's OES	1
Ventura County Fire Department	1
Mayor	1
City Council	4
City Manager	1
Assistant City Manager	1
Deputy City Manager	1
City Engineer/Public Works Director	1
Finance Director	1
City Clerk	1
City Attorney	1
Community Development Director	1
Library, City (Catalogued as Reference Volume)	1
Parks and Recreation Director	1
City of Moorpark Police Department	2
City EOC	8

EOC POTENTIAL STAFF MEMBERS

DEPARTMENT/AGENCY CONCURRENCE

AGENCY/DEPARTMENT	REPRESENTATIVE	TITLE
City Manager's Office	Steven Kueny	City Manager
City Manager's Office	Hugh Riley	Assistant City Manager
Administrative Services Department	Deborah Traffenstedt	Deputy City Manager
Fire Department	Mark Lorenzen	Fire Chief
Police Department/Ventura County Sheriff's Office	Steve Wade	Police Chief
Public Works Department	Dave Klotzle	City Engineer/Director
Community Development Department	David Bobardt	Director
Finance Department	Ron Ahlers	Director
Parks, Recreation & Community Services Department	Jeremy Laurentowski	Director
Ventura County Sheriff OES	Kevin McGowan	Program Administrator, Sheriff OES

Page intended to be blank.

PART ONE

BASIC PLAN CONTENTS

Page

SECTION ONE, BASIC PLAN ..... Part One-5
Purpose ..... Part One-5
Scope ..... Part One-5
Concept of Operations ..... Part One-5
Preparedness Phase ..... Part One-6
Increased Readiness ..... Part One-6
Response Phase ..... Part One-6
Pre-Emergency ..... Part One-6
Emergency Response ..... Part One-7
Sustained Emergency ..... Part One-8
Recovery Phase ..... Part One-8
Mitigation Phase ..... Part One-8
Public Awareness and Education ..... Part One-9
Americans with Disabilities Act Considerations for Local Government ..... Part One-9
Training and Exercises ..... Part One-10
Alerting and Warning ..... Part One-10

SECTION TWO, STANDARDIZED EMERGENCY MANAGEMENT SYSTEM ..... Part One -11
SEMS ..... Part One-11
Field Response Level ..... Part One-11
Local Government Level ..... Part One-11
Operational Area ..... Part One-12
Regional ..... Part One-13
State ..... Part One-13
Federal ..... Part One-13
SEMS Requirements for Local Governments ..... Part One-14
City of Moorpark Responsibilities under SEMS ..... Part One-14
SEMS EOC Organization ..... Part One-15
Major SEMS Components ..... Part One-15
SEMS Coordination ..... Part One-16
Multi-Agency or Inter-Agency Coordination at the Local Government Level ..... Part One-16
Coordination with the Field Response Level ..... Part One-17
Coordination with Ventura County Operational Area Level ..... Part One-17
Coordination with Special Districts ..... Part One-17
Coordination with Volunteer and Private Agencies ..... Part One-18

SECTION THREE, NATIONAL INCIDENT MANAGEMENT SYSTEM ..... Part One-19
General ..... Part One-19
NIMS Components ..... Part One-19
Command and Management ..... Part One-19

Preparedness ..... Part One-19
Resource Management ..... Part One-21
Communications and Information Management ..... Part One-21
Supporting Technologies ..... Part One-21
Ongoing Management and Maintenance ..... Part One-21
NIMS Compliance ..... Part One-21

SECTION FOUR, MOORPARK EMERGENCY MANAGEMENT ORGANIZATION ..... Part One-23
General ..... Part One-23
Concept of Operations ..... Part One-23
Level One - Decentralized Coordination and Direction ..... Part One-23
Level Two - Centralized Coordination - Decentralized Direction ..... Part One-23
Level Three - Centralized Coordination and Direction ..... Part One-23
Emergency Management Organization and Responsibilities ..... Part One-23
Ventura County Operational Area Organization ..... Part One-24
Mutual Aid Region Emergency Management Organization ..... Part One-25
State Emergency Management Organization ..... Part One-25
Chart 1 - Moorpark EOC Organizational Matrix ..... Part One-26
Chart 2 - Ventura County Operational Area Organizational Matrix ..... Part One-27
Chart 3 - Ventura County Operational Area Coordination/Reporting Procedures ..... Part One-28
Chart 4 - California Emergency Organization ..... Part One-29
City EOC ..... Part One-30
EOC Location and Description ..... Part One-30
Displays ..... Part One-31
Communications ..... Part One-31
EOC Activation Policy ..... Part One-32
Local Government EOC Staffing Guide ..... Part One-35

SECTION FIVE, CONTINUITY OF GOVERNMENT ..... Part One-37
Purpose ..... Part One-37
Responsibilities ..... Part One-37
Preservation of Local Government ..... Part One-37
Lines of Succession for Officials Charged with Discharging Emergency Responsibilities ..... Part One-38
Temporary Council Meeting Location ..... Part One-39
Preservation of Vital Records ..... Part One-39
Lines of Succession ..... Part One-41

SECTION SIX, MUTUAL AID ..... Part One-43
Introduction ..... Part One-43
Mutual Aid System ..... Part One-43
Mutual Aid Regions ..... Part One-43
Mutual Aid Coordinators ..... Part One-44

Participation of Volunteer and Private Agencies ..... Part One-44
Policies and Procedures ..... Part One-45
Chart 1 - Mutual Aid Systems Flow Chart ..... Part One-47
Chart 2 - Mutual Aid Coordinators Flow Chart ..... Part One-48
Chart 3 - Cal OES Mutual Aid Regions Map ..... Part One-49

SECTION SEVEN, AUTHORITIES AND REFERENCES ..... Part One-51
General ..... Part One-51
Part Authorities ..... Part One-51
Federal ..... Part One-52
State ..... Part One-52
Local ..... Part One-52
References ..... Part One-53
Federal ..... Part One-53
State ..... Part One-53
Local ..... Part One-53

SECTION EIGHT, THREAT SUMMARY AND ASSESSMENTS ..... Part One-55
City Maps ..... Part One-57
Threat Assessment 1 - Major Earthquake ..... Part One-61
Threat Assessment 2 - Hazardous Material Incident ..... Part One-69
Threat Assessment 3 - Flooding ..... Part One-73
Threat Assessment 4 - Fire ..... Part One-77
Threat Assessment 5 - Dam Failure ..... Part One-79
Threat Assessment 6A - Transportation: Major Air Crash ..... Part One-83
Threat Assessment 6B - Transportation: Train Derailment ..... Part One-85
Threat Assessment 6C - Transportation: Truck Incident ..... Part One-87
Threat Assessment 7 - Civil Unrest ..... Part One-89
Threat Assessment 8 - Terrorism ..... Part One-91
Threat Assessment 9 - Landslide ..... Part One-99
Threat Assessment 10 - Public Health Emergency ..... Part One-101

SECTION NINE, ACRONYMS, ABBREVIATIONS & GLOSSARY OF TERMS ..... Part One-105
Acronyms and Abbreviations ..... Part One-105
Glossary of Terms ..... Part One-113

Page intended to be blank.

SECTION ONE
BASIC PLAN

PURPOSE

The Basic Plan addresses the City's planned response to emergencies associated with natural disasters and technological incidents. It provides an overview of operational concepts, identifies components of the City's emergency management organization within the SEMS, NIMS and describes the overall responsibilities of the federal, state, county entities, and the City for protecting life and property and assuring the overall well-being of the population.

SCOPE

This 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 or Unified Command whenever possible to facilitate responsive and collaborative incident management.
- Includes pre-incident and post-incident public awareness, education and communications plans and protocols.

CONCEPT OF OPERATIONS

Operations during peacetime and national security emergencies involve a full spectrum of activities from a minor incident, to a major earthquake, to a nuclear detonation. There are a number of similarities in operational concepts for peacetime and national security emergencies. Some emergencies 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 operations plan and commitment of resources. All agencies must be prepared to respond promptly and effectively to any foreseeable emergency, including the provision and utilization of mutual aid **(Part One, Section Six - Mutual Aid)**.

Emergency management activities during peacetime and national security emergencies are often associated with the four emergency management phases indicated below. However, not every disaster necessarily includes all indicated phases.

Preparedness Phase

The preparedness phase involves activities taken in advance of an emergency. These activities develop operational capabilities and effective responses to a disaster. These actions might include mitigation activities, emergency/disaster planning, training and exercises and public education. Those 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 execution procedures.

Increased Readiness

Increased readiness actions will be initiated by the receipt of a warning or the observation that an emergency situation is imminent or likely to occur soon. Actions to be accomplished include, but are not necessarily limited to:

- Review and update of emergency plans, SOPs/EOPs, and resources listings.
- Dissemination of accurate and timely emergency public information.
- Accelerated training of permanent and auxiliary staff.
- Inspection of critical facilities.
- Recruitment of additional staff and Disaster Services Workers.
- Mobilization of resources.
- Testing warning and communications systems.

Response Phase

Pre-Emergency

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 and apprising them of safety measures to be implemented.
- Advising the Ventura County Operational Area of the emergency.
- Identifying the need for mutual aid and requesting such through the Ventura County Operational Area via Sheriff OES.
- Proclamation of a Local Emergency by local authorities **(Management Support Documentation)**.

Emergency

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 agencies and segments of the private sector.

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

- The situation can be controlled without mutual aid assistance from outside the City.
- Evacuation of portions of the City is required due to uncontrollable immediate and ensuing threats.
- Mutual aid from outside the City is required.
- The City is either minimally impacted, or not impacted at all, and is requested to provide mutual aid to other jurisdictions.

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

- Dissemination of accurate and timely emergency public information and warning to the public.
- Situation analysis.
- Resource allocation and control.
- Evacuation and rescue operations.
- Medical care operations.
- Coroner operations.
- Care and shelter operations.
- Access and perimeter control.
- Public health operations.
- Restoration of vital services and utilities.

When local resources are committed to the maximum and additional resources are required, requests for mutual aid will be initiated through the Ventura County Operational Area. Fire and law enforcement agencies will request or render mutual aid directly through established channels. Any action which involves financial outlay by the jurisdiction, or a request for military assistance, must be authorized by the appropriate local official.

Depending on the severity of the emergency, a Local Emergency may be proclaimed, the local EOC may be activated, and Ventura County Operational Area will be advised. The Cal OES Director may request a gubernatorial proclamation of a State of Emergency. Should a State of Emergency be proclaimed, state agencies will, to the extent possible, respond to requests for assistance. These activities will be coordinated with the Cal OES Secretary.

Cal OES may also activate the State Operations Center (SOC) in Sacramento to support Cal OES Regions, state agencies and other entities in the affected areas and to ensure the effectiveness of the state's SEMS. The State Regional EOC (REOC) in Los Alamitos, or an alternate location, will support the Ventura County Operational Area.

If the Governor requests and receives a Presidential declaration of an Emergency or a Major Disaster under Public Law 93-288, he will appoint a State Coordinating Officer (SCO). The SCO and an appointed Federal Coordinating Officer (FCO) will coordinate and

control state and federal recovery efforts in supporting local operations. All emergency response efforts and initial recovery support will be coordinated by the REOC.

Sustained Emergency
In addition to continuing life and property protection operations, mass care, relocation, registration of displaced persons, and damage assessment operations will be initiated.

Recovery Phase
As soon as possible, the Cal OES Secretary, operating through the SCO, will bring together representatives of federal, state, county, and City agencies, as well as representatives of the American Red Cross and other Non-Governmental Organizations (NGO's) to coordinate the implementation of assistance programs and establishment of support priorities. Local Assistance Centers (LACs) or telephonic centers may also be established, providing a "one-stop" service to initiate the process of receiving federal, state and local recovery assistance.

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

- Reinstatement of family autonomy.
- Provision of essential public services.
- Permanent restoration of private and public property.
- Identification of residual hazards.
- Plans to mitigate future hazards.
- Recovery of costs associated with response and recovery efforts.

Mitigation Phase[1]
Mitigation includes activities that provide a critical foundation in the effort to reduce the loss of life and property from natural and/or man-made disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities.[2] Mitigation seeks to break the cycle of disaster damage, reconstruction, and repeated damage. Mitigation efforts occur both before and following disaster events. Post-disaster mitigation is part of the recovery process. Mitigation tools include:

- Local ordinances and statutes (zoning ordinance, building codes and enforcement, etcetera.).
- Structural measures.
- Tax levy or abatements.
- Public information and community relations.
- Land use planning.
- Professional training.

1. National Fire Protection Association's Standard 1600 recommends a fifth "Prevention Phase" to prevent damage and life impacts from disasters. Federal Emergency Management Agency and Cal OES recognizes "prevention" as a component of the Mitigation Phase.

2. National Incident Management System, U.S. Department of Homeland Security, January 26, 2007, pg.159

PUBLIC AWARENESS AND EDUCATION

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 Support Documentation.**

ADA CONSIDERATIONS FOR LOCAL GOVERNMENT

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). This EOP acknowledges the objective to ensure that people with disabilities are included in the emergency planning process so they can offer their insights, knowledge and resourcefulness. Disabilities would include but not be 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.
- Feeding.
- Behavioral Health issues.
- Accessibility to medications, refrigeration and back-up power.
- Accessibility to mobility devices or service animals while in transit or at shelter.
- Accessibility to information.
- Location of Independent living environments and daycare facilities.
- Outreach agencies and phone numbers.

Refer to Part Two, Operations Supporting Documentation for additional issues.

TRAINING AND EXERCISES

The City's Emergency Management Organization will conduct regular training and exercising of City staff in the use of this EOP and other specific training as required for compliance with both SEMS and NIMS.

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/Incident Command Systems (ICS) training. **Refer to Cal OES's Training Matrix for specific SEMS/NIMS/ICS classes and target audiences.**

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 policy, plans and procedures and resolve coordination and responsibilities. Such exercises are a good way to see if policies and procedures exist to handle certain issues.
- **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 evacuation, 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.

The City has developed a training program that provides periodic exercises for EOC and DOC 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. The various systems are described and the "Emergency Conditions and Warning Actions" through which these systems may be accessed is in **Part Two, Operations Section Support Documentation**.

SECTION TWO
STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

GENERAL

In an emergency, governmental response is an extraordinary extension of responsibility and action, coupled with normal day-to-day activity. Normal governmental duties will be maintained, with emergency operations carried out by those agencies assigned specific emergency functions. The SEMS 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. Chapter 1 of Division 2 of Title 19 of the California Code of Regulations establishes the standard response structure and basic protocols to be used in emergency response and recovery.

SEMS incorporates the use of the ICS, the Master Mutual Aid Agreement and existing mutual aid systems, the Operational Area Concept, and multi-agency or inter-agency coordination. Local governments must use SEMS to be eligible for funding of their personnel-related costs under state disaster assistance programs.

NIMS was adopted by the State of California and is integrated into the existing SEMS. NIMS is further discussed in **Part One, Section Three.**

SEMS consists of five levels: field response, local government, operational areas (countywide), Cal OES Mutual Aid Regions, and state government.

Field Response Level
The field response level is where emergency response personnel and resources, under the command of an appropriate authority, carry out tactical decisions and activities in direct response to an incident or threat. SEMS regulations require the use of the ICS at the field response level of an incident. The ICS field functions to be used for emergency management are: command, operations, planning/intelligence, logistics, and finance/administration.

Local Government Level
Local governments include cities, counties, and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local governments are required to use SEMS when their emergency operations center is activated or a local emergency is proclaimed in order to be eligible for state funding of response-related personnel costs. Local governmental levels shall provide the following functions: management, operations, planning/intelligence, logistics, and finance/ administration. Local jurisdictions are responsible for overall direction of personnel and equipment provided for emergency operations through mutual aid (Government Code Section 8618). Additional details relative to the organization and responsibilities of the SEMS elements at each of the levels are provided in **Part Two, Management Section.**

Cities are responsible for disaster/emergency response within their boundaries, although some cities contract for some municipal services from other agencies.

Special districts are primarily responsible in emergencies for restoration of services that they normally provide. They may also be responsible for safety of people at their facilities or on their property and for warning of hazards from their facilities or operations. Some special districts may assist other local governments in the disaster/emergency response.

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

Operational Area

Under SEMS, the operational area is defined in the Emergency Services Act as an 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, a city and county, counties, district or other local governmental agency, or public agency as authorized by law. 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.

SEMS regulations specify that all local governments within a county geographic area be organized into a single operational area and that the county board of supervisors is responsible for its establishment. On November 21, 1995, the Ventura County Board of Supervisors adopted a formal resolution establishing the Ventura County Operational Area. The Sheriff OES is the lead agency for the Ventura County Operational Area which includes the City.

When the Ventura County Operational Area EOC is activated, the Sheriff of Ventura County, designated by County Ordinance, is the Ventura County Operational Area Coordinator and has the overall responsibility for coordinating and supporting emergency/disaster operations within the County. The Ventura County Operational Area is the focal point for information sharing and support requests by cities within the County. The Ventura County Operational Area Coordinator and supporting staff constitutes the Operational Area Emergency Management Staff. The Ventura County Operational Area Staff submits all requests for support that cannot be obtained within the County, and other relevant information, to Cal OES Southern Region, Mutual Aid Region I.

The Ventura County Sheriff's EOC will fulfill the role of the Operational Area EOC. Activation of the Ventura County 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, city and county, or 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 is requesting 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.
7. The operational area has received resource requests 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. The purpose of a mutual aid region is to provide for the more effective application and coordination of mutual aid and other emergency related activities.

Cal OES has also established three Administrative Regions (Coastal, Inland, and Southern). These Administrative Regions are the means by which Cal OES maintains day-to-day contact with emergency services organizations at local, county, and private sector organizations.

In SEMS, the regional level manages and coordinates information and resources among operational areas within the mutual aid region and also between the operational areas and the state level. The regional level also coordinates overall state agency support for emergency response activities within the region.

The City is within Cal OES's Southern Administrative Region and Region 1 mutual aid region (Region 1A for law enforcement mutual aid).

State

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

Federal

Department of Homeland Security

The Homeland Security Act of 2002 established the Department of Homeland Security (DHS) to prevent terrorist attacks with the United States; reduce the vulnerability of the United States to terrorism, natural disasters, and other emergencies; and minimize the damage and assist in the recovery from terrorist attacks, natural disasters, and other emergencies.

Federal Emergency Management Agency

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 Plan. 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.

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 declared or proclaimed, or
   - The local government EOC is activated.
2. Establish coordination and communications with Incident Commanders either
   - Through 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's EOC when activated, and any state or local emergency response agency having jurisdiction at an incident within the City's boundaries.
5. Use multi-agency or inter-agency coordination to facilitate decisions for overall local government level disaster/emergency response activities.

The requirement to use SEMS includes:

- Fulfilling management and coordination role of local government.
- Providing for the five essential SEMS functions of management, operations, planning/intelligence, logistics and finance/administration.

CITY'S RESPONSIBILITIES UNDER SEMS

The development of SEMS will be a cooperative effort of all departments and agencies within the City with an emergency response role. The Disaster Preparedness Coordinator (DPC) has the lead staff responsibility for SEMS development and planning with responsibilities for:

- Communicating information within the City on SEMS requirements and guidelines.
- Coordinating SEMS development among departments and agencies.
- Incorporating SEMS into the City's EOP and procedures.
- Incorporating SEMS into the City's emergency ordinances, agreements, memorandum of understandings, etcetera.
- Identification of special districts that operate or provide services within the boundaries of the City. The 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 an emergency response role. Contacts should be made to develop arrangements for coordination in emergencies.

The City will participate in the Ventura County Operational Area organization and system for coordination and communication within the operational area.

All City staff who may participate in emergencies in the EOC, in DOCs or at the field level must receive appropriate SEMS training as required by SEMS regulations. New personnel should be trained as they are hired.

In addition to the training, the City ensures that EOC staff participates regularly in emergency management exercises to improve preparedness, response, and recovery activities.

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 emergency response through implementation of the local government's EOC Action Plan.
- **Planning/Intelligence** — Responsible for collecting, evaluating and disseminating information; developing the City's EOC Action Plan and After-Action/Corrective Action (AA/CA) 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 include representatives from special districts, volunteer agencies, and private agencies with significant response roles.

MAJOR SEMS COMPONENTS

Organization Flexibility - Modular Organization

The five essential SEMS functions will be established as “sections” within the EOC and all other functions will be organized as branches, groups or units within sections. 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
The position title "coordinator" refers to the lead person of each organizational element in the EOC. The term coordinator is used because the role of EOC elements is to coordinate. 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 three to five persons.

Coordinators for Operations, Planning/Intelligence, Logistics and Finance/Administration constitute the EOC General Staff. Management and General Staff function as the EOC management team. The General Staff are responsible for:

- Overseeing the internal functioning of their section.
- Interacting with each other, Management, and other entities within the EOC to ensure the effective functioning of the EOC organization.

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 involve Management and General Staff along with other EOC elements, special district representatives 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. 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 Support Documentation-Action Planning.**

SEMS Coordination

Multi-Agency or Inter-Agency Coordination at the Local Government Level
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.

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

Coordination with Ventura County Operational Area Level

Coordination and communications should be established between activated local government EOC's and the operational area. The communications links are telephone, satellite phone, radio, video conferencing, data and amateur radio, the Ventura County Auxiliary Communications Services (ACS) radio system, runner, etcetera.

Ventura County uses an Operational Area Inter-Agency Coordinating Group concept when developing response and recovery operations. When and where possible, Ventura County will include jurisdictional representatives in planning for jurisdictional support.

Coordination with Special Districts

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

Coordination and communications should be established among special districts which 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 multiplicity 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 a 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.

Coordination with Volunteer and Private Agencies

City EOCs will generally be a focal point for coordination of response activities with many non-governmental agencies. The City's EOC will establish and practice communications with private and volunteer agencies providing services within the City, such as Volunteer Organizations Active in Disaster (VOAD), the American Red Cross, United Way of Ventura County, ARC of Ventura County, Salvation Army, ACS, Disaster Assistance Response Teams (DART), and Community Emergency Response Teams (CERT).

Agencies that play key roles in the response should have representatives at the EOC. 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, WebEOC and liaison with community councils (Ventura County Voluntary Organizations Active in Disaster, or VOAD) that represent several agencies or involvement of agencies in special multi-agency groups on specific issues.

SECTION THREE
NATIONAL INCIDENT MANAGEMENT SYSTEM

GENERAL

In addition to SEMS, the City recognizes the NIMS and has incorporated the NIMS concepts into the City's EOP, training and exercises.

The NIMS integrates existing best practices into a consistent, nationwide approach to domestic incident management that is applicable at all jurisdictional levels and across functional disciplines in an all-hazards context. The NIMS is a system that was mandated by Homeland Security Presidential Directive-5. NIMS provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and non-government 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. Homeland Security Presidential Directive 5 (HSPD-5) identifies these as the ICS; multi-agency coordination systems; training; identification and management of resources; qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

NIMS COMPONENTS

Six major components make up this systems approach. The following discussion provides a synopsis of each major component of the NIMS, as well as how these components work together as a system to provide the national framework for preparing for, preventing, responding to, and recovering from domestic incidents, regardless of cause, size, or complexity.

Command and Management
The NIMS standard incident command structures are based on three key organizational systems:

- **The ICS -** ICS is a standardized, on-scene, 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 -** Provides coordination for incident prioritization, critical resource allocation, communication systems integration and information coordination. These systems include facilities, equipment, emergency operation centers (EOCs), personnel, procedures and communications.

- **Public Information Systems -** 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 a "steady-state" 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 establishes an activity to provide 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, 2006"* 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.

Page intended to be blank.

SECTION FOUR
CITY OF MOORPARK EMERGENCY MANAGEMENT ORGANIZATION

GENERAL

This section establishes policies and procedures and assigns responsibilities to ensure the effective management of emergency operations under the SEMS and the NIMS. It provides information on the City's emergency management structure and how the emergency management team is activated.

CONCEPT OF OPERATIONS

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 - Decentralized Coordination and Direction
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 or may not be activated. Off-duty personnel may be recalled.

Level Two - Centralized Coordination and Decentralized Direction
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 principally 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 will be proclaimed and a State of Emergency may be proclaimed.

Level Three - Centralized Coordination and Direction
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 and a State of Emergency will be proclaimed and a Presidential Declaration of an Emergency or Major Disaster may be requested. All response and early recovery activities will be conducted from the EOC. Most off-duty personnel will be recalled.

EMERGENCY MANAGEMENT ORGANIZATION AND RESPONSIBILITIES

The City operates under the SEMS and the NIMS. The City's Emergency Management Organization (including emergency response and recovery) will be directed by the City Manager who serves as the Director of Emergency Services/EOC Director. The Director of Emergency Services is responsible to the City Council/Disaster Council per Chapter 2.48, Emergency Preparedness, of the Moorpark Municipal Code. The Director of Emergency Services is responsible for implementing the EOP. While serving as the Director of Emergency Services during an actual emergency/disaster, this position will be referred to as the EOC Director **(Management Section)**.

The Director of Emergency Services/EOC Director is supported by the Emergency Management Organization and has overall responsibility for:

- Organizing, staffing, and operating the EOC.
- Operating communications and warning systems.
- Providing information and guidance to the public.
- Maintaining information on the status of resources, services, and operations.
- Directing overall operations.
- Obtaining support for the City 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 Ventura County Operational Area.

The City's Emergency Organization Matrix is contained in **Chart 1.**

Ventura County Operational Area (See Chart 2)

If the Ventura County Operational Area is activated, the Sheriff of Ventura County, designated by County Ordinance, will function as the Ventura County Operational Area Coordinator and will have the overall responsibility for coordinating and supporting emergency operations within the County. The Ventura County Operational Area will also be the focal point for information transfer and support requests by cities within Ventura County. The Ventura County Operational Area Coordinator and supporting staff will constitute the Ventura County Operational Area Emergency Management Staff. The Ventura County Operational Area staff will submit all requests for support that cannot be obtained within Ventura County, and other relevant information, to Cal OES Mutual Aid Region I.

The City requests all mutual aid, through the Ventura County Operational Area EOC. The Ventura County Operational Area then requests non fire and law mutual aid through its regular channels (See **Chart 3**). Fire mutual aid and Law Enforcement mutual aid is coordinated through the designated Regional Fire and Law Enforcement Coordinators.

Reporting to the Ventura County Operational Area

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

- Activation of the City EOC.
- Proclamation of a Local Emergency **(See Local and State Proclamations in the Management Support Documentation).**
- Reconnaissance Reports.
- City Status Reports.
- Initial Damage Estimates.
- Incident Reports.

Mutual Aid Region Emergency Management
The City is within Cal OES Mutual Aid Region I and the Cal OES Southern Administrative Region. The primary mission of Southern Region's emergency management organization is to support Operational Area response and recovery operations and to coordinate non-law and non-fire Mutual Aid Regional response and recovery operations through the REOC.

State Emergency Management
The Governor, through Cal OES and its Mutual Aid Regions, will coordinate statewide operations to include the provision of mutual aid and other support to local jurisdictions and the redirection of essential supplies and other resources as required. The Cal OES Secretary or, assisted by State agency directors and their staffs and identified volunteer agency staff, will constitute the State emergency management staff.

The State of California Emergency Organization Chart is contained in **Chart 4.**

CHART 1
MOORPARK EOC ORGANIZATION MATRIX
P=Primary S=Support

City of Moorpark EOC Organization Matrix		City Clerk	City Council	City Mgr. Office	City Attorney	City Treasurer	Community Dev.	Community Svcs.	Finance	Fire Dept.	Housing /Facilities	Human Resources	Library	Police Dept.	Public Works	Recreation	Vent. Co. Agencies	Utilities	Special Districts	Volunteer Agencies	Hospitals/Clinics
MANAGEMENT	Policy Group	S	S	P	S		S	S	S	S	S	S	S	S	S	S					
	EOC. Dir.			P						S				S	S						
	Liaison Officer									P				S							
	EOC Coordinator									P											
	P.I.O.			P																	
	Legal Advisor				P																
OPERATIONS	Ops. Coordinator									P				P	P						
	Fire/Haz Mat/Rescue									P							S			S	
	Law Enforcement Branch													P			S				
	Coroner Unit													S			P				
	Public Works Branch														P		S				
	Care and Shelter Branch										P					S	S			S	
	Animal Care Unit													P			S				
	Medical/Public Health									P							S				S
	Building and Safety Branch						P										S				
PLANNING	Plans/Intel. Coord.						P	S													
	Resources Unit							P													
	Situation Status Unit						P	S													
	Damage Assessment Unit						P	S													
	Documentation Unit	S		S			P														
	Advance Planning Unit						P	S													
	Recovery Planning Unit						P														
	Demobilization Unit			P																	
LOGISTICS	Logistics Coord.			S		S			S												
	Procurement Unit								P												
	Personnel Unit			S					S			P									
	Facilities Unit								S		P										
	Transportation Unit														P			S			
	Info. Systems Branch			P																	
FINANCE	Finance Coord.								P												
	Cost Recovery Unit								P												
	Time Keeping Unit								P			S									
	Cost Analysis Unit								P												

CHART 2
COUNTY OF VENTURA'S EMERGENCY ORGANIZATION MATRIX
FUNCTIONAL RESPONSIBILITIES OF LOCAL DEPARTMENTS/AGENCIES

P = Primary Responsibility S = Support Role

Ventura County EOC Organization Matrix		Board of Supervisors	CAO	County Counsel	Co. Clerk/Recorder	Bldg./Safety	Code Enforcement	Community Development	Data/Info. Systems	Engineering	Emergency Services	Auditor	Fire	Law Enforcement	Parks & Recreation	Personnel/ Human Resources	Planning	Public Works	Purchasing	Schools	Sheriff	Utilities	Volunteer Agencies	Animal Control	Beaches & Harbors	Coroner	Gen. Svcs	Med. Hlth. Svcs.	Social Svcs
MANAGEMENT	Policy		P	S							S										S								
	EOC. Dir.			S							S										P		S						
	Liaison Officer																												
	P.I.O.																												
	Legal Advisor																												
	EOC Coordinator																						S						
	Safety Officer																												
	Security Officer																												
OPERATIONS	Ops. Coordinator													P							S	S	S						
	Fire/Haz Mat/Rescue												P																
	Law Enforcement													P												P			
	Public Works Branch																	P										S	
	Care & Shelter																			S				P					S
	Med./Pub. Hlth Branch																											P	P
	Bldg. & Safety Branch					P	S																						
PLANNING	Plans/Intel. Coord.				S	S											S				S		S				S	S	S
	Resources Unit																												
	Situation Status Unit																												
	Damage Assess. Unit																												
	Documentation Unit																												
	Advance Planning Unit																												
	Recovery Planning Unit																												
	GIS Unit																												
	Demobilization																												
	Technical Specialist																					P							
LOGISTICS	Logistics Coord.									S											S		S		S		S		S
	Procurement					P													S										
	Personnel															S				S									
	Facilities														S														
	Transportation																												
	Information Systems								P																				
FINANCE	Finance Coord.										S	P				S					S		S				S		
	Purchasing					S													P										
	Comp./Claims																												
	Cost Recovery																												
	Time Unit								S																				
	Cost Analysis																												
RECOVERY		S	P	S		P	S	P									S				S		S				S	S	S

CHART 3

VENTURA COUNTY OPERATIONAL AREA
CHANNEL OF COORDINATION

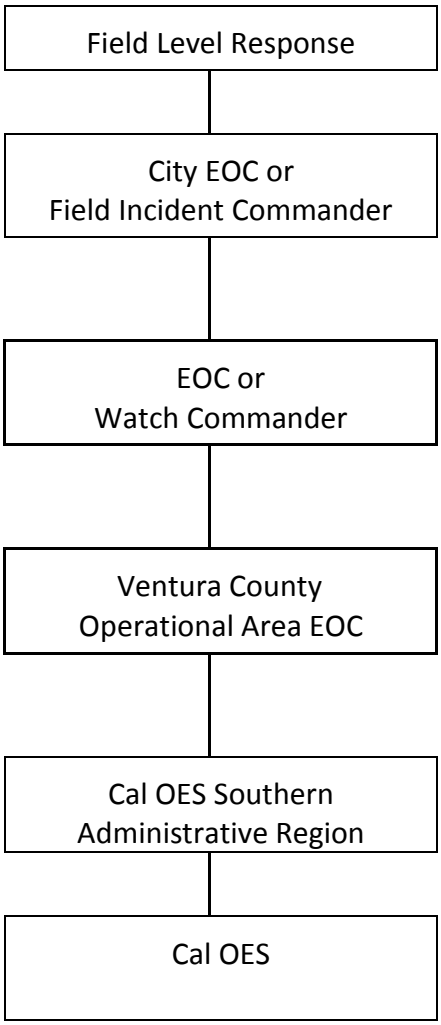
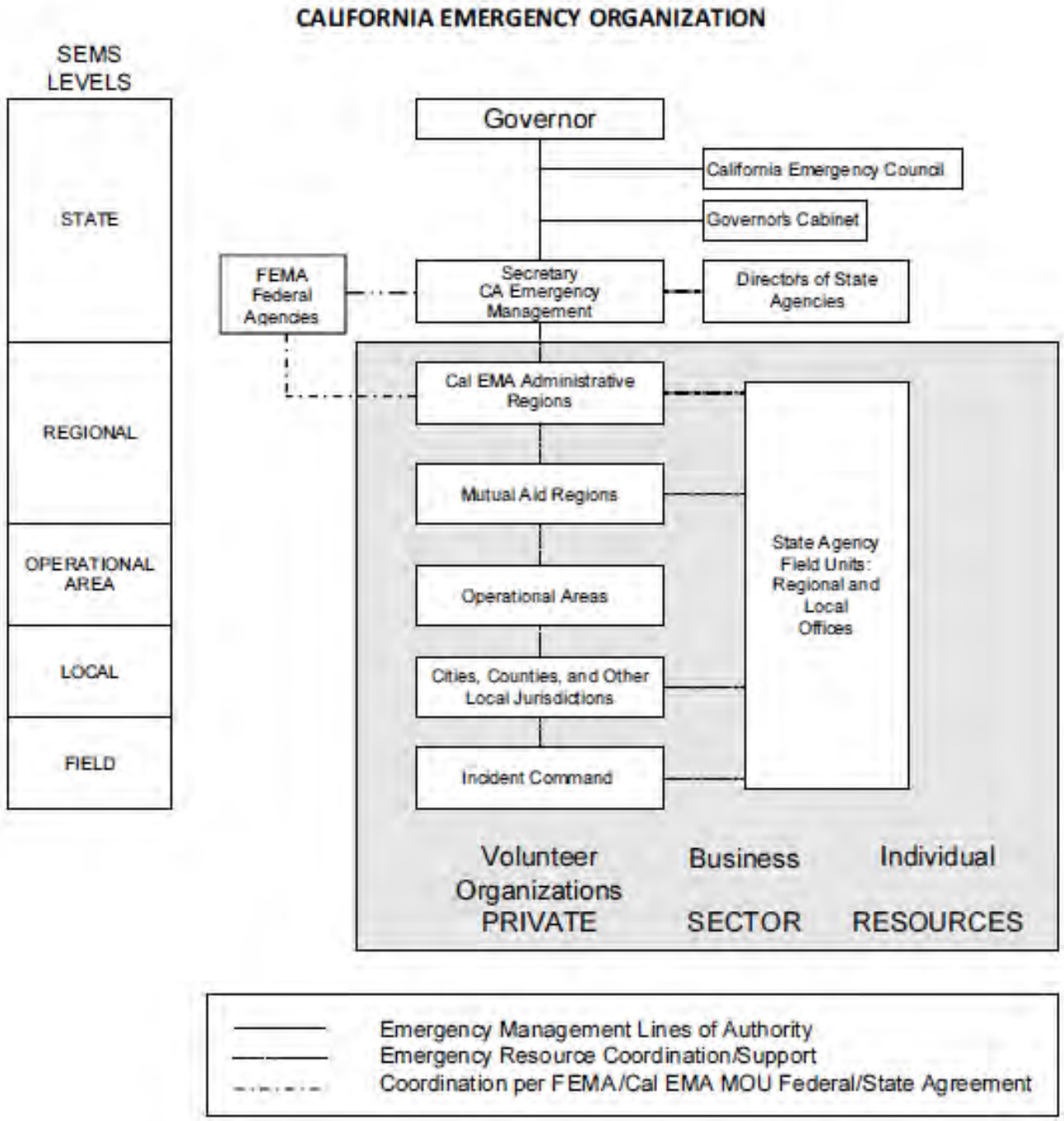


CHART 4


CALIFORNIA EMERGENCY ORGANIZATION
SEMS LEVELS
STATE
REGIONAL
OPERATIONAL AREA
LOCAL
FIELD
Governor
California Emergency Council
Governor's Cabinet
FEMA Federal Agencies
Secretary CA Emergency Management
Directors of State Agencies
Cal EMA Administrative Regions
Mutual Aid Regions
Operational Areas
Cities, Counties, and Other Local Jurisdictions
Incident Command
State Agency Field Units: Regional and Local Offices
Volunteer Organizations
Business
Individual
PRIVATE
SECTOR
RESOURCES
Emergency Management Lines of Authority
Emergency Resource Coordination/Support
Coordination per FEMA/Cal EMA MOU Federal/State Agreement

CITY OF MOORPARK'S EMERGENCY OPERATIONS CENTER

Day-to-day operations are conducted from departments and agencies that are widely dispersed throughout the City. An EOC is a location from which centralized emergency management can be performed during a major emergency or disaster. This facilitates a coordinated response by the Director of Emergency Services, Emergency Management Staff, and representatives from organizations who are assigned emergency management responsibilities. The level of EOC staffing will vary with the specific emergency situation.

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

- Managing and coordinating emergency operations.
- Receiving and disseminating warning information.
- Developing emergency policies and procedures.
- Collecting intelligence from, and disseminating information to, the various EOC representatives, and, as appropriate, to County, State, military, and federal agencies.
- Preparing intelligence/information summaries, situation reports, operational reports, and other reports, as required.
- Maintaining general and specific maps, information display boards, and other data pertaining to emergency operations.
- Continuing analysis and evaluation of all data pertaining to emergency operations.
- Controlling and coordinating, within established policy, the operational and logistical support of departmental resources committed to the emergency.
- Maintaining contact and coordination with support DOCs, other local government EOCs, and the Ventura County Operational Area.
- Providing emergency information and instructions to the public, making official releases to the news media and the scheduling of press conferences as necessary.

EOC LOCATION AND DESCRIPTION

Due to the sensitive nature of the location of the EOC, this information regarding the primary and the alternate EOC is found in the restricted use section of this EOP, the Appendix.

DESCRIPTION

The City's primary EOC is located at the Moorpark Police Services Center (MPSC), 610 Spring Road in Moorpark, approximately 0.7 miles from City Hall. The facility can be up and running in minutes. The EOC includes a 1,620 square foot operations area, a 20.5 square foot storage room, a 108 square foot EOC Director's office, and a 70 square foot kitchen. There is a separate 400 square foot radio communications room used by ACS volunteers. Adjacent conference rooms and bathrooms are shared with the office areas used by the Moorpark Police/Ventura County Sheriff's Office personnel. Emergency power is provided by a diesel generator. The emergency fuel reserve is 1,000 gallons and is sufficient for 100 hours or more of operations, depending on energy loads.

Resupply of emergency fuel will be obtained through the City's General Services, Facilities Division. Power will provide for all building electrical operations including wall circuits, lighting panels, telephones, radios, etcetera. On-site services include break rooms, restrooms, and limited locker rooms.

The alternate EOC will be activated only when the primary EOC is damaged, inaccessible, and/or evacuation of EOC staff members becomes necessary. When the use of an alternate EOC becomes necessary, those occupying the primary EOC will be asked to relocate to the alternate EOC site. If the primary EOC is unusable before its activation, staff members will be asked to report to the alternate EOC site. The Logistics Section will arrange for relocation of EOC staff members to the alternate EOC. Direction and control authority will be transferred from the primary EOC to an alternate EOC when necessary by the EOC Director. All Section Coordinators will advise their emergency response field forces of the transition to the alternate EOC.

The operational capabilities of the alternate EOC will be similar to those of the primary EOC. Emergency power is provided by a diesel generator. Emergency fuel is sufficient for 12 hours. Resupply of fuel obtained through the City's General Services, Facilities Division. Power will provide for EOC room electrical operations including wall circuits, lighting panels, telephones, radios, etcetera. On-site services include restrooms, conference rooms, and kitchen areas.

All EOC supplies, including phones, laptops, reference manuals, and hard copies of display charts, boards and materials are kept in the EOC storage room.

DISPLAYS

Because the EOC's major purpose is accumulating and sharing information to ensure coordinated and timely emergency response, status boards for tracking emergency activities will be made available for use in both the primary and alternate EOCs. All EOC sections must maintain display devices so that other sections can quickly comprehend what actions have been taken, what resources are available, and to track the damage in the City resulting from the disaster. The Planning/Intelligence Section is responsible for coordinating display of information.

At the onset of any disaster, a significant events log should also be compiled for the duration of the emergency situation. Key disaster related information will be recorded in the log; i.e., casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, etcetera. The posting of the significant events log is the responsibility of the Planning/Intelligence Section.

COMMUNICATIONS

Communications are provided in the Public Safety Building and include Police and Fire Dispatch, telephones, cell phones, satellite phones, radios, Integrated Public Alert and Warning System (IPAWS), Commercial Mobile Alert System (CMAS), and VC Alert. Communication facilities will

be continuously staffed during emergencies, either by volunteers or City staff. The Logistics Section is responsible for communications.

CITY OF MOORPARK EOC ACTIVATION POLICY

The City EOC is activated when field response agencies need support, a City-wide perspective is needed, or multi-departments need to coordinate. The EOC may be partially or fully staffed to meet the demands of the situation.

EOC set up procedures are contained in the **Appendix – EOC Set-Up Procedures (Restricted Use).**

When to Activate:

- An emergency situation that has occurred or might occur of such a magnitude that it will require a large commitment of resources from two or more City Departments over an extended period of time.
- On the order of the City Manager or designee, provided that the existence or threatened existence of a Local Emergency has been proclaimed.
- When the Governor has proclaimed a State of Emergency in an area which includes the City.
- Automatically upon the proclamation of a "State of War Emergency" as defined by the California Emergency Services Act **(Local and State Proclamations in the Management Support Documentation)**.
- By a Presidential Declaration of a National Emergency.
- Automatically upon receipt of an attack warning or the observation of a nuclear detonation.
- Following a significant earthquake causing damage in the City or neighboring jurisdictions.
- Upon notification of an uncontrolled release or failure of Bouquet, Santa Felicia, Pyramid and/or Castaic Dams.

Who Can Activate:

The following individuals, either acting as the EOC Director or on behalf of the EOC Director, or their appointed representatives **(Part Two – Management - Continuity of Government Lines of Succession)** are authorized to activate the EOC:

- City Manager.
- Assistant City Manager.
- Deputy City Manager.
- Director of Public Works.
- Director of Community Development.
- Disaster Preparedness Coordinator.

How to Activate:

- Contact the City Manager or City Emergency Coordinator.
- Identify yourself and provide a call-back confirmation phone number, if requested.

- Briefly describe the emergency/disaster situation causing this request.
- Request EOC "Level Two" or "Level Three" Activation.
- Request notification of EOC "Level Two" or "Level Three" staff.
- Designate personnel to set up the EOC
- Notify all EOC Section Coordinators

Deactivation
Section Coordinators and the EOC Director will authorize EOC deactivation by position and function. **(Part Three—Management/EOC for EOC Set-Up Procedures.)**

Page intended to be blank

LOCAL GOVERNMENT EOC STAFFING GUIDE

Event/Situation	Activation Level	Minimum Staffing
Unusual occurrences or advance notice of possible events that may impact the health and safety of the public and/or environment. Heightened awareness is desired.	**Alert**	**Designated staff members. The EOC will not be activated.**
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment	One	EOC Director Other Designees ***Note: May be limited to Department Operations Center activation***.
Severe Weather Issuances **(Operations Support Documentation -NWS)**		
Significant incidents involving 2 or more departments		
Earthquake Advisory/Prediction Level One		
Power outages and Stage 1 and 2 power emergencies.		
Earthquake with damage reported	Two	EOC Director Section Coordinators, Branches and Units as appropriate to situation Liaison/Agency representatives as appropriate. Public Information Officer
Earthquake Advisory/Prediction Level Two or Three		
Major wind or rain storm		
Two or more large incidents involving 2 or more departments		
Wildfire affecting developed area		
Major scheduled event		
Severe hazardous materials incident involving large-scale or possible large-scale evacuations		
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment		
Large scale power outages and Stage 3 power emergencies		
Major City or regional emergency-multiple departments with heavy resource involvement	Three	All EOC positions
Earthquake with significant damage in the City or adjacent cities.		
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment		

Page intended to be blank.

SECTION FIVE
CONTINUITY OF GOVERNMENT

PURPOSE

A major disaster or national security emergency could result in the death or injury of key government officials and/or the partial or complete destruction of established seats of government, and public and private records essential to continued operations of government and industry. Government at all levels is responsible for providing continuity of effective leadership, authority, and adequate direction of emergency and recovery operations. Government Code Section 8643(b) and the Constitution of California provide the authority for state and local government to reconstitute itself in the event incumbents are unable to serve.

RESPONSIBILITIES

Government at all levels is responsible for providing continuity of effective leadership, authority, and adequate direction of emergency and recovery operations (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

Government Code Section 8643(b) and the Constitution of California provide the authority for state and local government to reconstitute itself in the event incumbents are unable to serve.

Article 15 of the California Emergency Services Act (CESA), Chapter 7 of Division 1 of Title 2 of the Government Code, (Article 15), 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.

Article 15 provides for the preservation of City government in the event of a peacetime or national security emergency.

LINES OF SUCCESSION FOR OFFICIALS CHARGED WITH DISCHARGING 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.

Article 15, Section 8638 of CESA, 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.

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 of Emergency Services, and will serve until the Director of Emergency Services is again able to serve, or until a successor has been appointed by the City Council.

First Alternate:	Assistant City Manager
Second Alternate:	Deputy City Manager
Third Alternate:	Public Works Director

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

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

Article 15, Section 8644 of CESA, 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 chairman of the board of any other county within 150 miles (nearest and most populated down to farthest and least populated); 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 CESA, 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 of CESA, 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.

TEMPORARY COUNCIL MEETING LOCATION AND ALTERNATE CITY GOVERNMENT LOCATION

Section 8642 of the CESA authorizes the City Council to meet at a place not necessarily within the City in the event of State of War Emergency, State of Emergency, or Local Emergency.

Government Code Section 54954 (Brown Act) provides that if a fire, flood, earthquake, or other emergency makes it unsafe to meet in the place designated for holding regular City Council meetings, the presiding officer of the City Council, or his or her designee, can designate the place that regular meetings will be held for the duration of the emergency. The presiding officer's designation of a meeting place under those circumstances must be:

In the event that City Hall is not usable because of emergency conditions, the temporary office of City government will be as follows:

1st Alternate:	Moorpark Community Center Citrus Room, 799 Moorpark Avenue, Moorpark
2nd Alternate:	Arroyo Vista Recreation Center, 4550 Tierra Rejada Road, Moorpark
3rd Alternate:	Moorpark Public Services Facility, 627 Fitch Avenue, Moorpark

PRESERVATION OF VITAL RECORDS

In the City, the City Clerk is responsible for the preservation of vital records. If the City Clerk is unavailable, the supervising department head acting as City Clerk will be responsible for the preservation of vital records.

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 statistics, land and tax records, license registers, 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, etcetera.

- 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.

Vital paper records of the City are routinely stored in the City's Records vault located in the City Hall. The vital records are also stored electronically in Laserfiche and Pentamation. Backup of these vital electronic records are also stored at the MPSC and then off site in Utah. There is current duplication of electronic files occurring at the MPSC and backup vital electronic records are also sent out of state.

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

LINES OF SUCCESSION FOR DEPARTMENT HEADS

SERVICE/DEPARTMENT	TITLE/POSITION
City Manager	1. City Manager
(Director of Emergency Services)	2. Assistant City Manager
	3. Deputy City Manager
	4. Community Development Director
	5. Public Works Director
	6. Parks and Recreation Director
	7. Finance Director
	8. Emergency Services Senior Management Analyst
	9. Administrative Services Manager
	10. Budget and Finance Manager
	11. Economic Development/Housing Manager
City Clerk	1. City Clerk
	2. City Clerk's Supervisor
	3. Deputy City Clerk
City Attorney	1. City Attorney
	2. Assistant City Attorney
City Treasurer	1. Finance Director
	2. Budget and Finance Manager
Community Development	1. Community Development Director
	2. Principal Planners
Finance	1. Finance Director
	2. Budget and Finance Manager
	3. Assistant or Deputy City Manager
Fire Department	1. Fire Chief
	2. Deputy Fire Chief
	3. Fire Marshal

SERVICE/DEPARTMENT	TITLE/POSITION
Housing Department	1. Economic Development/Housing Manager
	2. Senior Management Analyst or Management
Human Resources	1. Human Resources Director (City Manager)
	2. Personnel Officer
	3. Human Resources Analyst
Library	1. City Librarian
	2. Administrative Services Manager
Police Department	1. Police Chief (VCSO)
	2. Police Captain (VCSO)
Public Information Officer	1. Public Information Officer
	2. Assistant or Deputy City Manager
	3. Senior Management Analyst
Public Works Department	1. Public Works Director
	2. Senior Management Analyst
	3. Public Works Superintendent
	4. Assistant Engineer
Parks, Recreation & Community Services	1. Parks and Recreation Director
	2. Recreation Superintendent
	3. Landscape/Parks Maintenance Superintendents

SECTION SIX
MUTUAL AID

INTRODUCTION

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 CESA (**Part Two Management Support Documentation-Legal Documents**). This Agreement was developed in 1950 and has been adopted by the state, all 58 counties and most incorporated cities in the State. 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. Emergency Management Mutual Aid (EMMA) agreements exist in law enforcement, fire services, building and safety, medical and public works and emergency managers. In addition to the EMMA agreements that are in place within the state of California, more recently, the Governor signed (September 2005) the Emergency Management Assistance Compact (EMAC), which allows the State to participate with 50 other states in a nationwide mutual aid system.

MUTUAL AID SYSTEM

A statewide mutual aid system, operating within the framework of the Master Mutual Aid Agreement, allows for the progressive mobilization of resources to and from emergency response agencies, local governments, operational areas, regions and state with the intent to provide requesting agencies with adequate resources. The general flow of mutual aid resource requests and resources within mutual aid systems are depicted in the diagram in **Chart 5.**

The statewide mutual aid system includes several discipline-specific mutual aid systems, such as fire and rescue, law, medical and public works. The adoption of SEMS does not alter existing mutual aid systems. These systems work through local government, operational area, regional and state levels consistent with SEMS.

Mutual aid may also be obtained from other states via the EMAC.

MUTUAL AID REGIONS

Mutual aid regions are established under the Emergency Services Act. Six mutual aid regions numbered I-VI have been established within California. The City of Moorpark is within Region 1 which is divided into two Regions for Law Enforcement Mutual Aid – Regions 1 and Region 1A. Each mutual aid region consists of designated counties. Region 1 is in the Cal OES Southern Administrative Region **(Chart 7)**.

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. The flow of resource requests and information among mutual aid coordinators is illustrated in **Chart 6.**

Mutual aid coordinators may function from an EOC, their normal departmental location or other locations depending on the circumstances. Some incidents require mutual aid but do not necessitate activation of the affected local government or operational area EOCs because of the incident's limited impacts. In such cases, mutual aid coordinators typically handle requests from their normal work location. When EOCs are activated, all activated discipline-specific mutual aid systems should establish coordination and communications with the EOCs:

- When an operational area EOC is activated, operational area mutual aid system representatives should be at the operational area EOC to facilitate coordination and information flow.
- When a Cal OES REOC is activated, regional mutual aid coordinators should have representatives in the REOC unless it is mutually agreed that effective coordination can be accomplished through telecommunications. State agencies may be requested to send representatives to the REOC to assist Cal OES regional staff in handling mutual aid requests for disciplines or functions that do not have designated mutual aid coordinators.
- When the SOC is activated, state agencies with mutual aid coordination responsibilities will be requested to send representatives to the SOC.

Mutual aid system representatives 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 AND PRIVATE AGENCIES

Volunteer agencies 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. Some volunteer agencies such as the American Red Cross, United Way of Ventura County, Ventura County VOAD, Salvation Army, ACS, CERTs, DARTs, faith-based organizations, and others, are an essential element of the statewide emergency response to meet the needs of disaster victims. Volunteer agencies 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 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 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.

Liaisons 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, inter-jurisdictional mutual aid will be coordinated at the county, operational area or mutual aid regional level.
- Because different radio frequencies are in use among most agencies, local agencies should provide incoming mutual aid forces with portable radios having local frequencies.
- The City will make non-law and non-fire mutual aid requests via the Sheriff OES. Requests should specify, at a minimum:
  - Number and type of personnel needed.
  - Type and amount of equipment needed.
  - Reporting time and location.
  - Authority to whom forces should report.
  - Access routes.
  - Estimated duration of operations .
  - Risks and hazards.

All mutual aid requests will be documented via WebEOC.

Page intended to be blank

Chart 5
MUTUAL AID SYSTEM FLOW CHART

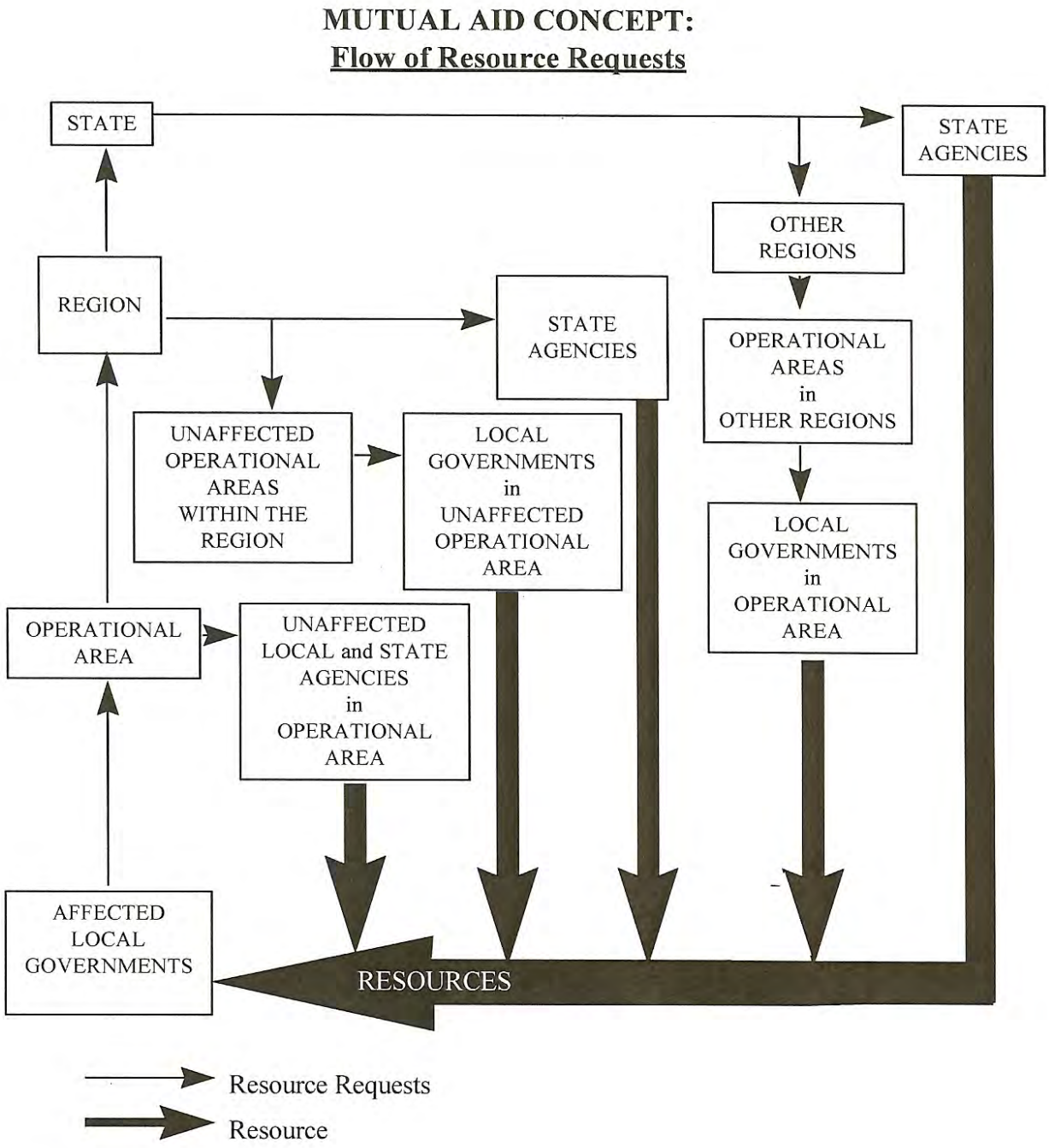
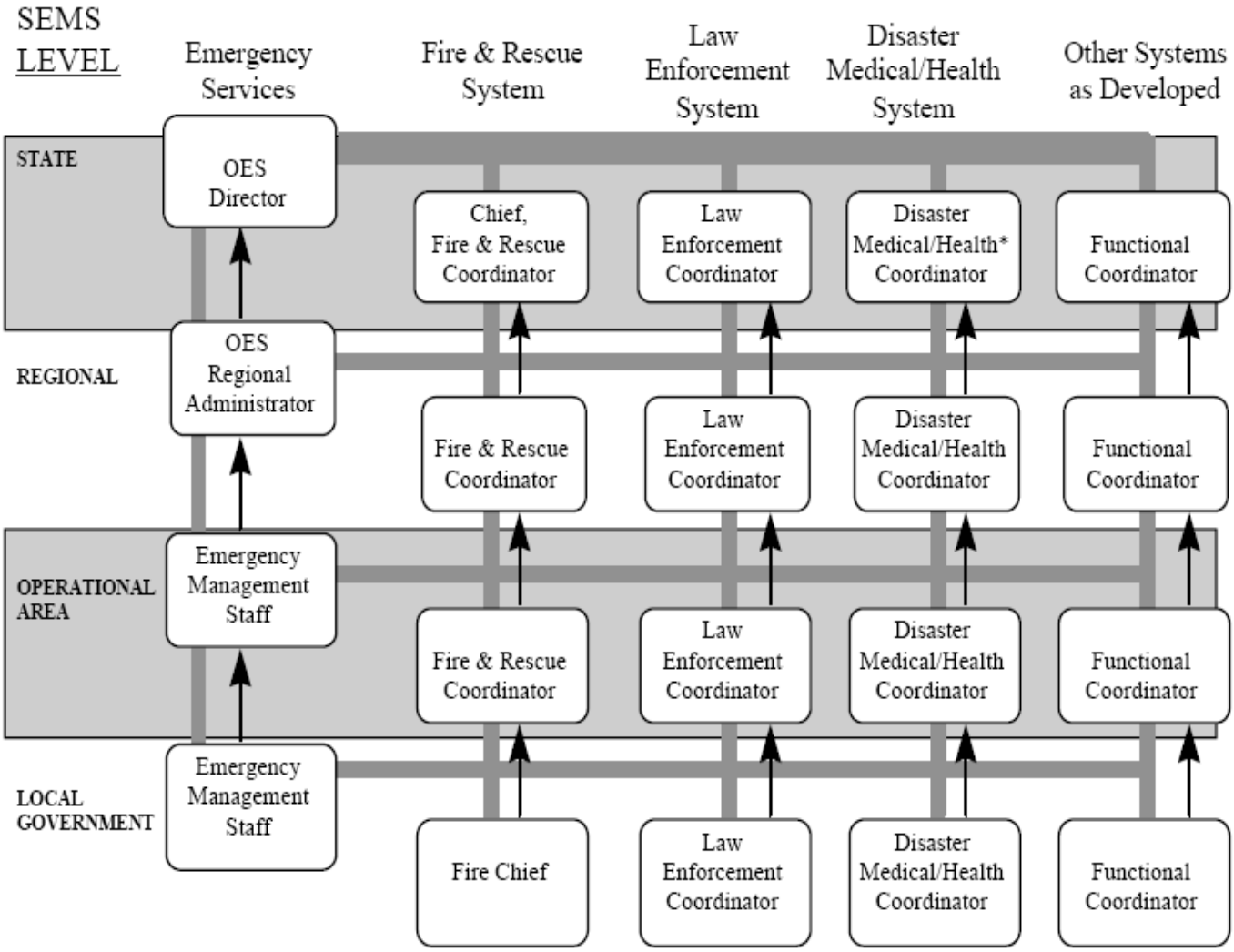


Chart 6

MUTUAL AID CHANNELS:
Discipline Specific Mutual Aid Systems

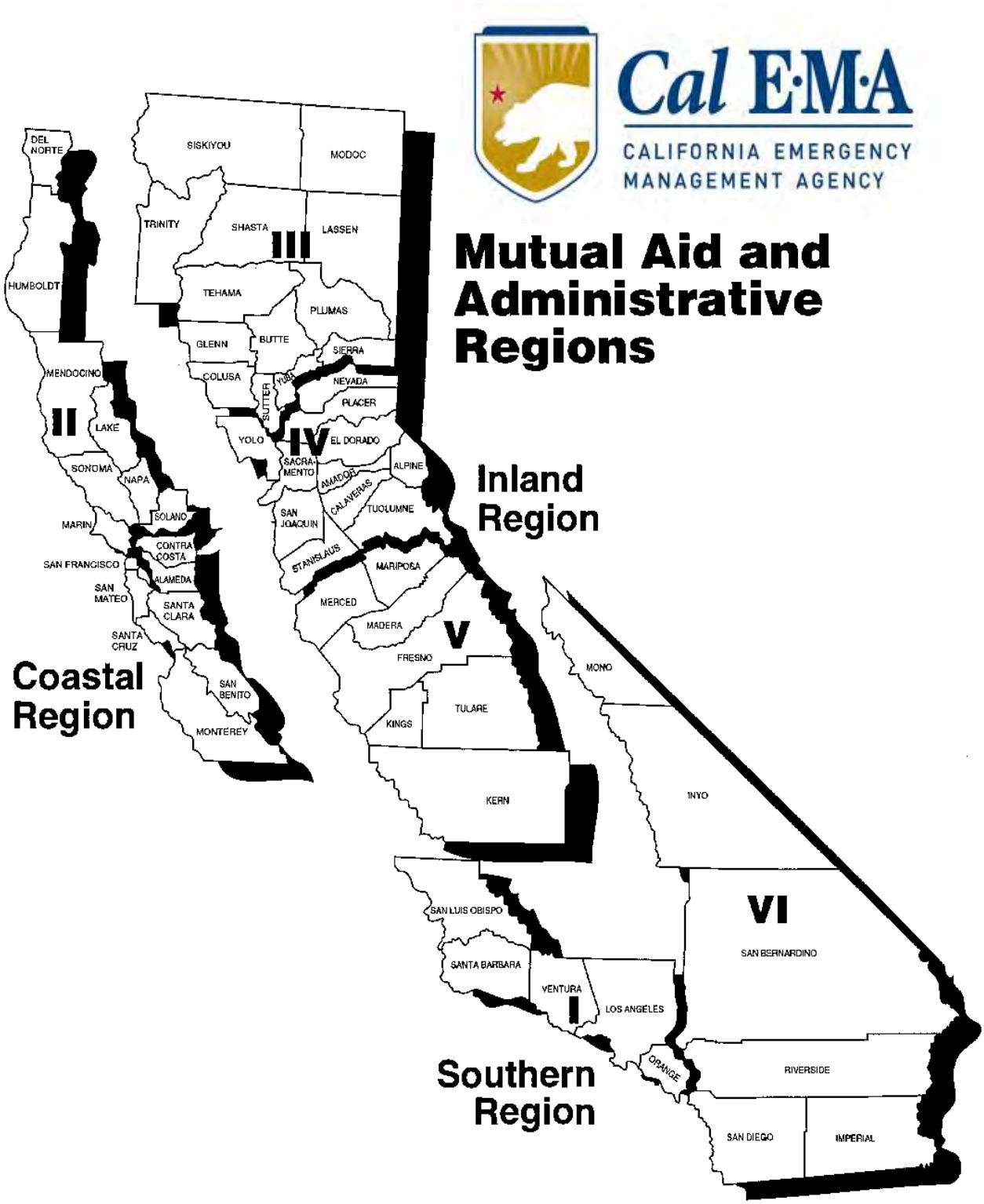


* Includes Mental Health Mutual Aid System

Resource Requests

Information Flow and Coordination

CHART 7
STATE MUTUAL AID REGION MAP



Page intended to be blank.

SECTION SEVEN
AUTHORITIES AND REFERENCES

GENERAL

CESA 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 **(For more information on Proclamations see Local and State Proclamations in the Management Support Documentation)**.

SEMS provides an effective response to multi-agency and multi-jurisdiction emergencies in California. SEMS is based on the ICS adapted from the system originally developed by the Firefighting Resources of California Organized for Potential Emergencies (FIRESCOPE) program. SEMS incorporates the use of 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 CESA and provides overall statewide authorities and responsibilities, and describes the functions and operations of government at all levels during extraordinary emergencies, including wartime. Section 8568 of CESA 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". Local emergency plans are, therefore, considered to be extensions of the California Emergency Plan.

NIMS, mandated by HSPD-5, is also based on the ICS and the multi-agency coordination system.

The National Response Framework (NRF) establishes a comprehensive all-hazards approach to enhance the ability of the United States to manage domestic incidents and specifies how the federal government coordinates with state, local and tribal governments and the private sector to respond more effectively to any type of incident. The NRF 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

- 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)
- Emergency Management Assistance Compact (EMAC)

State

- California Emergency Services Act, Ch. 7 of Div. 1 of Title 2 of the Government Code
- California Code of Regulations, Title 19, Division 1, Public Safety, and Division 2, California Emergency Management Agency.
- 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 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)
- California Master Mutual Aid Agreement

Local

- City of Moorpark's Emergency Services Ordinance No. 201 , dated December 1994

- City of Moorpark adopted Workmen's Compensation Benefits for Disaster Service Workers in March 1989
- Moorpark City Council reviewed and approved the SEMS Multi-Hazard Functional Plan and authorized the Mayor to execute a letter of promulgation of same on February 16, 2000
- City of Moorpark Resolution No. 2006-2517 adopting the National Incident Management System was adopted September 20, 2006
- City of Moorpark Resolution No. 89-536 adopting the Master Mutual Aid Agreement, dated March 1, 1989
- Ventura County Operational Area Organization Agreement adopted November 21, 1995
- Ventura County/Cities Mutual Aid Agreement for Emergency Building and Safety Services adopted July 11, 1995
- City of Moorpark Resolution No. 2013-3160, adopting 2010 Ventura County Hazard Mitigation Plan with the 2013 Moorpark Local update, adopted February 6, 2013

REFERENCES

Federal

- Hazardous Materials Emergency Planning Guide, NRT-1 and Plan Review Guide, NRT-1A: (Environmental Protection Agency's National Response Team)
- 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
- U.S. Dept. of Homeland Security: Local and Tribal NIMS Integration

State

- Disaster Assistance Procedure Manual (Cal OES).
- California Emergency Plan, 2008 Draft
- California (CAL OES) Emergency Planning Guidance for Local Government and Crosswalk (Checklist for Reviewing Emergency Plans)
- California Emergency Resources Management Plan
- California Fire and Rescue Operations Plan
- California Hazardous Materials Incident Contingency Plan
- California (CAL OES) Implementation Guidelines for the National Incident Management System (NIMS)
- California Law Enforcement Mutual Aid Plan

Local

- Ventura County Energy Shortage Emergency Response Plan adopted December 10, 1996
- Ventura County Dam Failure Response Plan adopted (in revision)
- Ventura County Multi-Hazard Functional Plan adopted 2006
- Ventura County Hazardous Materials Area Plan, 2006

- Ventura County Terrorism Response Plan, 2009
- Ventura County Nuclear Response Plan, 2006 (Currently being revised)
- Ventura County Hazard Mitigation Plan, 2010
- Ventura County Animal Regulation Department Emergency Operations Plan, 2009
- City of Moorpark General Plan Draft, 2003

Page intended to be blank

SECTION EIGHT
THREAT SUMMARY FOR CITY OF MOORPARK

This section of the Basic Plan (Part One) consists of a series of threat summaries based on the City's Safety Element in the City's General Plan. 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 Ventura County, Region I, Southern Administrative Region of the Cal OES. The City is located in the southeastern part of Ventura County. The City is surrounded by open hills, mountains and agricultural lands. State Route 118 and State Route 23 traverse the City. The City has a residential population of 34,421 (Census 2010) and consists of 12.4 approximate square miles.

- An earthquake could impact major segments of or the total population.
- The City has industry and faces the potential for hazardous materials incidents from the stationary hazardous materials users as well as transportation accidents, pipeline ruptures, and illegal dumping.
- There is one dam, Bard Reservoir, which could have a direct impact on the City.
- A portion of the City may be subject to flooding, due to flash flooding, urban flooding (storm drain failure/infrastructure breakdown), river channel overflow, downstream flooding, etcetera).
- A transportation incident such as a major air crash, train derailment or trucking or shipping incidents could impact areas within the City.
- A civil unrest incident could impact areas within the City or the entire City.
- The entire Ventura County basin is considered as a risk area for an act of terrorism; therefore both sheltering and evacuation should be considered. Neither the City nor the County of Ventura County 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.

The City contracts its police services through the Ventura County Sheriff's Office and Ventura County Fire Department. The City relies on local volunteer organizations such as the ACS, CERTs and Police and Fire volunteers for assistance in emergency communications and other necessary emergency services.

City staff has been designated to coordinate all SEMS/NIMS functions.

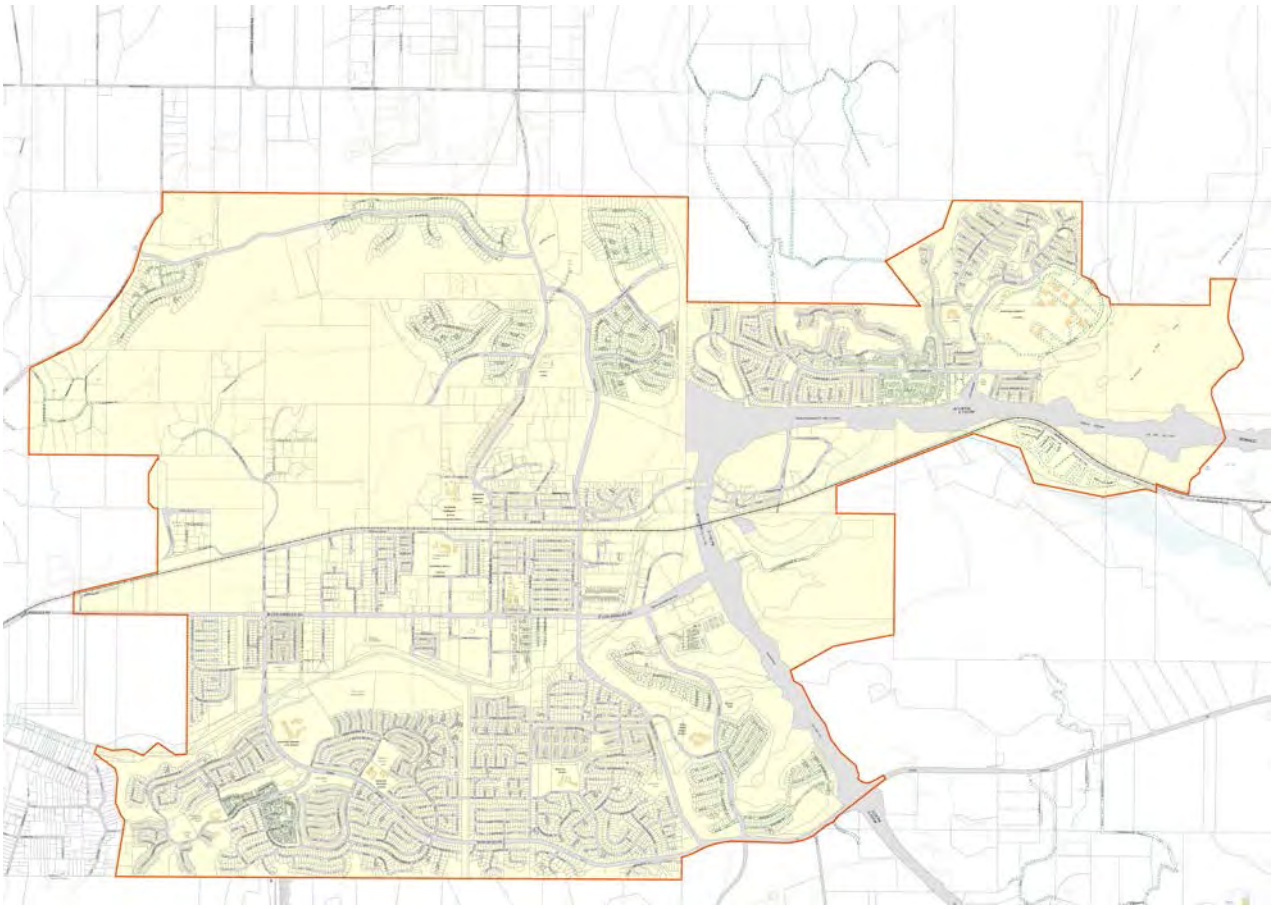
During the response phase, the City's EOC is the coordination and communication point and the access to the Ventura County Operational Area.

Page intended to be blank

The following threat assessments identify and summarize the hazards which could impact the City of Moorpark:

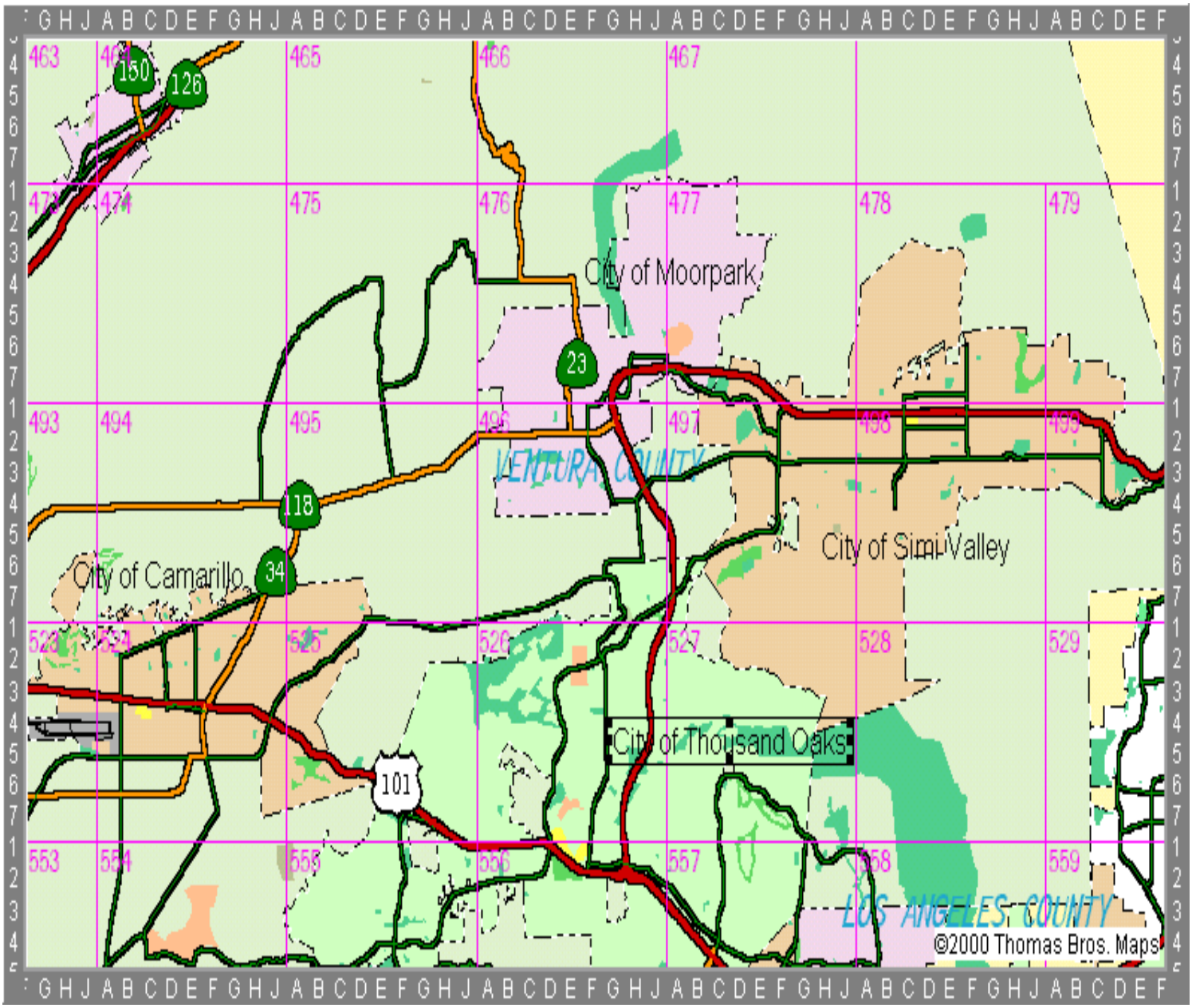
Threat Assessment 1	Major Earthquake
Threat Assessment 2	Hazardous Materials
Threat Assessment 3	Flooding
Threat Assessment 4	Fire
Threat Assessment 5	Dam Failure
Threat Assessment 6	Transportation Major Air Crash Train Derailment Trucking Incident
Threat Assessment 7	Civil Unrest
Threat Assessment 8	Terrorism
Threat Assessment 9	Landslide
Threat Assessment 10	Public Health Emergency

CITY OF MOORPARK
MAP[3]



3 City of Moorpark 2011

CITY MAP (Replace with more accurate map)
ADJACENT JURISDICTIONS[4]



4 City of Moorpark 2011

Page intended to be blank

THREAT ASSESSMENT 1
MAJOR EARTHQUAKE

GENERAL SITUATION

The City is in the vicinity of several local active and potentially active earthquake faults including the Simi/Santa Rosa Fault, Oakridge Fault, San Cayetano Fault, Red Mountain, Santa Susanna Fault, the Fairview Fault and the Camarillo Fold Belt (CFB) (see Attachment 1, map). Within the City, only the Simi/Santa Rosa Fault shows a high probability of being what is considered an active fault. Studies are presently being undertaken to determine whether or not this fault has moved within the last 11,000 years which would designate it as an active fault under State Special Studies Zone definition. It affects the area immediately north of Tierra Rejada Valley and near the intersection of Tierra Rejada and Moorpark Roads.

The City is located within Seismic Risk Zone 4. Earthquakes occurring in Seismic Risk Zone 4 have the potential to create the greatest impacts compared to the other risk zones.

A major earthquake occurring in or near the City may cause many deaths and casualties, extensive property damage, fires and hazardous material spills and other ensuing hazards. The effects could be aggravated by aftershocks and by the secondary effects of fire, hazardous material/chemical accidents and possible failure of the waterways and dams. The time of day and season of the year would have a profound effect on the number of dead and injured and the amount of property damage sustained. Such an earthquake would be catastrophic in its affect upon the population and could exceed the response capabilities of the individual cities, Ventura County Operational Area and the Cal OES. Damage control and disaster relief support would be required from other local governmental and private organizations, and from the state and federal governments.

Extensive search and rescue operations would be required to assist trapped or injured persons. Emergency medical care, food and temporary shelter could be required by injured or displaced persons. Identification and burial of many dead persons would pose difficult problems; public health would be a major concern. Mass evacuation may be essential to save lives, particularly in areas downwind from hazardous material releases. Many families would 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, and to and from, the disaster area and by the disruption of public utilities and services.

SPECIFIC SITUATION

The potential conditions that the City may face in the earthquake include:

Ground Shaking

The most significant earthquake action in terms of potential structural damage and loss of life is ground shaking. Ground shaking is the movement of the earth's surface in response to a seismic event. The intensity of the ground shaking and the resultant damages are 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.

It is generally understood that an earthquake does not in itself present a seismic hazard, but that it becomes a hazard when it occurs in a highly urbanized area. Therefore, the significance of an earthquake's ground shaking action is directly related to the density and type of buildings and number of people exposed to its effect.

Landslides

Landslides triggered by earthquakes have historically been a major cause of earthquake damage. Landslides triggered by the 1971 San Fernando, 1989 Loma Prieta, and 1994 Northridge earthquakes were responsible for destroying or damaging numerous homes and other structures blocking major transportation corridors, and damaging various types of life-line infrastructure. Areas that are most susceptible to earthquake-induced landslides are steep slopes in poorly cemented or highly fractured rocks, in loose soils, and on or adjacent to existing landslide deposits. These geologic and terrain conditions exist in many parts of California, most in hilly areas already developed or currently undergoing development. In addition, the opportunity for strong earthquake ground shaking is high because of the many nearby faults. The combination of these factors constitutes a significant seismic hazard in the Southern California region, which includes the Moorpark Quadrangle.

Liquefaction

Many areas may have buildings destroyed or unusable due to the phenomenon of liquefaction (see **Attachment 2**). Liquefaction is a phenomenon involving the loss of shear strength of a soil. The shear strength loss results from the increase of poor water pressure caused by the rearrangement of soil particles induced by shaking or vibration. Liquefaction has been observed in many earthquakes, usually in soft, poorly graded granular materials (i.e., loose sands), with high water tables. Liquefaction usually occurs in the soil during or shortly after a large earthquake. In effect, the liquefaction soil strata behave as a heavy fluid. Buried tanks may float to the surface and objects above the liquefaction strata may sink. Pipelines passing through liquefaction materials typically sustain a relatively large number of breaks in an earthquake. The potential for liquefaction exists throughout most of the City. Water-saturated within about 50 feet of the surface have historically been present in the lowlands of the City, including the Little Simi Valley, the Tierra Rejada Valley, and the elevated valley traversed by Broadway Street.

DAMAGE TO VITAL PUBLIC SERVICES, SYSTEMS AND FACILITIES

Schools

All the district schools are susceptible to earthquake damage as a result of a major quake on any of the several known regional active and potentially active earthquake faults.

Bed Loss in Hospitals

The City has no major medical facility but several small clinics. The City relies on the hospitals in the surrounding area, primarily in the cities of Simi Valley and Thousand Oaks, for its hospital beds. It is anticipated that medical facilities will be impacted by a major earthquake due to structural damage. This will impair the number of beds available and create the need for several field hospitals. During a disaster, bed availability and transfer of patients will be

coordinated by the Ventura County Emergency Medical Services. The City will access the Ventura County Emergency Medical Services via the Ventura County Operational Area EOC.

Communications
Telephone systems will be affected by system failure, overloads, loss of electrical power and possible failure of some alternate power systems. Immediately after the event numerous failures will occur coupled with saturation overloads. This will disable up to 80% of the telephone system for one day.

Radio systems are expected to be 40 to 75% effective; microwave systems, 30% effective or less.

Dam and Flood Control Channels
Because of the current design and construction practices and ongoing programs of review and modification, catastrophic dam failure is considered unlikely. Many flood control channels are expected to suffer damage.

Electrical Power
Major power plants are expected to sustain some damage due to liquefaction and the intensity of the earthquake. Up to 60% of the system load may be interrupted immediately following the initial shock. According to representatives of Southern California Edison (SCE) Company, the electrical power will not be rerouted and will be lost for an undefined period of time. Much of the imported power is expected to be lost. In some areas of greatest shaking it should be anticipated that some of the distribution lines, both underground and surface, will be damaged. Much of the affected area may have service restored in days; damaged areas with underground distribution may require a longer time. Loss of SCE transmission lines is possible.

Fire Operations
Although total collapse of fire stations is not expected, possible disruption of utilities, twisted doors and loss of power can create major problems. Numerous fires due to disruption of power and natural gas networks can be expected. Many connections to major water sources may be out and storage facilities would have to be relied on; water supply could vary from little or none to inadequate. First response from fire personnel is expected to be an assessment of the area to establish what is needed to determine response and recovery needs. Operations may take days because of the disruption of transportation routes for fire department personnel and equipment.

Secondary responses by the Fire Service after assessment will be placed upon diversion of resources to accomplish search and rescue of trapped persons. Major problems the Fire Service should expect are loss of power and water, jammed doors, restricted mobility due to debris, possible loss of primary dispatch capability and delays in reaching maximum effectiveness due to personnel shortages.

Highways and Bridges
Damage to freeway systems is expected to be major. Any inner surface transportation routes could be subject to delays and detours. A major portion of surface streets in the vicinity of freeways will be blocked due to collapsed overpasses. Other surface streets may be blocked by debris from buildings, falling electrical wires and pavement damage.

Various bridges in the City could fail, making roads impassable. These bridges are located on State Routes 23 and 118, Spring Road, Tierra Rejada Road, and Grimes Canyon Road.

Natural Gas, Crude Oil, Refined Petroleum Product Pipelines
Damage to pipeline facilities will consist primarily of (a) some isolated breaks in major transmission lines, and (b) innumerable breaks in mains and individual service connections within the distribution systems, particularly in the areas of intense ground shaking. These many leaks in the distribution system will affect a major portion of the urban areas, resulting in a loss of service for extended periods. Fires should be expected at the sites of a small percentage of ruptures both in the transmission lines and the distribution system. Transmission pipelines serving the general basin area are most vulnerable to damage.

A Shell Petroleum Products pipeline (automotive gas) lies three to five feet below the street level and runs west along Los Angeles Avenue to Spring Road, and then south to Tierra Rejada Road.

Railroads
The Union Pacific Railroad line operates in the City area within a 24-hour period. Amtrak and Metrolink passenger trains, and other freight trains that are nonscheduled pass through the City anytime during a 24-hour period. It is expected that 21 of the 59 route segments serving the Southern California region could be unavailable for post-earthquake service; the 21 segments include all major connections with the north[5]. The post-earthquake capacity to serve both the Ventura County and Los Angeles County areas would be very small. Many railroad bridges are susceptible to damage because of age, design, and construction. Some lines could be blocked because of damage to freeway overpass structures.

Sanitation Systems
Many of the wastewater treatment facilities could be out of service from 4 to 6 months depending on the damage caused by the severity of intensity and liquefaction. There is a limited volume of storage available in the wastewater treatment plants; if the treatment facility cannot be restored before storage is exceeded, the wastewater will require discharge with emergency chlorination to reduce health hazards. Overflow of sewage through manholes and from ponds can be expected due to breakage in mains and loss of power. As a result, there will be a danger of excessive collection of explosive gas in sewer mains, and flow of untreated sewage in some street gutters.

5 The Shake Out Scenario, United States Geological Survey, United States Department of the Interior, 2008

Water Supply
Two of the three major aqueducts serving Southern California are expected to be out of service from 3 to 6 months following the event; only the Colorado River Aqueduct is expected to remain in service. This indicates the imported water supply to Ventura County may be only partial for a 3 to 6 months period. Several ruptures are anticipated along the water pipelines in Ventura County. Anticipated damage to reservoir outlet works 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 about a third of the wells inoperative for an indefinite period. Many areas could be dependent on tanker trucks to provide for basic needs.

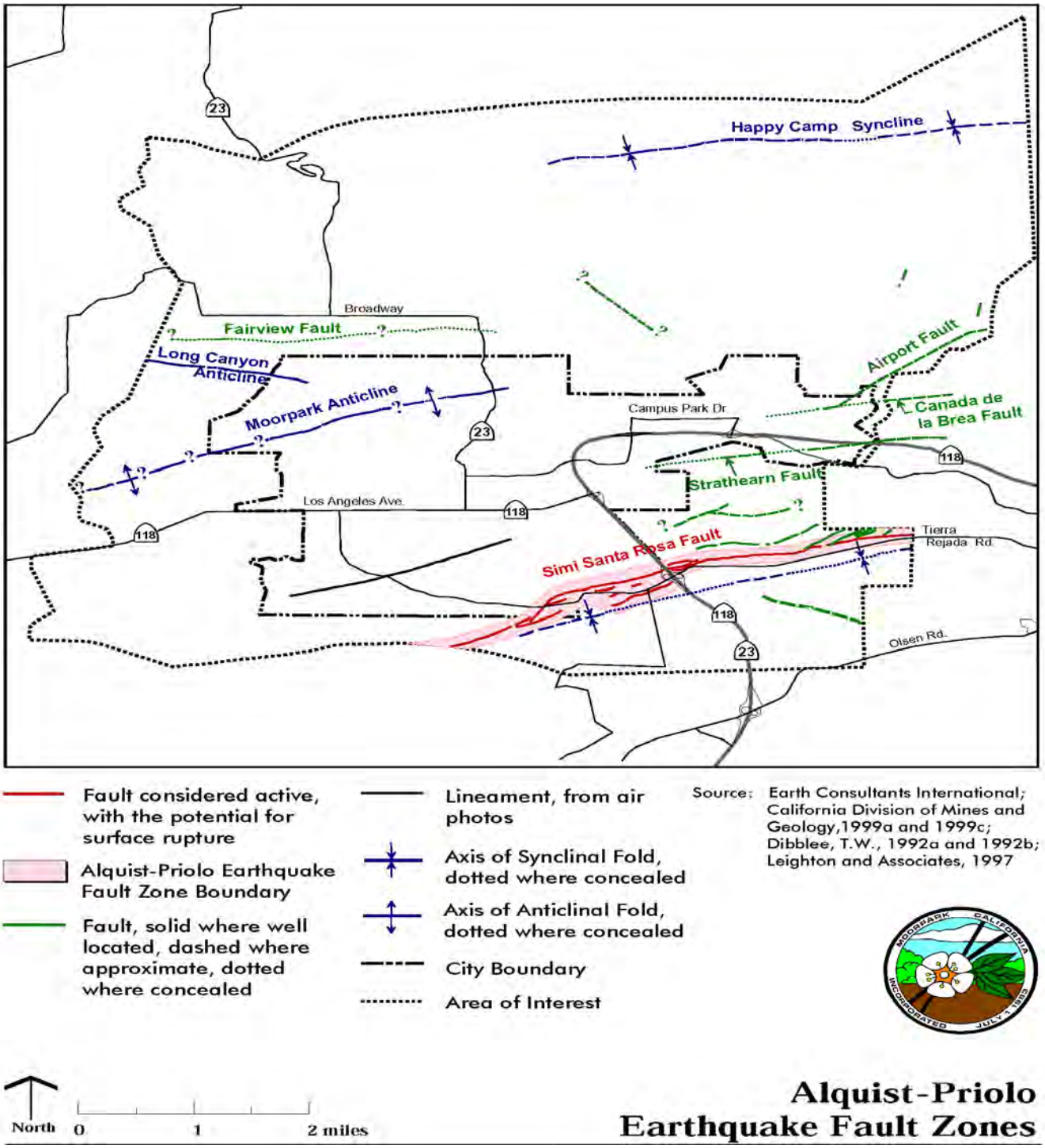
The majority of the City's water supply is obtained from the Ventura County Water Works District Number 1 (Water Works 1). Water provided by Water Works 1 is purchased from Calleguas Municipal Water District (CMWD), which in turn purchases water from the Metropolitan Water District of Southern California. The City also pumps water from several city well sites for City irrigation use.

EMERGENCY RESPONSE ACTIONS
Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

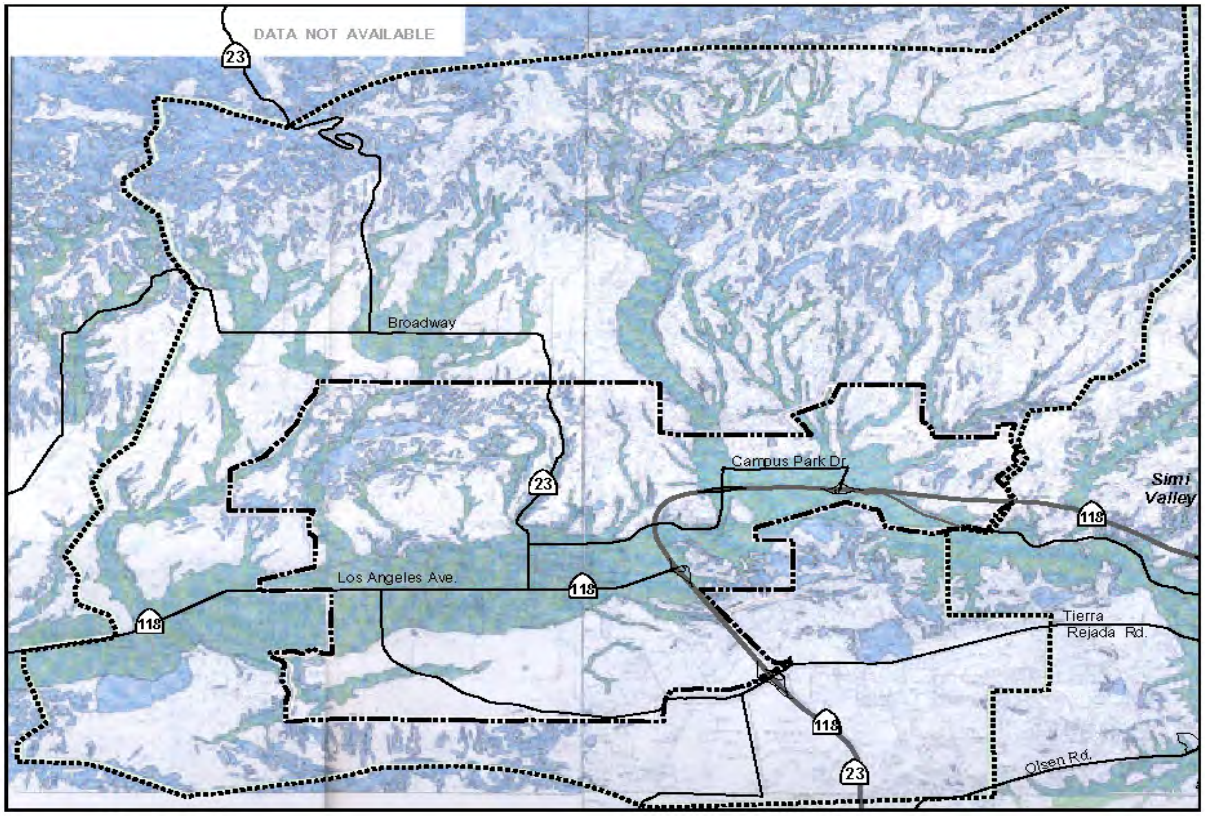
Attachments:

1. Moorpark Area Fault Map
2. City of Moorpark Liquefaction Potential Map

Attachment 1
Moorpark Area Fault Map



Attachment 2
City of Moorpark Liquefaction Map



Liquefaction

Areas where historic occurrence of liquefaction, or local geological, geotechnical and groundwater conditions indicated a potential for permanent ground displacements such that mitigation, as defined in Public Resources Code Section 2693c, would be required.

Source: Earth Consultants International; California Department of Conservation, http://www.consrv.ca.gov/dmg/shezp/maps.htm

Note: For futher definition of liquefaction and landslides areas, please consult Technical Background Report.

Earthquake-Induced Landslides

Areas where previous occurrence of landside movement, or local geological, geotechnical and groundwater conditions indicated a potential for permanent ground displacements such that mitigation, as defined in Public Resources Code Section 2693c, would be required.

City Boundary

Area of Interest

North 0 1 2 miles

Seismic Hazard Zones

Page intended to be blank

THREAT ASSESSMENT 2
HAZARDOUS MATERIALS INCIDENT

GENERAL SITUATION

A hazardous material is defined by the California Code of Regulations (CCR) as a substance that, because of physical or chemical properties, quantity, concentration, or other characteristics, may either (1) cause an increase in mortality or an increase in serious, irreversible, or incapacitating, illness; or (2) pose a substantial present or potential hazard to human health or environment when improperly treated, stored, transported or disposed of. The production and use of these hazardous materials is a part of our society over which local governments have little control.

Hazardous material incidents differ from other emergency response situations because of the wide diversity of causative factors and the pervasiveness of the potential threat. Circumstances such as the prevailing wind and geographic features in the vicinity of emergency incidents are relevant factors that may greatly increase the hazardous chemical dangers. Incidents may occur at fixed facilities where, most likely, the occupants have filed site-specific emergency response contingency and evacuation plans. However incidents may also occur at any place along any land, water or air transportation routes, and (in event of vessel mishaps, aircraft accidents, misuse of agricultural chemicals and illegal dumping) may occur in unpredictable areas, relatively inaccessible by ground transportation.

In the City the vast majority of hazardous material incidents are handled prior to their becoming a major disaster. Nevertheless, the emergency organization needs to be flexible and evolutionary in its response to a developing incident.

The increasing volume and variety of hazardous materials that are generated, stored, or transported within the City and the Ventura County is a problem of great concern to public officials and the community. A major hazardous material accident and/or spill could endanger the health and safety of anybody who may be within a mile of the accident scene. (Six of the ten Moorpark schools are within 1 mile of a hazardous materials threat.) A number of freight trains cross through the area hauling various types of hazardous and explosive materials including chlorine gas and LPG natural gas. Several fixed site industrial firms require potentially hazardous materials to operate their businesses. In addition, there are numerous underground pipelines, which carry flammable and hazardous liquids. Finally, aircraft operations create the potential for injuries to people and damage to property caused by the hazardous materials found in jet fuel. Ventura County is served by the Oxnard Airport, Camarillo Airport, Santa Paula Airport, and the Point Mugu Naval Air Station.

SPECIFIC SITUATION

The Ventura County Fire Department responds to all hazardous materials calls within the City.

The Ventura County Fire Department administers the Hazardous Materials Ordinance and monitors the use of hazardous materials in the City. The Ventura County Fire Department has identified approximately 400 businesses that handle, store or use hazardous materials.

Hazardous materials are located in industrial and commercial areas of the City, accessed from Los Angeles Avenue, Princeton Avenue, and Spring Road.

The threat of a major hazardous material incident in the City exists from commercial vehicle and rail; fixed facility; and clandestine dumping.

Transportation (See Map/Attachment 1)

The greatest probability of a major hazardous material incident is from a transportation accident on U.S. Route 101, State Route 23 and State Route 118. Historically, hazardous material incidents frequently occur on the heaviest traveled streets and at major intersections and freeway interchanges.

In addition to the U.S. Route 101, State Route 23 and State Route 118 threat, the City has designated certain roadways such as Los Angeles Avenue and Moorpark Avenue as truck routes to accommodate the heavy volume of truck traffic.

Hazardous materials are located in industrial and commercial areas of the City, accessed from Los Angeles Avenue, Princeton Avenue, and Spring Road. These roads and the Southern Pacific Railroad tracks (which run through downtown Moorpark) comprise the routes hazardous materials transporters would use through the City.

There are many schools including Moorpark College within one mile of U.S. Route 101, State Route 23, Los Angeles Avenue, Moorpark Avenue, and State Route 118, the railroad, or designated truck routes. These schools have a higher risk to hazardous materials incidents.

The area around the City is served by Amtrak, Ventura County Metrolink, and the Union Pacific Railroad. Although the odds of occurrence are less for a railroad hazardous material incident, the severity is greater because of the numerous rail tanker cars involved and the potential for chemicals and explosive substances being mixed together.

Pipelines

There are two major natural gas transmission pipelines located in the Moorpark Area. For security purposes these lines are not included in this plan.

Fixed Facility

The second most likely serious hazardous material threat exists from an accidental spill and/or incident at a facility that manufactures, warehouses, and processes toxic chemicals and/or generates hazardous waste materials within or next to school facilities. There are over 400 businesses in the area that handle, store or use hazardous materials. Flammable liquids comprise the largest amount of hazardous materials; it is estimated that 200,000 gallons of

flammable liquids are stored each month, not including fuel storage. Other hazardous materials that are stored in substantial amounts include corrosives, compressed gases and agricultural chemicals. Although there are numerous facilities involved with hazardous materials throughout the area, they are less of a threat due to required plant contingency and evacuation plans. The Ventura County Fire Department reviews these plans for those facilities located within the City to make sure these facilities are in compliance with current laws and regulations.

EMERGENCY RESPONSE ACTIONS

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

Attachments:

1. Transportation Routes Map

ATTACHMENT 1, THREAT SUMMARY 2
TRANSPORTATION CORRIDORS[6]

City of Moorpark 2011

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, 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.

SPECIFIC SITUATION

Rainfall throughout the Arroyo Simi watershed is generally quite low and extremely variable, making identification of the maximum flood of record extremely difficult. Flood damage in the Arroyo Simi watershed is generally lower than in other areas in Ventura County. It consists primarily of erosion of and/or sedimentation to agricultural land, residential and business developments, transportation facilities, and channel improvements.

The Arroyo Simi watershed has its headwaters in the Santa Susana Mountains and drains an area of approximately 112 square miles at the confluence with Happy Camp Canyon Creek. Peach Hill Wash drains an area of approximately 3.86 square miles at its confluence with Arroyo Simi watershed. Gabbert and Walnut Canyon Creeks drain the Oak Ridge Hills north of the City. They drain areas of approximately 3.99 and 6.79 square miles, respectively, before emptying into Arroyo Simi watershed.

Areas of potential flooding exist within the City along Walnut Canyon, Grimes Canyon, and the Arroyo Santa Rosa in Tierra Rejada Valley; but by far the most severe flooding hazard occurs on both sides of the Arroyo Simi watershed from the City of Simi Valley on down toward the City of Camarillo.

Most of the Little Simi Valley along and north of the Arroyo Simi watershed is included in the 500-year floodplain. Within this area are several critical facilities, including a SCE Substation, the Police Services Center, Post Office, Chaparral Middle School, and Flory Elementary School. Arroyo West school is situated at the edge of the 100-year floodplain for Peach Hill Wash, and the Amtrak Station is situated at the edge of the 500-year flood plain for the Arroyo Simi

watershed. The Moorpark Water Treatment Plant lies within the 500-year flood boundary of Arroyo Las Posas. In addition, numerous sites containing hazardous materials are within the 500-year flood boundary in Little Simi Valley, and several are at the edge of the 100-year boundary for the Arroyo Simi watershed.

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 four stages of response actions.

Stage I (Watch Stage)

Light to Moderate rain. All field units (Public Works, Police, Fire Departments, etcetera) are to review their procedures for flood incidents.

Stage II

Moderate to heavy rain expected for the next four to six hours. Public Information on location of sandbags, sand and flood clean-up kits to be prepared and distributed to appropriate departments.

Stage III

Continuation of heavy rain over the next 6 to 12 hours. Identified risk areas should be closed to traffic. Public information to be distributed to residents and businesses in affected areas by all available field units and the City's emergency notification system.

Stage IV

Threat to private property and persons. Areas should be evacuated that pose a safety or health hazard. Public information to be distributed to residents and businesses in affected areas by all available field units and the City's emergency notification system.

EVACUATION ROUTES

In all likelihood, Los Angeles Avenue could be covered with water. This may inhibit north/south transportation in the City. Other pertinent information relating to evacuation operations are found in **Part Two, Operations Section.**

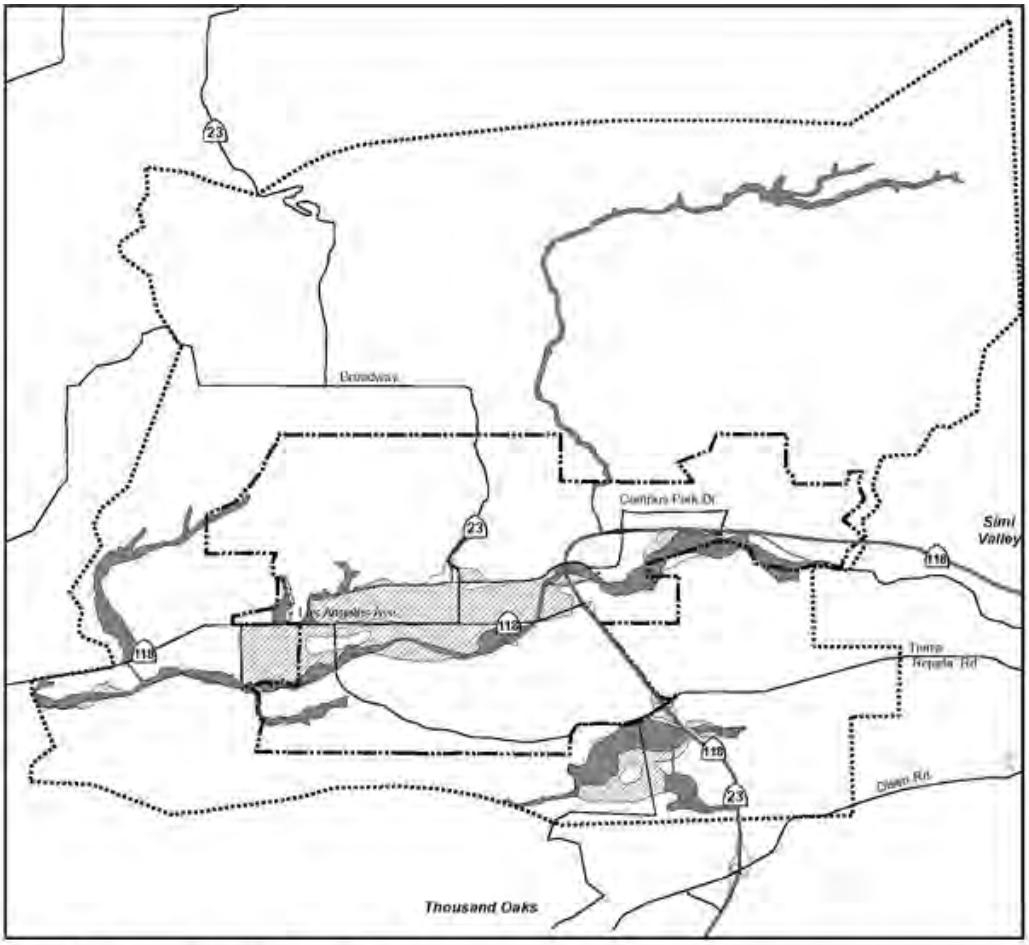
EMERGENCY RESPONSE ACTIONS

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

Attachment:

1. Flood Hazard Map

ATTACHMENT 1, THREAT SUMMARY 3
FLOOD HAZARD



Areas within 100-year flood zone

Areas with a less severe risk of flooding (between 100- and 500-year flood zones, flooding with average depths of less than one foot, contributing drainage area is less than one square mile, and/or protected by levee from the 100-year flood)

City Boundary

Area of Interest

Source: Earth Consultants International; FEMA, 1985a,b,c,d,e; 1986b; 1990; and 1998

North 0 1 2 miles

FIRM Flood Zones

FLOOD HAZARD MAP

Check for Current FIRM Map

Page intended to be blank.

THREAT ASSESSMENT 4
FIRE

GENERAL SITUATION

In general, wildfire hazard exists in the vegetated hillsides and canyon areas. The Moorpark plains area is surrounded by vegetated hillsides and canyon areas. The hills are green or golden all year long, with brush and oaks at the low elevations and pine forest at the ridge tops. However, these same amenities make it one of the most hazardous fire areas in the country.

SPECIFIC SITUATION

Virtually all of the local hills are covered by native brush known as coastal sage shrub vegetation. Areas of natural brush can be considered to have a fire hazard at all times except immediately after the rainy season. By late fall, the fire hazard becomes extreme and major conflagrations can occur. Agricultural areas have a lower fire hazard potential due to the irrigated nature of the crops grown. However, they do present a higher fire hazard than a developed area which has cleared brush.

Most of the City is within or in close proximity to a high fire hazard area. (See Attachment 1--Fire Hazard Map). Therefore, it is necessary to meet certain minimum fire protection standards such as brush clearance and protection of flammable structures to prevent a major fire in the area. Fortunately, most facilities constructed within or adjacent to the hazard zone are built and landscaped in such a way that damage from a fire is greatly reduced.

The Ventura County Fire Department is the lead agency in Moorpark in the event of a wildland or structure fire. The Fire District has two stations that serve the city: Station 40, located at Cedar Springs Road and Station 42 located on High Street. Generally, there are adequate fire resources available through the Ventura County Fire Department and/or mutual aid sources to provide structure protection and suppression actions under “Santa Ana” conditions...assuming there is only one such major event. Multiple fires burning simultaneously or fires erupting from earthquake related causes would pose significant loss potential.

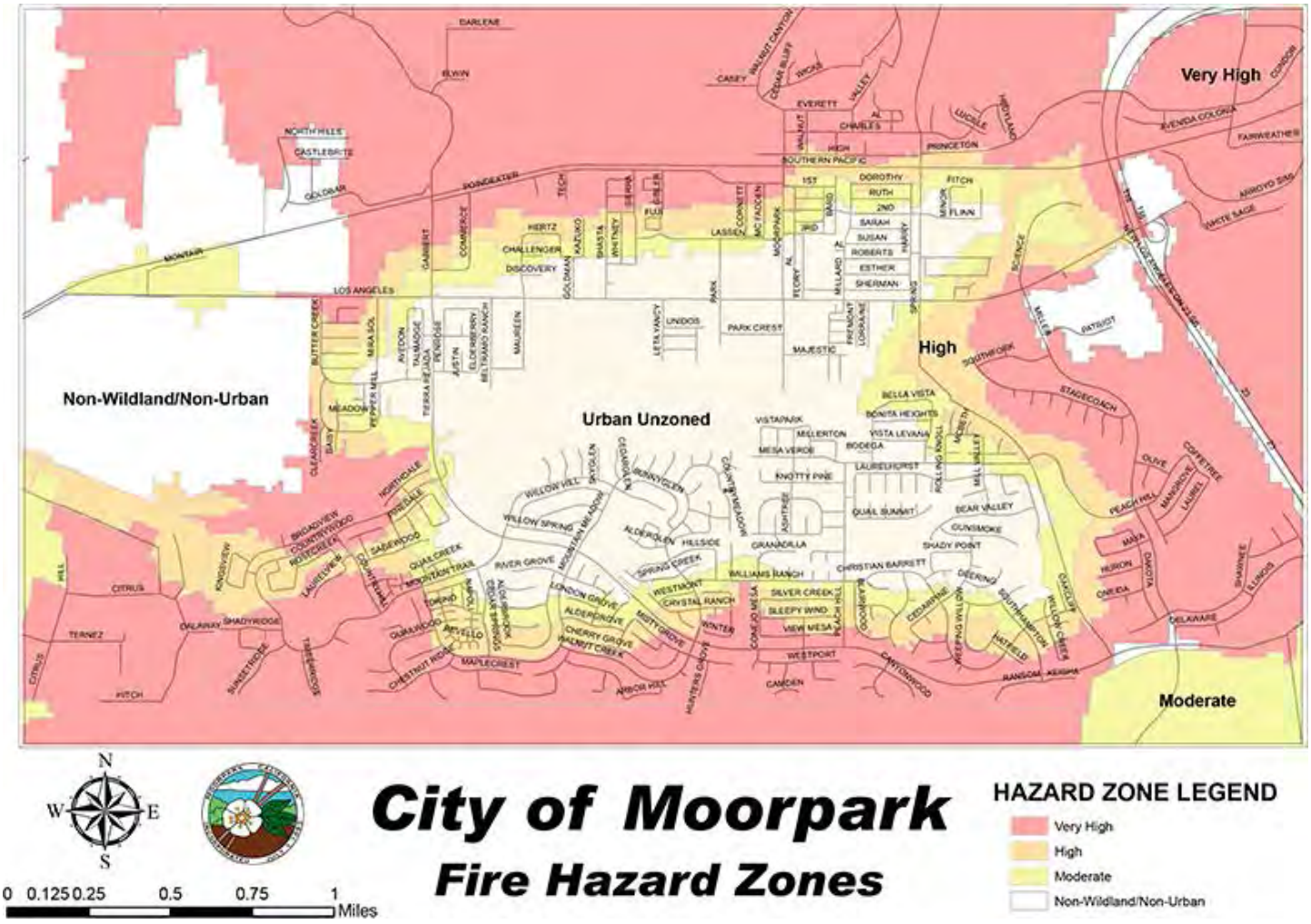
EMERGENCY RESPONSE ACTIONS

Fire protection services are provided by the Ventura County Fire Department. Within the City of Moorpark, the City maintains two fire stations. Additional fire protection equipment and staffing is available from the cities of Simi Valley and Thousand Oaks and the U.S. Naval Construction Battalion Center. Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

Attachment:

1. **Fire Hazard Map**

ATTACHMENT 1, THREAT SUMMARY 4
FIRE HAZARD



Date of Map?

THREAT ASSESSMENT 5
DAM FAILURE

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. The earth-rockfill type dam (represented by all four dams affecting the City) will fail gradually due to erosion of the breach. A flood wave will build gradually to a peak and then decline until the reservoir is empty. In addition to the above characteristics, warning ability is generally determined by the frequency of inspections for structural integrity, the flood wave arrival time (the time it takes for the flood wave to reach its maximum distance of inundation), or the ability to notify persons downstream and their ability to evacuate.

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 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

The Bard Reservoir, an earth-rockfill type dam, could have a significant impact on the City in the event of a dam failure. Bard Reservoir is located in the City of Simi Valley. According to information and inundation maps filed with Cal OES by CMWD, the reservoir to the City holds approximately 11,000 acre feet of water. The natural drainage for the reservoir is to the North and West eventually entering the City along the Arroyo Simi watershed. The flow distance from

the Reservoir to the City is approximately 6 miles. Floodwaters would reach the Virginia Colony in approximately 45 minutes after complete dam failure; waters will reach Hitch Boulevard within 86 minutes. This means that dam water will reach downtown Moorpark approximately one hour after complete failure. CMWD officials estimate that Los Angeles Avenue near downtown Moorpark will be covered with 4 to 9 feet of water. This is a very conservative estimate.

Failure of this dam 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. However, for purposes of emergency preparedness, areas expected to be inundated, should failure occur, are shown in **Attachment 1, Dam Inundation Map.**

EVACUATION ROUTES

Pertinent information that relates to evacuation operations are included in Part Two, Operations Section.

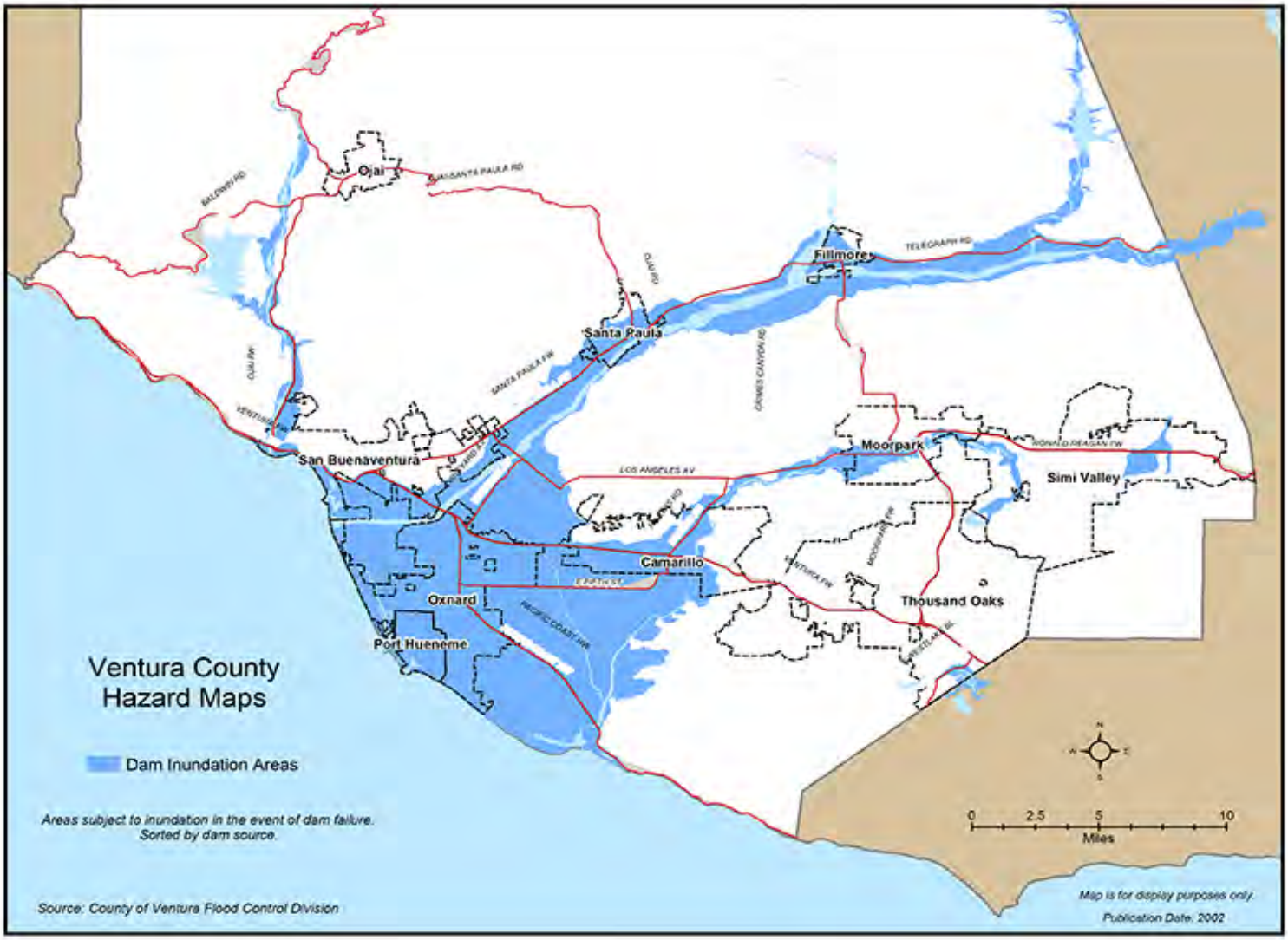
EMERGENCY RESPONSE ACTIONS

Emergency response actions applicable to all common hazards are presented in the Checklist Actions in Part Two of this Plan.

Attachment:

1. Dam Inundation Map

ATTACHMENT 1, THREAT SUMMARY 5
DAM INUNDATION MAP



Page intended to be blank.

THREAT ASSESSMENT 6-A
TRANSPORTATION: MAJOR AIR CRASH

GENERAL SITUATION

A major air crash that occurs in a heavily 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 resulting 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 effect 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. In incidents involving civilian aircraft, investigators from the National Transportation and Safety Board and the Ventura County Medical Examiner's Office will have short-term jurisdiction over the crash area and investigations will be completed before the area is released for clean-up. The military has jurisdiction over any incident involving military aircraft. 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.

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 Alaska Airlines Flight #261 disaster off the coast of the City of Port Hueneme and the increasingly heavy air traffic over the greater Los Angeles metropolitan area and the Naval Air Base at Point Mugu are constant reminders of the possibility of aircraft accidents in the City. The Ventura County Airports at Oxnard and Camarillo are very active. Aircraft crashes may occur anywhere within the City, therefore residential areas, business districts, and industrial

areas are all equally in jeopardy. The airports nearest to the City which handle the greatest amount of air traffic are as follows:

The **Los Angeles International Airport (LAX) -** is the world's busiest origin and destination airport. Planes arrive and depart at a rate of one per minute. The airport has four east/west parallel runways.

The **Burbank Airport (Bob Hope Airport) -** is ranked as one of the busiest airports nationally in terms of air traffic that it handles. Airport hours of operation are restricted to 7:00 AM to 10:00 PM.

The Naval Air Station at Point Mugu - is a federal installation. The Navy is currently in the process of updating its Accident Prevention zone mapping for the Point Mugu facility.

The **Ventura County Airport at Oxnard -** is oriented toward general aviation. The Airport is bounded by Teal Club Road to the north, Ventura Road to the east, West Fifth Street to the south and Victoria Avenue to the west. Over 90 percent of all aircraft approaches to the Oxnard Airport are in an east to west direction over the City.

The **Camarillo Airport** - is designated as a general aviation field for use by private aircraft along with charter, agricultural and government flying activities. An aircraft control tower has been installed in order to monitor flight patterns and to assist in safe flying activities.

Santa Paula Airport – Located in the City of Santa Paula, the airport is a non-towered facility handling approximately 97,000 arrivals and/or departures a year, and is home to over 259 individual aircraft. Santa Paula Airport covers 38 acres and has one runway and one helipad.

The Uniform Aircraft Financial Responsibility Act (Section 24230, and all the Public Utilities Code, State of California, added by Chapter 1452 of Statute in 1968) makes it a duty of the Chief of Police to report any aircraft accident, which occurs within his or her jurisdiction. This duty to report applies to aircraft accidents in which there is an injury or death resulting there from or in which property damage is sustained in excess of $400.00. The Chief of Police shall notify the Business and Transportation Agency, Department of Aeronautics, in writing, immediately, but not later than 48 hours. The Watch Commander or Senior Officer will assure that a written report is completed by the officers assigned by the investigation. The classification of such report will be a C&I report under the heading "Incident Involving Aircraft" and either "crash" or "forced landing".

EMERGENCY RESPONSE ACTIONS

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

THREAT ASSESSMENT 6-B
TRANSPORTATION: TRAIN DERAILMENT

GENERAL SITUATION

A major train derailment that occurs in a heavily populated industrial area can result in considerable loss of life and property. As a train leaves its track, there is no longer any control as to the direction it will travel. Potential hazards could be overturned rail cars, direct impact into an industrial building or entering into normal street traffic.

Each of these hazards encompasses many threats, such as a hazardous materials incident, fire, severe damage to either adjacent buildings or vehicles and loss of life of those in either adjacent buildings or vehicles and pedestrians.

The Coast Rail line is controlled from Metrolink's Pomona Dispatching Center from Los Angeles Union Station (LAUS) north to the City as far as Control Point (CP) Las Posas, located at the west end of the Moorpark siding, between Moorpark Avenue and Gabbert Road. Union Pacific Railroad (UP) controls the line from CP Las Posas north from the UP/Burlington Northern Santa Fe joint Los Angeles area dispatching center in San Bernardino.

COAST LINE IN MOORPARK

Passenger rail service includes Amtrak's Pacific Surfliner, Metrolink Commuter trains, and Amtrak's Coast Starlight. UP freight travels on the line with eight to twelve trains per day.

West of the City of Simi Valley, there is a grade crossing at Quimisa Drive, at the entrance of Oak County Park, near the eastern the City limit. There are Intermediate Signals ("Los Angeles Avenue", Mile Post (MP) 429.x) and a grade crossing of Arroyo Drive as the line angles west-southwest and the street meets State Routh 118 Freeway in the City.

Now in the valley of the Las Posas Arroyo as known as the Little Simi Valley, the line crosses the Arroyo Simi watershed four times in the next three miles in the City. It passes through the Virginia Colony, where it crosses Virginia Colony Place, crosses the Arroyo Simi watershed on a girder bridge below a bluff on the south side of the track, passes under the bridges of the Route 118/23 connector and crosses the Arroyo Simi watershed for the last time and goes on into the old center of the City. There are signals at CP Colonia (MP 427.6), the east end of 4,806 ft. south side Moorpark siding, a grade crossing at Spring Road, and the Moorpark Metrolink station (MP 427.1). The latter has parking on both sides of the tracks, and platforms on both sides and in the center of the tracks. The abandoned feed mill on the north side of the tracks was styled to represent the old SP Moorpark depot, west of the current station, and has no connection with the latter.

Moorpark Avenue grade crossing is at MP 427.0; west of the road crossing there are four Metrolink storage tracks on the south side of the line. Poindexter Avenue runs alongside the line to the south as the line exits the suburbs and enters the farming countryside. There are

signals at CP Las Posas (MP 426.4), the west end of Moorpark siding and the limits of Metrolink ownership. At this point, the mileposts have an equation with the current UP mileposts, because the UP remapped their line after the SP merger. There is about a three-mile difference in mileposts here). Next is a grade crossing at Gabbert Road. A little further to the west, in the unincorporated area, yet another segment of Los Angeles Avenue comes alongside the line to the south. There is a detector at MP 421.1, a grade crossing at Grimes Canyon Road and signals at MP 420.7.

SPECIFIC SITUATION

UP traverses the City. A number of freight trains cross through the City hauling various types of hazardous and explosive materials including chlorine gas and LPG natural gas. The City is also served by Amtrak and Metrolink, Southern California Regional Rail Authority's commuter train system. In the near future, Metrolink plans to increase the numbers of trains to double the numbers of passengers. The railroad tracks traverse the city and cross two major streets: Moorpark Avenue and Spring Road.

Amtrak/Metrolink

Passenger service, provided by Amtrak and Metrolink, is presently scheduled numerous times a day in each direction at Moorpark Station, located at 300 E High Street.

Union Pacific Railroad

The City is served by the UP Coast Main Line. The railroad connects the City to all major west coast destinations and markets. The freight terminal facilities provide for the delivery of products, goods, and raw materials out of the City. Present freight service levels (approximately eight through freight trains plus local service) are expected to continue.

The Federal Railroad Administration (FRA) (part of the Department of Transportation) is responsible for the investigation of all railroad accidents and should be notified immediately.

For railroad routes, refer to Attachment 1 – Goods Movement, under the Trucking Incident Section.

EMERGENCY RESPONSE ACTIONS

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

THREAT ASSESSMENT 6-C
TRANSPORTATION: TRUCKING INCIDENT

GENERAL SITUATION

A major truck incident that occurs in a heavily populated industrial area or residential area can result in considerable loss of life and property. When a truck is involved in an accident, there is no longer control as to the direction the truck will travel. Potential hazards could be overturned tank trailers, direct impact either into a residence or industrial building, or entering into the normal flow of traffic.

Each of these hazards encompass many threats, such as hazardous materials incident, fire, severe damage to either adjacent buildings or vehicles, and loss of life of pedestrians or those in either the adjacent buildings or vehicles.

SPECIFIC SITUATION

The City is served by State Route 118, Los Angeles Avenue, which runs in an east-west direction. State Route 118 is a significant truck route. At the western Moorpark city limit at Los Angeles Avenue, approximately 22,000 trucks pass by. Of those trucks 18% are heavy transport trucks. The California Highway Patrol randomly operates a truck scale on State Route 118, which inspects truck safety. Los Angeles Avenue also serves as State Route 23 from the State Route 23 freeway west until the intersection with Moorpark Avenue, which is designated State Highway 23 north to Walnut Canyon Road.

EMERGENCY RESPONSE ACTIONS

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

Page intended to be blank.

THREAT ASSESSMENT 7
CIVIL UNREST

GENERAL SITUATION

The spontaneous disruption of normal, orderly conduct and activities in urban areas, or outbreak of rioting or violence that is of a large nature is referred to as civil unrest. Civil unrest can be spurred by specific events, such as large sporting events or criminal trials, or can be the result of long-term disfavor with authority. Civil unrest is usually noted by the fact that normal on-duty police and safety forces cannot adequately deal with the situation until additional resources can be acquired. This is the time period when civil unrest can grow to large proportions.

Threat to law enforcement and safety personnel can be severe and bold in nature. Securing of essential facilities and services is necessary. Looting and fires can take place as a result of perceived or actual non-intervention by authorities.

SPECIFIC SITUATION

The entire City, consisting of residential, industrial and commercial properties, is vulnerable to the effects of civil unrest. Within the City boundaries is Moorpark College. In 2011, numerous college campuses across America experienced student, faculty and staff "Occupy Movements" on campus and in jurisdictions nearby in protest of tuition hikes, unfair pay for teachers and lack of support for the higher education system from the government. These "movements" can spill over into city areas such as parks and the downtown area. Protestors a can create hostile activities including vandalism and which can become a danger to others.

Transportation routes used for normal traffic movements (streets, freeways, rail, etcetera) are vulnerable and can also facilitate the movement of potential rioters.

EMERGENCY RESPONSE ACTIONS

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

Page intended to be blank.

THREAT ASSESSMENT 8
TERRORISM

GENERAL SITUATION

In the wake of the 1993 World Trade Center bombing in New York and the Oklahoma City bombing in 1995, terrorism became a serious concern for emergency management, emergency responders, and the public at large. However, the 2001 attack on the World Trade Center and the Pentagon has now elevated our concern about terrorism to a level we never imagined, and requires us to be prepared to respond to situations that go beyond the terrorist incident scenarios that we are familiar with.

Terrorism is defined as the use of fear for intimidation, usually political goals. Terrorism is a crime where the threat of violence is often as effective as the commission of the violent act itself. Terrorism affects us through fear, physical injuries, economic losses, psychological trauma, and erosion of faith in government. Terrorism is not an ideology. Terrorism is a strategy used by individuals or groups to achieve their political goals.

Terrorists espouse a wide range of causes. They can be for or against almost any issue, religious belief, political position, or group of people of one national origin or another. Because of the tremendous variety of causes supported by terrorists and the wide variety of potential targets, there is no place that is truly safe from terrorism. Throughout California there is nearly limitless number of potential targets, depending on the perspective of the terrorist. Some of these targets include: government offices, pregnancy centers, religious facilities, public places (such as shopping centers), schools, power plants, refineries, utility infrastructures, water storage facilities, dams, private homes, prominent individuals, financial institutions and other businesses.

There are unique challenges to a terrorist event involving a Weapon of Mass Destruction (WMD), such as a nuclear, radiological, biological, explosive or chemical weapon. As in all incidents, WMD incidents may involve mass casualties and damage to buildings or other types of property. However, there are a number of factors surrounding WMD incidents that are unlike any other type of incidents that must be taken into consideration when planning a response.

- The situation may not be recognizable until there are multiple casualties or a secondary event occurs that indicates that the first was not an accident. Most chemical and biological agents are not detectable by conventional methods used for explosives and firearms. Most agents can be carried in containers that look like ordinary items.
- There may be multiple events (i.e., one event in an attempt to influence another event's outcome).
- Responders are placed at a higher risk of becoming casualties because agents are not readily identifiable. Responders may become contaminated before recognizing the agents involved.

- First responders may, in addition, be targets for secondary releases or explosions.
- The location of the incident will be treated as a crime scene. As such, preservation and collection of evidence is critical. Therefore, it is important to ensure that actions on-scene are coordinated between response organizations to minimize any conflicts between law enforcement authorities, who view the incident as a crime scene, and other responders, who view it as a hazardous materials or disaster scene.
- In addition to local response coordination challenges, the WMD incident will add a myriad of state and federal agencies into the system. Coordination and communication issues between all response levels (local, state, and federal) will constantly need to be assessed.
- Contamination of critical facilities and large geographic areas may result. Victims may carry an agent unknowingly to public transportation facilities, businesses, residences, doctors' offices, walk-in medical clinics, or emergency rooms because they don't realize that they are contaminated. First responders may carry the agent to fire or precinct houses, hospitals, or to the locations of subsequent calls.
- The scope of the incident may expand geometrically and may affect mutual aid jurisdictions. Airborne agents flow with the air current and may disseminate via ventilation systems, carrying the agents far from the initial source.
- There will be a stronger reaction from the public than with other types of incidents. The deliberate destruction of life and property is both horrific and difficult to process, and the fear of additional attacks as well as the unknown makes the public's response more severe. Also, the thought of exposure to a chemical or biological agent or radiation evokes terror in most people.
- Time is working against responding elements. The incident can expand geometrically and very quickly. In addition, the effects of some chemicals and biological agents worsen over time.
- Support facilities, such as utility stations and 911 centers along with critical infrastructures, are at risk as targets.
- Specialized State and local response capabilities may be overwhelmed.

TERRORISM HAZARDS

Terrorism hazards may be WMD (including conventional explosives, secondary devices, and combined hazards) or other means of attack (including low-tech devices and delivery, attacks on infrastructure, and cyber terrorism).

WMD Hazard Agents

WMDs are defined as any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals; disease organisms; radiation or radioactivity; or explosion or fire. At least two important considerations distinguish these hazards from other types of terrorist tools. First, in the case of chemical, biological, and radioactive agents, their presence may not be immediately obvious, making it difficult to determine when and where they have been released, who has been exposed, and what danger is present for first responders and

medical technicians. Second, although there is a sizable body of research on battlefield exposures to WMD agents, there is limited scientific understanding of how these agents affect civilian populations.

Chemical

Chemical agents are intended to kill, seriously injure, or incapacitate people through physiological effects. A terrorist incident involving a chemical agent will demand immediate reaction from emergency responders—fire departments, police, hazardous materials teams, Emergency Medical Services (EMS), and emergency room staff—who will need adequate training and equipment. Hazardous chemicals, including industrial chemicals and agents, can be introduced via aerosol devices (e.g., munitions, sprayers, or aerosol generators), breaking containers, or covert dissemination. Such an attack might involve the release of a chemical warfare agent, such as a nerve or blister agent or an industrial chemical, which may have serious consequences. Some indicators of the possible use of chemical agents are listed in Table 1. Early in an investigation, it may not be obvious whether an outbreak was caused by an infectious agent or a hazardous chemical; however, most chemical attacks will be localized, and their effects will be evident within a few minutes. There are both persistent and non-persistent chemical agents. Persistent agents remain in the affected area for hours, days, or weeks. Non-persistent agents have high evaporation rates, are lighter than air, and disperse rapidly, thereby losing their ability to cause casualties after 10 to 15 minutes, although they may be more persistent in small, unventilated areas.

Table 1. General Indicators of Possible Chemical Agent Use

Stated Threat to Release a Chemical Agent
Unusual Occurrence of Dead or Dying Animals • For example, lack of insects, dead birds
Unexplained Casualties • Multiple victims • Surge of similar 911 calls • Serious illnesses • Nausea, disorientation, difficulty breathing, or convulsions • Definite casualty patterns
Unusual Liquid, Spray, Vapor, or Powder • Droplets, oily film • Unexplained odor • Low-lying clouds/fog unrelated to weather
Suspicious Devices, Packages, or Letters • Unusual metal debris • Abandoned spray devices • Unexplained munitions

Biological

Recognition of a biological hazard can occur through several methods, including identification of a credible threat, discovery of bioterrorism evidence (devices, agent, clandestine lab), diagnosis (identification of a disease caused by an agent identified as a possible bioterrorism agent), and detection (gathering and interpretation of public health surveillance data).

When people are exposed to a pathogen such as anthrax or smallpox, they may not know that they have been exposed, and those who are infected, or subsequently become infected, may not feel sick for some time. This delay between exposure and onset of illness, the incubation period, is characteristic of infectious diseases. The incubation period may range from several hours to a few weeks, depending on the exposure and pathogen. Unlike acute incidents involving explosives or some hazardous chemicals, the initial detection and response to a biological attack on civilians is likely to be made by direct patient care providers and the public health community.

Terrorists could also employ a biological agent that would affect agricultural commodities over a large area (e.g., wheat rust or a virus affecting livestock), potentially devastating the local or even national economy.

Responders should be familiar with the characteristics of the biological agents of greatest concern for use in a bioterrorism event. Unlike victims of exposure to chemical or radiological agents, victims of biological agent attack may serve as carriers of the disease with the capability of infecting others (e.g., smallpox, plague). Some indicators of biological attack are given in Table 2.

Table 2. General Indicators of Possible Biological Agent Use

Stated Threat to Release a Biological Agent
Unusual Occurrence of Dead or Dying Animals
Unusual Casualties • Unusual illness for region/area • Definite pattern inconsistent with natural disease
Unusual Liquid, Spray, Vapor, or Powder • Spraying; suspicious devices, packages, or letters

Nuclear/Radiological

The difficulty of responding to a nuclear or radiological incident is compounded by the nature of radiation itself. In an explosion, the fact that radioactive material was involved may or may not be obvious, depending upon the nature of the explosive device used. The presence of a radiation hazard is difficult to ascertain, unless the responders have the proper detection equipment and have

been trained to use it properly. Although many detection devices exist, most are designed to detect specific types and levels of radiation and may not be appropriate for measuring or ruling out the presence of radiological hazards. Table 3 lists some indicators of a radiological release.

Table 3. General Indicators of Possible Nuclear Weapon/Radiological Agent Use

Stated Threat to Deploy a Nuclear or Radiological Device
Presence of Nuclear or Radiological Equipment • Spent fuel canisters or nuclear transport vehicles
Nuclear Placards/Warning Materials Along with Otherwise Unexplained Casualties

Conventional Explosives and Secondary Devices

The easiest to obtain and use of all weapons is still a conventional explosive device, or improvised bomb, which may be used to cause massive local destruction or to disperse chemical, biological, or radiological agents. The components are readily available, as are detailed instructions on constructing such a device. Improvised explosive devices are categorized as being explosive or incendiary, employing high or low filler explosive materials to explode and/or cause fires. Explosions and fires also can be caused by projectiles and missiles, including aircraft used against high-profile targets such as buildings, monuments, and special events. Bombs and firebombs are cheap and easily constructed, involve low technology, and are the terrorist weapon most likely to be encountered. Large, powerful devices can be outfitted with timed or remotely triggered detonators and can be designed to be activated by light, pressure, movement, or radio transmission. The potential exists for single or multiple bombing incidents in single or multiple municipalities. Historically, less than five percent of actual or attempted bombings were preceded by a threat. Explosive materials can be employed covertly with little signature and are not readily detectable. Secondary explosive devices may also be used as weapons against responders and the public in coincident acts. Other diversionary events or attacks could also be aimed at responders.

Combined Hazards

WMD agents can be combined to achieve a synergistic effect—greater in total effect than the sum of their individual effects. They may be combined to achieve both immediate and delayed consequences. Mixed infections or toxic exposures may occur, thereby complicating or delaying diagnosis. Casualties of multiple agents may exist; casualties may also suffer from multiple effects, such as trauma and burns from an explosion, which exacerbate the likelihood of agent contamination. Attacks may be planned and executed so as to take advantage of the reduced effectiveness of protective measures produced by employment of

an initial WMD agent. Finally, the potential exists for multiple incidents in single or multiple municipalities.

Other Terrorism Hazards

Planners also need to consider the possibility of unusual or unique types of terrorist attacks previously not considered likely.[7] Although it is not realistically possible to plan for and prevent every conceivable type of terrorist attack, planners should anticipate that future terrorism attempts could range from simple, isolated attacks to complex, sophisticated, highly coordinated acts of destruction using multiple agents aimed at one or multiple targets. Therefore, the plans developed for terrorist incidents must be broad in scope yet flexible enough to deal with the unexpected. These considerations are particularly important in planning to handle the consequences of attacks using low-tech devices and delivery, assaults on public infrastructure, and cyber terrorism. In these cases, the training and experience of the responders may be more important than detailed procedures.

Low-Tech Devices and Delivery

Planning for the possibility of terrorist attacks must consider the fact that explosives can be delivered by a variety of methods. Most explosive and incendiary devices used by terrorists would be expected to fall outside the definition of a WMD. Small explosive devices can be left in packages or bags in public areas for later detonation, or they can be attached directly to a suicide bomber for detonation at a time and place when and where the terrorist feels that maximum damage can be done. The relatively small size of these explosive devices and the absence of specific security measures in most areas make these types of terrorist attacks extremely difficult to prevent. Small explosive devices can also be brought onto planes, trains, ships, or buses, within checked bags or hand carried items. Larger quantities of explosive materials can be delivered to their intended target area by means of car or truck bombs.

Infrastructure Attacks

Potential attacks on elements of the nation's infrastructure require protective considerations. Infrastructure protection involves proactive risk management actions taken to prevent destruction of or incapacitating damage to networks and systems that serve society, according to the 1997 report of the President's Commission on Critical Infrastructure Protection. This commission was formed in 1996 to evaluate the vulnerability to disruption of the nation's infrastructures, including electric power, oil and natural gas, telecommunications, transportation, banking and finance, and vital government services. The commission's report,

[7] Prior to the World Trade Center attack, the use of multiple commercial airliners with full fuel loads as explosive, incendiary devices in well-coordinated attacks on public and governmental targets, was not considered a likely terrorist scenario.

issued in October 1997, concluded, "Waiting for disaster is a dangerous strategy. Now is the time to act to protect our future."

Cyber Terrorism

Cyber terrorism involves the malicious use of electronic information technology to commit or threaten to commit acts dangerous to human life, or against a nation's critical infrastructures in order to intimidate or coerce a government or civilian population to further political or social objectives (Federal Bureau of Investigation National Infrastructure Protection Center, Congressional testimony, August 29, 2001). As with other critical infrastructure guidance, most cyber protection guidance focuses on security measures to protect computer systems against intrusions, denial of service attacks, and other forms of attack rather than addressing issues related to contingency and consequence management planning.

Unlike natural disasters, a disaster resulting from a terrorist incident is also a crime scene. Therefore, two response operations need to be managed simultaneously in the event of this type of incident. HSPD-5 says to prevent, prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies, the United States Government shall establish a single, comprehensive approach to domestic incident management. The objective of the United States Government is to ensure that all levels of government across the Nation have the capability to work efficiently and effectively together, using a national approach to domestic incident management. In these efforts, with regard to domestic incidents, the United States Government treats crisis management and consequence management as a single, integrated function, rather than as two separate functions.

SPECIFIC SITUATION

In response to a growing concern about terrorism at the federal, state and local level, the City regularly participates and is an active member of both Ventura County's Terrorism Early Warning Group, Terrorism Working Group and the Joint Regional Information Center.

Following is a general overview of potential terrorist targets in Ventura County and specifically the City:

- Facilities that store, manufacture or transport hazardous materials.
- Highways and freeways.
- Telecommunications facilities.
- Federal, state, county and City offices.
- Shopping malls.
- Schools, churches and religious centers.
- Research facilities.
- Electrical facilities.
- Water and wastewater facilities, dams.

- Bridges and overpasses.

EMERGENCY RESPONSE ACTIONS

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

THREAT ASSESSMENT 9
LANDSLIDE

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 a landslide or mudslide 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, water lines, waste water lines, oil wells, and water wells

The speed with which landsides 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.

SPECIFIC SITUATION

Much of the City is comprised of topographically pronounced areas. These hill slopes and mountains consist of sedimentary and volcanic rock outcrops that are locally covered with soil. Slope instability is of greatest concern in these topographically pronounced areas. The majority of landslide and slope wash problems in the Moorpark area occur in geologic terrain involving folded sequences of clay shale, siltstone, and very fine-grained sandstone. These fine-grained areas are easily eroded, resulting in the undermining of slopes which then tend to fail. If the slopes are unstabilized, seismically induced ground shaking can trigger the landslide movement.

Landslides have occurred in isolated locations throughout the area. These locations include the mid reach of the Gabbert Canyon stream, a large slide complex present south of the Arroyo Los Posas, the south flank of Big Mountain, the Arroyo Simi watershed, and the Las Posas Hills northwest of the Tierra Rejada Valley in the vicinity of the Simi-Santa Rosa fault zone.

EMERGENCY RESPONSE ACTIONS

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

Page intended to be blank.

THREAT ASSESSMENT 10
PUBLIC HEALTH EMERGENCY

GENERAL SITUATION

Public health emergencies can take many forms—disease epidemics, large-scale incidents of food or water contamination, or extended periods without adequate water and sewer services. There can also be harmful exposure to chemical, biological, radiological, nuclear or explosive agents (CBRNE), and large-scale infestations of disease carrying insects or rodents.

Public health emergencies can occur as primary events by themselves, or they may be secondary to another disaster or emergency, such as flood, or hazardous material incident. For more information on those particular incidents, see Threat Assessment 2 – Hazardous Material and Threat Assessment 3 - Flooding. The common characteristic of most public health emergencies is that they adversely impact, or have the potential to adversely impact, a large number of people. Public health emergencies can be worldwide or localized in scope and magnitude.

In particular, two public health hazards have recently emerged as issues of great concern, with far reaching consequences. One pertains to the intentional release of a CBRNE agent, as a terrorist act of sabotage to adversely impact a large number of people. For more information on biochemical terrorism see Threat Assessment 8 – Terrorism. The second hazard concerns a deadly outbreak (other than one caused by an act of terrorism) that could kill or sicken thousands of people across the county or around the globe, as in the case of the Spanish Flu epidemic of 1918-1919.

PANDEMIC

A flu pandemic occurs when a new influenza virus emerges for which people have little or no immunity and for which there is no vaccine. The disease spreads easily person-to-person, causes serious illness, and can sweep across the country and around the world in very short time.

Pandemic phases:

Pandemic Phases for "Distant Origin" [8]

Interpandemic Period

Phase 1 / Federal Stage 0: No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered to be low.

Phase 2 / Federal Stage 0: No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.

8 Ventura County Public Health Influenza Plan (DRAFT), 2009.

Pandemic Alert Period

Phase 3 / Federal Stage 0 or 1: Human infection(s) with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact.

Phase 4 / Federal Stage 2: Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.

Phase 5 / Federal Stage 2: Larger cluster(s) but human-to-human spread is still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).

Pandemic Period

Phase 6 / Federal Stage 3:

Pandemic: Increased and sustained human-to- human transmission in the general population outside the United States.

Phase 6 / Federal Stage 4:

Pandemic: Increased and sustained human-to-human transmission in the general population within the geographic boundaries of the United States.

Phase 6 / Federal Stage 5:

Pandemic: Increased and sustained human-to-human transmission in the general population within a bordering County(s) of Ventura County or other region in close geographic proximity to Ventura County.

Phase 6 / Federal Stage 5 and 6:

Pandemic: Increased and sustained human-to-human transmission in the general population within Ventura County.

SPECIFIC SITUATION

Compared to other natural infectious health threats, pandemic flu has a greater potential to cause large-scale social disruption. If a novel (new strain) and highly contagious strain of flu emerges, the resulting pandemic could lead to wide-ranging illness, death, and severe social and economic disruption worldwide. Because of Ventura County's large, multicultural and diverse population, the potential consequences of pandemic flu in Ventura County require special actions for public health preparedness.

The essential components of the Ventura County Public Health Influenza Response Plan are:

- Surveillance
- Case Investigation
- Communication
- Antiviral Management
- Vaccine Management

- Emergency Response

Should Ventura County be impacted by a Public Health Emergency, Ventura County Public Health along with Ventura County's other response and supporting agencies, area hospitals, schools and businesses will partner in the implementation of the Ventura County Influenza Response Plan.

EMERGENCY RESPONSE ACTIONS

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.** Refer to Ventura County Public Health's Influenza Response Plan for specific information.

Page intended to be blank.

SECTION NINE
LIST OF ACRONYMS AND ABBREVIATIONS

A&E	Architecture and Engineering
AAR	After Action Report
AC	Area Command
AA/CA	After Action/Corrective Action
ACS	Auxiliary Communication Services
ADA	Americans with Disabilities Act
AFN	Access and Functional Needs
AQMD	Air Quality Management District
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
BFE	Base Flood Elevation
BPA	Blanket Purchasing Agreements
C of S	Chief of Staff
CA	Corrective Action
CAA	Clean Air Act
CalTrans	California Department of Transportation
Cal OES	California Office of Emergency Services
CAL FIRE	California Department of Forestry and Fire Protection
CALWAS	California Warning System
CAO	Chief Administrative Office(r)
CBO	Community Based Organization
CBRNE	Chemical, Biological, Radiological, Nuclear and or High-Yield Explosive
CCC	California Conservation Corps
CCP	Casualty Collection Points
CCR	California Code of Regulations
CDBG	Community Development Block Grant
CDAA	California Disaster Assistance Act
CDC	Centers for Disease Control, U.S. Public Health Service
CDRG	Catastrophic Disaster Response Group
CEO	Chief Executive Officer
CEPEC	California Earthquake Prediction Evaluation Council
CEQA	California Environmental Quality Act
CERCLA	Comprehensive Environmental Response Compensation and Liability Act
CERT	Community Emergency Response Team
CESA	California Emergency Services Association (also California Emergency Services Act)
CESFRS	California Emergency Service Fire Radio System
CESRS	California Emergency Services Radio System
CFB	Camarillo Fold Belt

CFR	**Code of Federal Regulations**
CHP	**California Highway Patrol**
CIKR	**Critical Infrastructure, Key Resources**
CLEMARS	**California Law Enforcement Mutual Aid Radio System**
CLERS	**California Law Enforcement Radio System**
CLETS	**California Law Enforcement Telecommunications System**
CMAS	**Commercial Mobile Alert System (Telephonic)**
CMWD	**Calleguas Municipal Water District**
COE	**Corps of Engineers (US Army)**
COG	**Continuity of Government**
CP	**Control Point**
CPCS	**Common Program Control Station**
CPG	**Civil Preparedness Guide**
CSIM	**Critical Incident Stress Management**
DA	**Damage Assessment**
DAP	**Disaster Assistance Programs**
DCS	**Disaster Communications Service**
DEST	**Disaster Emergency Support Team**
DFCO	**Deputy Federal Coordinating Officer**
DFO	**Disaster Field Office**
DHA	**Disaster Housing Assistance**
DHS	**Department of Homeland Security**
DMAT	**Disaster Medical Assistance Team**
DMORT	**Disaster Mortuary Operational Response Team**
DMIS	**Disaster Management Information System**
DOC	**Department Operating Center**
DOD	**Department of Defense**
DOE	**Department of Energy**
DOJ	**Department of Justice**
DOI	**Department of Interior**
DOL	**Department of Labor**
DOS	**Department of State**
DOT	**Department of Transportation**
DRC	**Disaster Recovery Center**
DRM	**Disaster Recovery Manager**
DRO	**Disaster Recovery Operations**
DSA	**Division of the State Architect (California)**
DSCA	**Defense Support of Civilian Authorites**
DWR	**California Department of Water Resources**
EAS	**Emergency Alert System**
EDD	**Employment Development Department**
EDIS	**Emergency Digital Information System**

EIR	Environmental Impact Review
EMAC	Emergency Management Assistance Compact
EMI	Emergency Management Institute
EMIS	Emergency Management Information System
EMMA	Emergency Managers Mutual Aid
EMP	Electromagnetic Pulse
EMPG	Emergency Management Performance Grant
EMSA	Emergency Medical Services Authority
EMS	Emergency Medical Services
ENN	Emergency News Network
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPI	Emergency Public Information
EPIC	Emergency Public Information Center
ERT	Emergency Response Team
ERT	Evidence Response Team (FBI)
ESA	California Emergency Services Act
ESC	Emergency Services Coordinator
ESF	Emergency Support Functions
EST	Emergency Support Team
FAA	Federal Aviation Administration
FAS	Federal Aid System Road
FAST	Federal Agency Support Team
FBI	Federal Bureau of Investigation
FBI NCIC	FBI National Crime Information Center
FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FFY	Federal Fiscal Year
FHWA	Federal Highway Administration
FIA	Federal Insurance Administration
FIRESCOPE	Firefighting Resources of Calif. Organized for Potential Emergencies
FIRM	Flood Insurance Rate Map
FMA	Flood Mitigation Assistance
FmHA	Farmers Home Administration
FTS	Field Treatment Sites
GAR	Governor's Authorized Representative
GIS	Geographic Information System
GSA	General Services Administration
HAZMAT	Hazardous Materials

HEW	**U.S. Department of Health, Education and Welfare**
HM	**Hazard Mitigation**
HHS	**Department of Health and Human Services**
HMC	**Hazard Mitigation Coordinator**
HMDA	**Hazard Mitigation and Disaster Assistance**
HMGP	**Hazard Mitigation Grant Program**
HMO	**Hazard Mitigation Officer**
HMT	**Hazard Mitigation Team**
HSAS	**Homeland Security Advisory System**
HSC	**Homeland Security Council**
HSOC	**Homeland Security Operations Center**
HSEEP	**Homeland Security Exercise Evaluation Program**
HSPD	**Homeland Security Presidential Directive**
HUD	**Housing and Urban Development Program**
IA	**Individual Assistance**
IAEM	**International Association of Emergency Managers**
IA/O	**Individual Assistance/Officer**
IACG	**Inter Agency Coordinating Group**
IAP	**Incident Action Plan**
IC	**Incident Commander**
ICP	**Incident Command Post**
ICS	**Incident Command System**
IDE	**Initial Damage Estimate**
IFG	**Individual and Family Grant Program (State of California program)**
IFGP	**Individual and Family Grant Program**
IG	**Inspector General**
IHP	**Individual and Households Program**
IIMG	**Interagency Incident Management Group**
IMT	**Incident Management Team**
IPAWS	**Integrated Public Alert and Warning System (FEMA)**
IRS	**Internal Revenue Service**
JFO	**Joint Field Office**
JPA	**Joint Powers Agreement**
JPIC	**Joint Public Information Center**
JIC	**Joint Information Center**
JIS	**Joint Information System**
JOC	**Joint Operations Center**
JRIC	**Joint Regional Intelligence Center**
JTTF	**Joint Terrorism Task Force**
LAC	**Local Assistance Center**
LAUS	**Los Angeles Union Station**

LFA	**Lead Federal Agency**
LGAC	**Local Government Advisory Committee**
LP1	**Local Primary 1 Stations**
MACS	**Multi-Agency Coordination System**
MAPS	**Media Access Photo Sites**
MARAC	**Mutual Aid Regional Advisory Committee**
MARS	**U.S. Army Military Affiliate Radio System**
MC	**Mobilization Center**
MHFP	**Multihazard Functional Planning**
MMRS	**Metropolitan Medical Response Team**
MOA	**Memorandum of Agreement**
MOU	**Memorandum of Understanding**
MSA	**Multi-Purpose Staging Area**
MTA	**Metropolitan Transit Authority**
NAWAS	**National Warning System**
NCS	**National Communications System**
NDAA	**California Natural Disaster Assistance Act**
NDEA	**National Defense Education Act**
NDMS	**National Disaster Medical System**
NEP	**National Exercise Program**
NEST	**Nuclear Emergency Search Team**
NETC	**National Emergency Training Center**
NFA	**National Fire Academy**
NFDA	**National Funeral Directors Association**
NFIP	**National Flood Insurance Program**
NGO	**Non Government Organization**
NHPA	**National Historic Preservation Act**
NICC	**National Interagency Coordinating Center, National Infrastructure Coordination Center**
NIFCC	**National Interagency Fire Coordination Center**
NIMS	**National Incident Management System**
NLETS	**National Law Enforcement Telecommunications System**
NMRT	**National Medical Response Team**
NOAA	**National Oceanic and Atmospheric Administration**
NOC	**National Operations Center**
NOD	**National Organization on Disability**
NOI	**Notice of Interest**
NRC	**Nuclear Regulatory Commission**
NRCS	**Natural Resources Conservation Service**
NRF	**National Response Framework**
NRT	**National Response Team**
NSC	**National Security Council**

NSSE	National Special Security Event
NTAS	National Terrorism Advisory System
NTC	National Teleregistration Center
NTSB	National Transportation Safety Board
NVOAD	National Voluntary Organizations Active in Disaster
NWS	National Weather Service
OA	Operational Area
OASIS	Operational Area Satellite Information System
OEM	Office of Emergency Management
OPA	Oil Pollution Act
OPM	Office of Personnel Management
OSA	California Office of the State Architect
OSC	On-Scene Coordinator
OSHA	Occupational Safety and Health Administration
PA	Public Affairs
PAC	Public Assistance Coordinator
PAO	Public Affairs Officer
PA	Public Assistance
PA/O	Public Assistance Officer
PA#	Project Application Number
PDA	Preliminary Damage Assessment
PDD	Presidential Decision Directive
PDM	Pre-Disaster Mitigation
PFO	Principal Federal Officer
PIO	Public Information Officer
POC	Point of Contact
PNP	Private Nonprofit Organization
PNS	Public Notification System
PSI	Pounds per Square Inch
PUC	California Public Utilities Commission
PVO	Private Voluntary Organization
PW	Project Worksheet
RADEF	Radiological Defense
RAP	Radiological Assistance Program
RCP	Regional Oil and Hazardous Substances Pollution Contingency Plan
RD	Regional Director (FEMA)
REACT	Radio Emergency Associated Communication Team
REOC	Regional Emergency Operations Center
RIMS	Response Information Management System
RM	Radiological Monitor
RO	Radiological Officer

ROC	**Regional Operations Center**
RRCC	**Regional Response Coordinating Center**
RRT	**Regional Response Team**
RTOS	**Rail Transit Operations Supervisor**
SA	**Salvation Army**
SAC	**Special Agent in Charge**
SAP	**State Assistance Program**
SAR	**Search and Rescue**
SARA	**Superfund Amendment Reauthorization Act (Title III)**
SAST	**California State Agency Support Team**
SBA	**Small Business Administration**
SCAQMD	**South Coast Air Quality Management District**
SCC	**Ventura County Sheriff Communication Center**
SCE	**Southern California Edison Company**
SCO	**State Coordinating Officer**
SEMS	**Standardized Emergency Management System**
SFLEO	**Senior Federal Law Enforcement Officer**
SFO	**Senior Federal Officer**
Sheriff OES	**Ventura County Sheriff Offices of Emergency Services**
SHMO	**State Hazard Mitigation Officer**
SHPO	**State Historic Preservation Officer**
SIOC	**Strategic Information and Operations Center**
SITREP	**Situation Report**
SLPS	**State and Local Programs and Support Directorate (FEMA)**
SNAKE	**Special Needs Assessment for Katrina Evacuees Project**
SOC	**State Operations Center**
SOP	**Standard Operating Procedure**
STO	**State Training Officer**
TEWG	**Terrorism Early Warning Group**
TWG	**Terrorism Working Group**
UP	**Union Pacific Railroad**
USACE	**United States Army Corps of Engineers**
USAR	**Urban Search and Rescue**
USDA	**U.S. Department of Agriculture**
USFA	**United States Fire Administration**
USGS	**United States Geological Survey**
VA	**Veterans Administration**
VSAT	**Very Small Aperture Terminal**
VOAD	**Volunteer Organizations Active in Disaster**

Waterworks 1 **Ventura County Water Works District Number 1**
WMD **Weapons of Mass Destruction**

Page intended to be blank.

GLOSSARY OF TERMS

This Glossary contains definitions of terms commonly used in the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

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.

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

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

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

Agency: An agency is a division of government with specific function, or a non-governmental organization (e.g., private contractor, business, etc.) that offers a particular kind of assistance. In ICS, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation), or assisting and/or cooperating (providing resources and/or assistance). (See Assisting, Cooperating Agency and Multi-agency.)

Agency Executive or Administrator: Chief executive officer (or designee) of the agency or jurisdiction that has responsibility for the incident.

Agency Representative: An individual assigned to an incident or to an EOC from an assisting or cooperating agency who has delegated authority to make decisions on matters affecting that agency's participation at the incident or at the EOC. Agency Representatives report to the Liaison Officer.

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

Allocated Resources: Resources dispatched to an incident.

AMBER Plan: A Plan adopted locally or statewide that provide for an EAS Alert message to use the public to find abducted children. For more information contact the National Center for Missing and Exploited Children (NCMEC). (703) 837-6354

Area Command: An organization established to: 1) oversee the management of multiple incidents that are each being handled by an Incident Command System organization; or 2) to oversee the management of a very large incident that has multiple Incident Management Teams assigned to it. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources based on priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed.

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

Assignments: Tasks given to resources to perform within a given operational period, based upon tactical objectives in the Incident or EOC Action Plan.

Assistant: Title for subordinates of the Command Staff positions at the Field SEMS level. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be used to supervise unit activities at camps.

Assisting Agency: An agency directly contributing tactical or service resources to another agency.

Auxiliary Communication Services (ACS): An emergency services volunteer group designed to make efficient use of skilled radio amateurs throughout the state in accordance with approved civil defense communications plans. Operators are registered with a Cal OES agency to provide emergency communications support.

Available Resources: Incident-based resources which are available for immediate assignment.

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.

Base Flood: A term used in the National Flood Insurance Program to indicate the minimum size flood to be used by a community as a basis for its floodplain management regulations. The Base Flood is a flood which has a one-percent chance of being equaled or exceeded in any given year. The Base Flood it is also known as a 100-year flood or one-percent chance flood.

Base Flood Elevation (BFE): The elevation for which there is a one-percent chance in any given year that flood levels will equal or exceed it. The BFE is determined by statistical analysis for each local area and designated on the Flood Insurance Rate Map. It is also known as the 100-Year Flood.

Branch: The organizational level at the SEMS Field Level having functional or geographic responsibility for major parts of incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman Numerals or by functional name (e.g., medical, security, etcetera). Branches are also used in the same sequences at the SEMS EOC Levels.

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

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

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: A phase of operations that meets the food, clothing, and shelter needs of people on a mass care basis.

Catastrophic Disaster: Although there is no commonly accepted definition of a catastrophic disaster the term implies an event or incident which produces severe and widespread damages of such a magnitude as to result in the requirement for significant resources from outside the affected area to provide the necessary response.

Chain of Command: A series of management positions in order of authority.

Check-in: The process whereby resources first report to an incident or into an EOC/Check-in locations at the SEMS Field level include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, Helispots, and Division Supervisors (for direct line assignments).

Checklist: A list of actions taken by an element of the emergency organization in response to a particular event or situation.

Civil Air Patrol: A civilian auxiliary of the United Stated Air Force which provides personnel, services, and equipment for specified missions in support of state and local emergency operations.

Civil Disorder: Any incident intended to disrupt community affairs that requires Law enforcement intervention to maintain public safety including riots and mass demonstrations as well as terrorist attacks.

Clear Text: The use of plain English in radio communications transmissions. No Ten Codes or agency specific codes are used when utilizing Clear Text.

CLERS: California Law Enforcement Radio System. The State's radio system dedicated to public safety/law enforcement purposes that run of the State's microwave backbone. Local CLERS VHF channels provide State EAS audio to broadcasters.

CLETS: California Law Enforcement Telecommunications System. CLETS terminals can be permissioned to originate EDIS messages. Please see EDIS definition below.

Command: The act of directing, and/or controlling resources at an incident by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander.

Command Post: (See Incident Command Post)

Command Staff: The Command Staff at the Field level consists of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander and may have an assistant or assistants, as needed. These functions may also be found at the EOC levels and would be referred to as Management Staff.

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 provide the major part of an Incident Communications Center.

Community Right-to-Know: Legislation requiring the communicating of chemical formation to local agencies or the public.

Compact: Formal working agreements among agencies to obtain mutual aid.

Compensation Unit/Claims Unit: Functional unit within the Finance/Administration Section responsible for financial concerns resulting from property damage, injuries or fatalities at the incident or within an EOC.

Complex: Two or more individual incidents located in the same general area which are assigned to a single Incident Commander or to a Management.

Computerized Hazard Identification Program (CHIP): Part of FEMA's Integrated Emergency Management System, this evaluation program identifies the hazards posing the greatest threat to State and local governments and the capabilities of existing programs to respond (formerly referred to as Hazard Identification and Capability Assessment).

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.

Contingency Plan: A sub or supporting plan which deals with one specific type of emergency, its probable effect on the jurisdiction, and the actions necessary to offset these effects.

Cooperating Agency: An agency supplying assistance other than direct tactical or support functions or resources to the incident control effort (e.g., American Red Cross, telephone company, etcetera).

Coordination: The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or inter-agency) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc. Multi-agency or Inter-agency coordination is found at all SEMS levels.

Cost Sharing Agreements: Agreements between agencies or jurisdictions to share designated costs related to incidents. Cost sharing agreements are normally written but may also be verbal between authorized agency or jurisdictional representatives at the incident.

Cost Unit: Functional unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

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.

Dam Failure: Part or complete collapse of a dam causing downstream flooding.

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).

Declaration Process: When a disaster strikes, local authorities and individuals request help from private relief organizations and their State government, which give all assistance possible. If assistance is beyond their capability, the Governor requests a Presidential declaration of a major disaster or an emergency.

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.

Demobilization Unit: Functional unit within the Planning Section responsible for assuring orderly, safe and efficient demobilization of incident or EOC assigned resources.

Department Operations Center: A facility 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 Incident Commander (Section Chief or Branch Director): A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies may also be found as necessary at all SEMS EOC levels.

Designated Area: Any emergency or major disaster-affected portion of a State that has been determined eligible for Federal assistance.

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

Disaster: A sudden calamitous emergency event bringing great damage loss or destruction.

Disaster Assistance Program: A program that provides state funding or reimbursement for local government response related personnel costs incurred in response to an incident as defined in Section 2402 (i).

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 Preparedness Improvement Grant Program (DPIG): Authorized under Section 201 of the Stafford Act. Annual matching awards are provided to States to improve or update their disaster assistance plans and capabilities.

Disaster Recovery Manager (DRM): The person appointed to exercise the authority of a Regional Director for a particular emergency or disaster.

Disaster Service Worker: Includes public employees and any unregistered person impressed into service during a State of War emergency, a State of emergency, or a Local Emergency by a person having authority to command the aid of citizens in the execution of his duties. It does not include anyone 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.

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

Dispatch: The implementation of a command decision to move a resource or resources from one place to another.

Dispatch Center: A facility from which resources are assigned to an incident.

Division: Divisions are used to divide an incident into geographical areas of operation. Divisions are identified by alphabetic characters for horizontal applications and, often, by numbers when used in buildings. Divisions are also used at SEMS EOC levels and are found organizationally between Branches and Units.

Division or Group Supervisor: The position title for individuals responsible for command of a Division or Group at an Incident. At EOC level, the title is Division Coordinator.

Documentation Unit: Functional unit within the Planning Section responsible for collecting, recording and safeguarding all documents relevant to an incident or within an EOC.

Dose: Accumulated or total exposure to gamma radiation, commonly expressed in REM.

Dosimeter: An instrument for measuring and registering total accumulated exposure to gamma radiation.

Economic Stabilization: The intended result of governmental use of direct and indirect controls to maintain and stabilize the nation's economy during emergency conditions. Direct controls include such actions as the setting or freezing of wages, prices, and rents or the direct rationing of goods. Indirect controls can be put into effect by government through use of monetary, credit, tax, or other policy measures.

Disaster Recovery Manager (DRM): The person appointed to exercise the authority of a Regional Director for a particular emergency or disaster.

Disaster Service Worker: Includes public employees and any unregistered person impressed into service during a State of War emergency, a State of emergency, or a Local Emergency by a person having authority to command the aid of citizens in the execution of his duties. It does not include anyone 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.

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

Dispatch: The implementation of a command decision to move a resource or resources from one place to another.

Dispatch Center: A facility from which resources are assigned to an incident.

Division: Divisions are used to divide an incident into geographical areas of operation. Divisions are identified by alphabetic characters for horizontal applications and, often, by numbers when used in buildings. Divisions are also used at SEMS EOC levels and are found organizationally between Branches and Units.

Division or Group Supervisor: The position title for individuals responsible for command of a Division or Group at an Incident. At EOC level, the title is Division Coordinator.

Documentation Unit: Functional unit within the Planning Section responsible for collecting, recording and safeguarding all documents relevant to an incident or within an EOC.

Dose: Accumulated or total exposure to gamma radiation, commonly expressed in REM.

Dosimeter: An instrument for measuring and registering total accumulated exposure to gamma radiation.

Economic Stabilization: The intended result of governmental use of direct and indirect controls to maintain and stabilize the nation's economy during emergency conditions. Direct controls include such actions as the setting or freezing of wages, prices, and rents or the direct rationing of goods. Indirect controls can be put into effect by government through use of monetary, credit, tax, or other policy measures.

Emergency Digital Information Service (EDIS): The "government wireless service" provided by the State and carried locally on 39.32 MHz. that is used for longer form text emergency information, along with a website at [**www.edis.ca.gov**]. Plans are underway for EDIS to be linked with EAS to help TV stations put text on screen faster to better serve the needs of the hearing impaired. EDIS is also a key system to reinforce and support the LA County AMBER Plan.

Emergency: A condition of disaster or of extreme peril to the safety of persons and property caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestations or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy.

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.

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

Emergency Management Coordinator: The individual within each jurisdiction that is delegated the day-to-day responsibility for the development and maintenance of all emergency management coordination efforts.

Emergency Management Director (Emergency Services Director): The individual within each political subdivision that has overall responsibility for jurisdiction emergency management coordination efforts.

Emergency Medical Services: Treatment of casualties necessary to maintain their vital signs prior to treatment at a medical center.

Emergency Operations: Those actions taken during the emergency period to protect life and property, care for the people affected, and temporarily restore essential community services.

Emergency Operations Center (EOC): A location from which centralized emergency management can be performed. EOC facilities are established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.

Emergency Operations Plan: The plan that each jurisdiction has and maintains for responding to appropriate hazards.

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

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

Emergency News Network (ENN): A term used to describe the use of voice, video, and data to provide not only alerts, but also the ongoing story of any major emergency; from response to recovery much as National Aeronautics Space Administration (NASA) does with its NASA Mission Control.

Emergency Public Information System: The network of information officers and their staffs who operate from EPICs at all levels of government within the state. The system also includes the news media through which emergency information is released to the public.

Emergency Support Function: A grouping of government and certain private-sector capabilities into an organizational structure 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, when feasible, following domestic incidents. 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.

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.

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

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

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

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

Exercise: Maneuver or simulated emergency condition involving planning, preparation, and execution; carried out for the purpose of testing, evaluating, planning, developing, training, and/or demonstrating emergency management systems and individual components and capabilities, to identify areas of strength and weakness for improvement of an emergency operations plan (EOP).

Expedient Shelter: Any shelter constructed in an emergency or crisis period on a "crash basis" by individuals, single families, or small groups of families.

Facilities Unit: Functional unit within the Support Branch of the Logistics Section at the SEMS Field Response Level that provides fixed facilities for the incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, etc.

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

Federal Coordinating Officer (FCO): 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 was created in 1979 to provide 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.

Federal Insurance Administration (FIA): the government unit, a part of FEMA, that administers the National Flood Insurance Program.

FEMA-State Agreement: A formal legal document between FEMA and the affected State stating the understandings, commitments, and binding conditions for assistance applicable as the result of the major disaster or emergency declared by the President. It is signed by the FEMA Regional director, or designee, and the Governor.

Federal On-Scene Commander (OSC) - The FBI official designated upon JOC activation to ensure appropriate coordination of the overall United States government response with Federal, State and local authorities, until such time as the Attorney General transfers the LFA role to FEMA.

Field Coordination Center: A temporary facility established by Cal OES within or adjacent to areas affected by a disaster. It functions under the operational control of the Cal OES mutual aid regional manager and is supported by mobile communications and personnel provided by Cal OES and other state agencies.

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

Field Treatment Site: Temporary sites utilized for emergencies when permanent medical facilities are not available or adequate to meet emergency medical care needs. The FTS is designed to provide triage and medical care for up to 48 hours or until new patients are no longer arriving at the site. The Medical/Health Branch has the authority to activate an FTS and determine the number and location of FTSs.

Finance/Administration Section: One of the five primary functions found at all SEMS levels which is responsible for all costs and financial considerations. At the incident the Section can include the Time Unit, Procurement Unit, Compensation/Claims Unit and Cost Unit.

Federal Information Processing Identifier (FIPS) Code: A unique five digit number for every county, borough, parish or census district in the US and its possessions.

Flood Hazard Boundary Map (FHBM): The official map of a community that shows the boundaries of the flood plain and special flood hazard areas that have been designated. It is prepared by FEMA, using the best flood data available at the time a community enters the emergency phase of the NFIP. It is superseded by the FIRM after a more detailed study has been completed.

Flood Insurance: The insurance coverage provided under the National Flood Insurance Program.

Flood Insurance Rate Map (FIRM): The official map of a community prepared by FEMA, which shows the base flood elevation, along with the special hazard areas and the risk premium zones. The study is funded by FEMA and is based on detailed surveys and analysis of the site-specific hydrologic characteristics.

Food Unit: Functional unit within the Service Branch of the Logistics Section responsible for providing meals for incident and EOC personnel.

Function: In ICS, function refers to the five major activities in the ICS, i.e., Command, Operations, Planning, Logistics, and Finance/Administration. The same five functions also are found at all SEMS EOC levels. At the EOC, the term Management replaces Command. The term function is also used when describing the activity involved, e.g., "the planning function."

Functional Element: Refers to a part of the incident, EOC or DOC organization such as section, branch, group, or unit.

General Staff: The group of management personnel reporting to the Incident Commander or to the EOC Director. They may each have a deputy, as needed. At the Field SEMS level, the General Staff consists of: Operations Section Chief, Planning/Intelligence Section Chief, Logistics Section Chief, and the Finance/Administration Section Chief

Ground Support Unit: Functional unit within the Support Branch of the Logistics Section at the SEMS Field Response Level that is responsible for the fueling, maintaining and repairing of vehicles, and the transportation of personnel and supplies.

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

Hazard: Any source of danger or element of risk to people or property.

Hazard Mitigation: Safety measures taken in advance to lessen future damage. It is 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. It 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.

Incident: An occurrence or event, either human-caused or by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Incident Action Plan: The plan developed at the field response level which contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.

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

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

Incident Command Post (ICP): The location at which the primary command functions are executed. The ICP may be collocated with the incident base or other incident facilities.

Incident Command System (ICS): The nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to 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, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

Incident Management Team: The Incident commander and appropriate General and Command 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.

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 resources which are the first to arrive at an incident.

Initial Response: Resources initially committed to an incident.

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 a 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: The range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political/geographical (e.g., special district City, county, state or federal boundary lines), or functional (e.g., law enforcement, health department, etc.) (See Multi-jurisdiction.)

Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

Landing Zone: (See Helispot)

Leader: The ICS title for an individual responsible for a functional unit, task forces, or teams.

Local Emergency Communications Committee (LECC): The LECC is the broadcast industry component of EAS that works closely with local government entities to form a partnership to make EAS work.

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

Liaison Officer: A member of the Command Staff at the Field SEMS level responsible for coordinating with representatives from cooperating and assisting agencies. At SEMS EOC levels, the function may be done by a Coordinator and/or within a Section or Branch reporting directly to the EOC Director.

Lifelines: A general term including all systems for storing, treating, and distributing fuel, communications, water, sewage, and electricity.

Life-Safety: Refers to the joint consideration of both the life and physical well-being of individuals.

Local Assistance Center: A facility jointly established by the Federal and State Coordinating Officers within or adjacent to an disaster impacted area to provide disaster victims a "one-stop" service in meeting their emergency representatives of local, state, and federal governmental agencies, private service organizations and certain representatives of the private sector.

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: Means local agencies defined in Government Code 8680.2 and special districts as defined in California Code of Regulations, Title 19 Division 2, Chapter 5, CDAA, 2900(y).

Local Government Advisory Committee (LGAC): Committees established by the Director of Cal OES to provide a forum for the exchange of information among the cities and counties of a Mutual Aid region. The LGAC may develop a consensus of action and policy among local emergency managers on issues, policies, and programs of concern to local governments, and if necessary bring such concerns to the attention of Cal OES Executive Management.

Logistics Section: One of the five primary functions found at all SEMS levels. The Section responsible for providing facilities, services and materials for the incident or at an EOC.

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

Management by Objectives: In SEMS field and EOC levels, this is a top-down management activity which involves a three-step process to achieve the desired goal. The steps are:

establishing the objectives, selection of appropriate strategy(s) to achieve the objectives; and the direction or assignments associated with the selected strategy.

Mass Care Facility: 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.

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.

Media: All means of providing information and instructions to the public, including radio, television, and newspapers. May include electronic messaging and social media applications.

Mitigation: Pre-event planning and actions which aim to lessen the effects of potential disaster.

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

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

Multi-Agency Coordination: The participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

Multi-Agency Coordination System (MACS): The combination of personnel, facilities, equipment, procedures and communications integrated into a common system. When activated, MACS has the responsibility for coordination of assisting agency resources and support in a multi-agency or multi-jurisdiction environment. A MAC Group functions within the MACS. MACS organizations are used within the California Fire Services.

Multi-Agency Incident: An incident where one or more agencies assist a jurisdictional agency or agencies. The incident may be managed under single or Unified Command.

Multi-jurisdiction Incident: An incident requiring action from multiple agencies that have a statutory responsibility for incident mitigation. In ICS these incidents will be managed under Management.

Multi-purpose Staging Area (MSA): A pre-designated location such as a County/District Fairgrounds having large parking areas and shelter for equipment and operators, which provides a base for coordinated localized emergency operations, a rally point for mutual aid coming into an area, and a site for post-disaster population support and recovery.

Mutual Aid Agreement: Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

Mutual Aid Coordinator: An individual at local government, operational area, region or state level that is responsible to coordinate the process of requesting, obtaining, processing and using mutual aid resources. Mutual Aid Coordinator duties will vary depending upon the mutual aid system.

Mutual Aid Region: A mutual aid region is a subdivision of Cal 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.

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

National Disaster Medical System (NDMS): A coordinated partnership between DHS, HHS, DOD, and the Department of Veterans Affairs established for the purpose of responding to the needs of victims of a public health emergency. NDMS provides medical response assets and the movement of patients to healthcare facilities where definitive medical care is received when required.

National Flood Insurance Program (NFIP): The Federal program, created by an act of Congress in 1968 that makes flood insurance available in communities that enact satisfactory floodplain management regulations.

National Incident Management System (NIMS): A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

National Infrastructure Coordination Center (NICC): Managed by the DHS Information Analysis and Infrastructure Protection Directorate, the NICC monitors the Nation's critical infrastructure and key resources on an ongoing basis. In the event of an incident, the NICC provides a coordinating vehicle to share information with critical infrastructure and key resources information-sharing entities.

National Interagency Coordination Center (NICC): The organization responsible for coordinating allocation of resources to one or more coordination centers or major fires within the Nation. The organization is Located in Boise, ID.

National Response Framework (NRF): A guide to how the Nation conducts all-hazards 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.

One Hundred (100)-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 law enforcement, coroner's services, or emergency medical services.

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

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

Out-of-Service Resources: Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.

Petris Bill: As a result of the lessons learned from the disasters in Northern California, the State of California passed into law in September of 1992 the Petris Bill. This legislation directs the Office of Emergency Services (now Cal OES) to implement the use of the ICS and MACS throughout the State by no later than December 1, 1996.

Plan: As used by Cal OES, a document which describes the broad, overall jurisdictional response to potential extraordinary emergencies or disasters.

Planning Meeting: A meeting held as needed throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. On larger incidents, the planning meeting is a major element in the development of the Incident Action Plan. Planning meetings are also an essential activity at all SEMS EOC levels.

Planning Section: (Also referred to as Planning/Intelligence). One of the five primary functions found at all SEMS levels. Responsible for the collection, evaluation, and dissemination of information related to the incident or an emergency, and for the preparation and documentation of Incident or EOC Action Plans. The section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident.

Political Subdivision: Includes any city, city and county, county, district, or other local governmental agency or public agency authorized by law.

Preparedness: A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response. Within the NIMS, preparedness focuses on the following elements: planning; procedures and protocols; training and exercises; personnel qualification and certification; and equipment certification.

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.

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).

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.

Procurement Unit: Functional unit within the Finance/Administration Section responsible for financial matters involving vendor contracts.

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: The individual at field or EOC level that has been delegated the authority to prepare public information releases and to interact with the media. Duties will vary depending upon the agency and SEMS level.

Radiological Protection: The organized effort, through warning, detection, and preventive and remedial measures, to minimize the effect of nuclear radiation on people and resources.

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

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

Reception Area: An area which, through a hazard analysis and related preparedness planning, is pre-designated to receive and care for (or provide basic needs for) persons displaced from a hazard area.

Recovery: Activities traditionally associated with providing Federal supplemental disaster recovery assistance under a Presidential major disaster declaration. These activities usually begin within days after the event and continue after the response activities cease. Recovery includes individual and public assistance programs which provide temporary housing assistance, grants and loans to eligible individuals and government entities to recovery from the effects of a disaster.

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

Regional Director (RD): A director of a regional office of FEMA, or his/her designated representative. As used in the Stafford Act, Regional Director also means the Disaster Recovery Manager who has been appointed to exercise the authority of the regional Director for a particular emergency or major disaster.

Regional Emergency Operations Center (REOC): Facilities found at Cal 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 equipment available, or potentially available, for assignment to incidents or to EOCs. Resources are described by kind and type, and may be used in tactical support or supervisory capacities at an incident or at EOCs.

Resources Management: Efficient 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 at the SEMS Field Response level 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 to address the immediate and short-term effects of an emergency or disaster. Response includes immediate actions to save lives, protect property and meet basic human needs. Based on the requirements of the situation, response assistance will be provided to an affected State under the National Response Framework using a partial activation of selected ESFs or full activation of all ESFs to meet the needs of the situation.

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

Section: That organization level with responsibility for a major functional area of the incident or at an EOC, e.g., Operations, Planning, Logistics, Administration/Finance.

Section Chief: The ICS title for individuals responsible for command of functional sections: Operations, Planning/Intelligence, Logistics and Administration/Finance. At the EOC level, the position title will be Section Coordinator.

Sensitive Facilities: Facilities in reception areas that will not normally be used as lodging facilities for relocatees. The facilities area either considered unsuitable or are required for essential activities (food establishments, fire stations, banks, radio stations, etcetera).

However, if any of these facilities provide adequate protection against radioactive fallout, they may be used as fallout shelters.

Service: An organization assigned to perform a specific function during an emergency. It may be one department or agency if only that organization is assigned to perform the function, or it may be comprised of two or more normally independent organizations grouped together to increase operational control and efficiency during the emergency.

Service Branch: A Branch within the Logistics Section in the field that is responsible for service activities at the incident and includes the Communications, Medical and Food Units.

Shelter Complex: A geographic grouping of facilities to be used as a fallout shelter when such an arrangement serves planning, administrative, and/or operation purposes. Normally, a complex will include a maximum of 25 individual shelter facilities, within a diameter of about 2 mile.

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

Short-Term Prediction: A prediction of an earthquake that is expected within a few hours to a few weeks. The short-term-prediction can be further described as follows:

Alert--Three days to a few weeks
Imminent Alert--Now to three days

Single Resource: An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work supervisor that can be used on an incident.

Situation Status Unit: Functional unit within the Planning Section responsible for the collection, organization and analysis of incident status information, and for analysis of the situation as it progresses. Reports to the Planning Section Chief.

Span of Control: The supervisory ratio maintained within an ICS or EOC organization. A span of control of five-positions reporting to one supervisor is considered optimum.

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 Areas: Staging Areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment. Staging Areas are managed by the Operations Section.

Staging Area Managers: Individuals within ICS organizational units that are assigned special managerial responsibilities at Staging Areas. (Also Camp Manager.)

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, Operation Area, Region, State.

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

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

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

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

State of Emergency: 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 Cal OES at the state level in SEMS.

Strategic: Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These

elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strategy: The general plan or direction selected to accomplish incident or EOC objectives.

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

Subgrantee: An eligible applicant in federally declared disasters.

Supply Unit: Functional unit within the Support Branch of the Logistics Section responsible for ordering equipment and supplies required for incident operations.

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

Support Resources: Non-tactical resources under the supervision of the Logistics, Planning, Finance/Administration Sections or the Command Staff.

Supporting Materials: Refers to the several attachments that may be included with an Incident Action Plan, e.g., communications plan, map, safety plan, traffic plan, and medical plan.

Task Force: A combination of single resources assembled for a particular tactical need with common communications and a leader.

Team: (See Single Resource.)

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).

Technical Specialists: Personnel with special skills that can be used anywhere within the ICS or EOC organization.

Technological Hazard: Includes a range of hazards emanating from the manufacture, transportation, and use of such substances as radioactive materials, chemicals, explosives, flammables, agricultural pesticides, herbicides and disease agents; oil spills on land, coastal waters or inland water systems; and debris from space.

Terrorism: As defined in the Homeland Security Act of 2002, activity that involves an act that is dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and appears to be intended to intimidate or coerce a civilian population, to

influence the policy of a government by intimidation or coercion, or to affect the conduct of a government by mass destruction, assassination, or kidnapping.
Threat: An indication of possible violence, harm, or danger.

Time Unit: Functional unit within the Finance/Administration Section responsible for recording time for incident or EOC personnel and hired equipment.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.
Tornado: A mobile, destructive vortex of violently rotating winds having the appearance of a funnel shaped cloud.

Tort: Damage, injury, or a wrongful act done willfully, negligently or in circumstances involving liability but not involving breach of contract which a civil suit can be brought.

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

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: Refers to resource capability. A Type 1 resource provides a greater overall capability due to power, size, etc., than would be found in a Type 2 resource. Resource typing provides managers with additional information in selecting the best resource for the task.

Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional. (See Area Command and Management.)

Unified Command: In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability.

Unit: An organizational element having functional responsibility. Units are commonly used in incident Planning Logistics, or Finance/Administration Section and can be used in operations for some applications. Units are also found in EOC organizations.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person.

VC Alert: An emergency notification system capable of delivering messages (formally a reverse 911 system was used in Ventura County).

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

Web EOC: A position-specific logging significant events tracking for a real-time common operating picture of the lifecycle of an incident. Situational reports are easily published.

PART TWO - EMERGENCY ORGANIZATION FUNCTIONS
CONTENTS

MANAGEMENT

Purpose M-7
Overview M-7
Objectives M-7
Concept of Operations M-7
Section Activation Procedures M-8

ORGANIZATION CHART M-9
RESPONSIBILITIES CHART M-10
MANAGEMENT SECTION ORGANIZATION CHART M-11
MANAGEMENT SECTION STAFF M-13
COMMON EOC RESPONSIBILITES CHECKLIST M-15

SECTION POSITION CHECKLISTS
EOC Director M-17
Public Information Officer M-21
EOC Coordinator M-25
Liaison Officer M-27
Safety Officer M-29
Security Officer M-31
Legal Advisor M-33
City Council M-35
Policy Group M-37

MANAGEMENT SECTION SUPPORT DOCUMENTATION

LEGAL ADVISOR (Look in Forms Section also)

Legal Documents
Orders and regulations, which may be selectively promulgated by the Governor during a state of emergency MS-3

Orders and regulations promulgated by the Governor to take effect upon the existence of a state of war emergency MS-5

Local and State Proclamations MS-9

Exhibit 1 – Resolution requesting Governor to proclaim a “State of Emergency” and request for state and federal assistance MS-13

Exhibit 2 - Resolution proclaiming existence of a Local Emergency and rendering certain emergency orders MS-15

Exhibit 3 –Proclamation and order of the Director of Emergency Services proclaiming existence of local emergency MS-19

Exhibit 4 – Resolution requesting a presidential declaration and asking for assistance due to the extent and severity of the proclaimed local emergency. ...MS-21

Emergency Organization Ordinance MS-23
Reporting to Work Following a Disaster MS-25
California Disaster and Civil Defense Master Mutual Aid Agreement..... MS-27
Emergency Management Assistance Compact (EMAC) MS-33
Authorities and Responsibilities of Health Officers in Disasters MS-39

PUBLIC INFORMATION OFFICER (Look in Forms Section also)

Public Notification System MS-47
Emergency Alert System Activation Procedures MS-49
Media Phone List- Radio/TV/Print MS-51
Media Relations Dos and Don'ts MS-53
The Public Information Officer MS-55
Media Accreditation MS-63
Media Access Regulations – California Penal CODE 409.5 ..... MS-65
Federal Aviation Regulations (Pertaining to the media) MS-67

EOC COORDINATOR (Look in Forms Section also)

EOC Visitor Control Procedures MS-69

FORMS

EPI Release Log MS-71
Public Information Status Log MS-73
EOC Visitation Request Form MS-75
Activity Log MS-77

OPERATIONS

Purpose O-3
Overview O-3
Objectives O-3
Concept of Operations O-3
Section Activation Procedures O-4

ORGANIZATION CHART O-5
RESPONSIBILITIES CHART O-6
OPERATIONS SECTION ORGANIZATION CHART O-7
SECTION STAFF O-9
COMMON EOC RESPONSIBILITES O-11

SECTION POSITION CHECKLISTS

Operations Section Coordinator O-13
Law Enforcement Branch O-15

Fire/Hazmat O-21
Medical Branch O-23
Care and Shelter Branch O-25
Public Works Branch O-29
Building & Safety Branch O-33

OPERATIONS SECTION SUPPORT DOCUMENTATION

OPERATIONS SECTION COORDINATOR (Look in Forms Section also)

Homeland Security Advisory System Guidelines for Departments OS-3

CARE AND SHELTER BRANCH (Look in Forms Section also)

Pre-Identified Shelter Sites OS-3
Residential Care and Skilled Nursing Facilities OS-5
Shelter-In-Place OS-7
Disability and Aging Specific Considerations OS-9

LAW ENFORCEMENT BRANCH (Look in Forms Section also)

Alerting and Warning OS-11
Local Alerting and Warning Systems OS-11
Operational Alerting and Warning Systems OS-12
State Alerting and Warning Systems OS-13
Federal Alerting and Warning Systems OS-14
Emergency Conditions and Warning Actions OS-16
National Weather Service Issuances OS-20

FIRE/MEDICAL HEALTH/HAZ MAT BRANCH (Look in Forms Section also)

Radiological Protection Procedures OS-22

PUBLIC WORKS BRANCH (Look in Forms Section also)

Emergency Potable Water-Procurement and Distribution OS-24
Water – Concept of Operations OS-25

FORMS

Daily Shelter Activity Report OS-28
Operations Critical Facilities Status Log OS-30
Activity Log OS-31

PLANNING/INTELLIGENCE

Purpose P-3
Overview P-3
Objectives P-3
Concept of Operations P-4
Section Activation Procedures P-4

ORGANIZATION CHART P-5
RESPONSIBILITIES CHART P-6

PLANNING/INTELLIGENCE SECTION ORGANIZATION CHART P-7
SECTION STAFF P-9
COMMON EOC RESPONSIBILITIES..... P-11

SECTION POSITION CHECKLISTS..... P-13
Planning/Intelligence Section Coordinator..... P-13
Resources Unit P-17
Situation Status Unit P-19
Documentation Unit P-23
Damage Assessment Unit P-25
Advance Planning Unit..... P-27
Recovery Planning Unit..... P-29
GIS Unit P-31
Demobilization Unit P-33

PLANNING SECTION SUPPORT DOCUMENTATION

PLANNING/INTELLIGENCE SECTION COORDINATOR (Look in Forms Section also)

Action Planning PS-3
"Planning P" PS-6

DOCUMENTATION UNIT (Look in Forms Section also)

After Action/Corrective Action Plans..... PS-7

RECOVERY UNIT (Look in Forms Section also)

Types of Recovery Programs..... PS-13

FORMS

EOC Action Plan Template PS-15
EOC Assignment List PS-23
EOC Radio Communications Plan PS-24
Initial Damage Estimate Form..... PS-25
Event/Major Incident Report..... PS-29
Situation Report..... PS-31
After Action/Corrective Action Plan Template PS-33
Activity Log..... PS-43

LOGISTICS

Purpose L-3
Overview L-3
Objectives.....L-3
Concept of Operations.....L-4
Section Activation Procedures.....L-4

ORGANIZATION CHART L-5
COMMON EOC RESPONSIBILITIES CHART L-6

LOGISTICS SECTION ORGANIZATION CHART L-7
SECTION STAFF L-9
EOC RESPONSIBILITIES L-11

SECTION POSITION CHECKLISTS L-13
Logistics Section Coordinator L-13
Information Systems Branch L-17
Transportation Unit L-19
Personnel Unit L-21
Procurement/Purchasing Unit L-23
Facilities Unit L-27

LOGISTICS SECTION SUPPORT DOCUMENTATION

INFORMATION SYSTEMS BANCH
Pre-Disaster Telecommunications LS-3
Communications LS-3

PERSONNEL UNIT (Look in Forms Section also)
Feeding EOC Support and Field Staff LS-5
Animal Care LS-7
Critical Incident Stress Debriefing Procedures LS-9
Guidelines for Utilization of Volunteers LS-11
Auxiliary Communications Services (ACS) LS-15

FORMS
Activity Log LS-17
City EOC Resource Request (To Be Used For Internal Resource Requests) LS-19
Response Information Management System (RIMS) – Resource Request (Mutual Aid) LS-21
Sample Procurement Form LS-23
EOC Radio Communications Plan LS-25

FINANCE/ADMINISTRATION
Purpose F-3
Overview F-3
Objectives F-3
Concept of Operations F-4
Section Activation Procedures F-5

ORGANIZATION CHART F-6
EOC RESPONSIBILITIES CHART F-7
FINANCE/ADMINISTRATION SECTION ORGANIZATION CHART F-8
SECTION STAFF F-9
COMMON EOC RESPONSIBILITIES F-11

SECTION POSITION CHECKLISTS F-13
Finance/Administration Section Coordinator F-13

Cost Recovery Documentation Unit F-17
Time Unit..... F-19
Cost Analysis Unit..... F-21
Compensation/Claims Unit F-23

FINANCE/ADMINISTRATION SECTION SUPPORT DOCUMENTATION

COST RECOVERY UNIT

Disaster/Emergency Accounting Records.....FS - 3
Dos and Don'ts of Using the Disaster Accounting System.....FS - 5
Procedures for Applying for Financial Assistance.....FS - 7
FEMA Categories of Work.....FS-11
Types of Recovery Programs.....FS-13
Hazard Mitigation FS-15

FORMS

Designation of Applicants Agent Resolution – OES FORM 130 .....FS-19
Project Application for Federal Assistance Form.....FS-21
Project Worksheet FS-23
EOC Check-In List FS-25
Activity Log.....FS-27
Disaster Labor Record (Sample).....FS-29
Disaster Materials Record (Sample) FS-30
Disaster Force Account Equipment Record (Sample).....FS-31
Disaster Rented Equipment Record (Sample) FS-32
Disaster Contract Work Record (Sample) FS-33

MANAGEMENT SECTION

PURPOSE
To direct and manage the City's response and recovery from an emergency in a uniformed, collective, collaborative, and coordinated effort.

OVERVIEW
The Management Section is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies, non-governmental agencies, and private sector organizations.

The Management Section incorporates the following functions:

- City Council
- Policy Group
- EOC Director
- Public Information Officer
- EOC Coordinator
- Liaison Officer
- Legal Advisor
- Security Officer
- Safety Officer

OBJECTIVES
The overall objective of emergency management is to ensure the effective management of response forces and resources in preparing for and responding to situations associated with natural disasters, technological incidents, and national security emergencies. To carry out its responsibilities, the Management Section will accomplish the following objectives during a disaster/emergency:

- Overall management and coordination of emergency response and recovery operations, including on-scene incident management as required.
- Coordinate and liaise with appropriate federal, state, and other local government agencies, non-governmental agencies, as well as applicable segments of private sector entities 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.
- Disseminate damage information and other essential data.

CONCEPT OF OPERATIONS
The Management Section will operate under the following policies during a disaster/emergency as the situation dictates:

- SEMS and NIMS principles will be followed.

- All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with adopted policies. **(See Employee Guidelines in Management Support Documentation**).
- While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 7 a.m. and 7 p.m. Operational periods should be event driven.

City emergency response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency: Level 1, Level 2, or Level 3.

SECTION ACTIVATION PROCEDURES

The EOC Director is authorized to activate the Management Section.

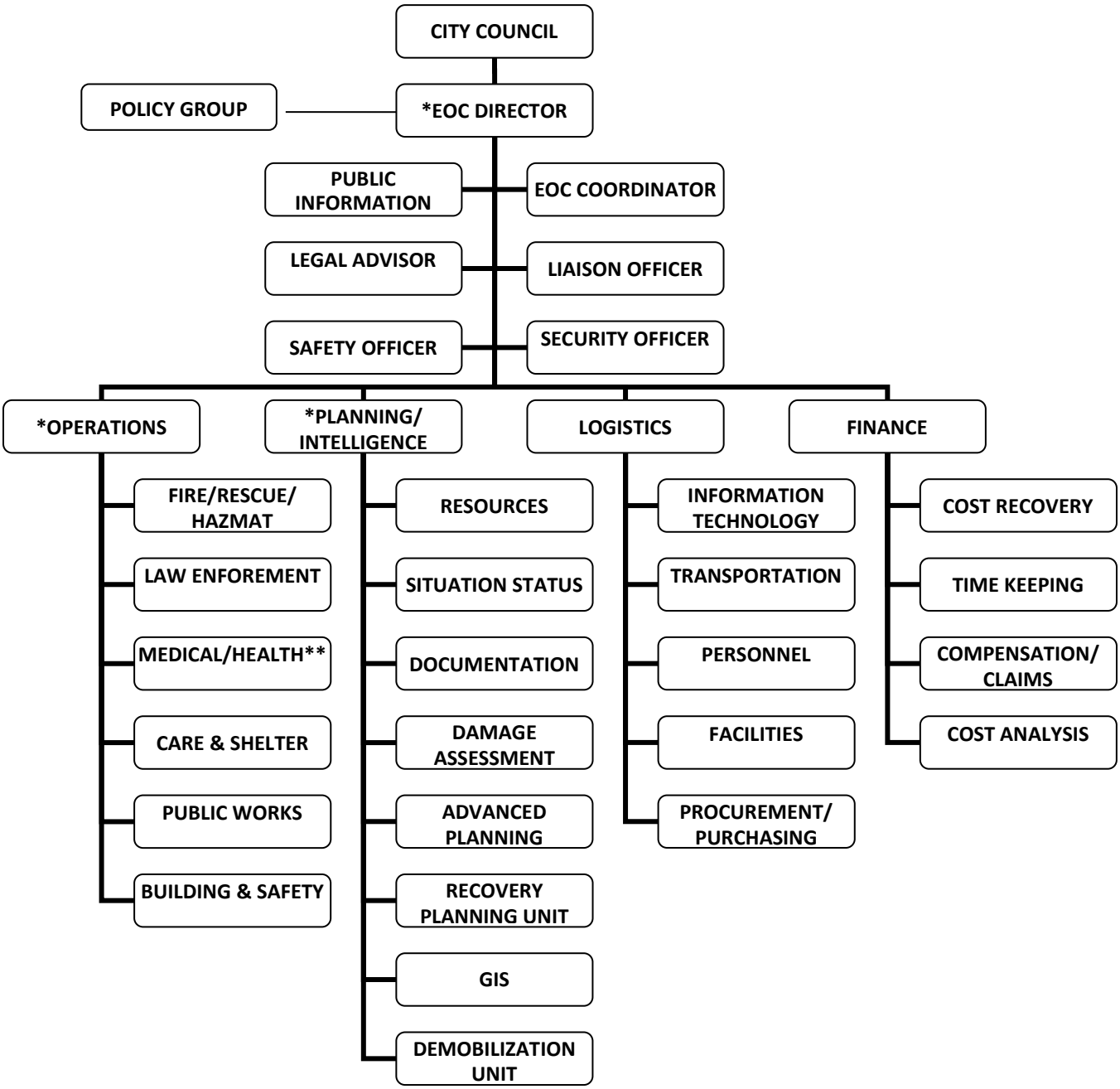
When to Activate

The Management Section may be activated when the City's EOC is activated or upon the order of the EOC Director.

Where to Report

Due to the sensitive nature of the location of the EOC, this information regarding the primary and the alternate EOC is found in the restricted use section of this plan, the Appendix.

ORGANIZATION CHART

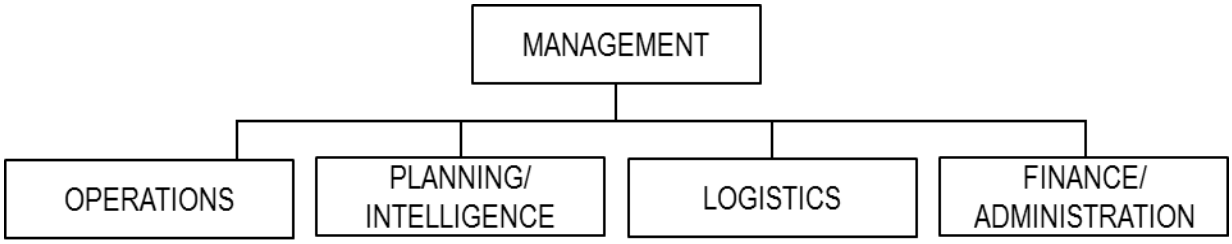


* If all elements are activated, a deputy may be appointed to provide a manageable span of control.

** Position is normally coordinated by the County, but a local coordinator may be designated, if needed

Field Units will be coordinating and communicating with each of the Branches under the Operations Section or through Departmental Operations Centers (DOC) if activated. The Incident Command System will be used in the field.

RESPONSIBILITIES CHART



Responsibilities:

Management Section
Responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies, non-governmental agencies and private sector organizations. EOC Director will either activate appropriate sections or perform their functions as needed.

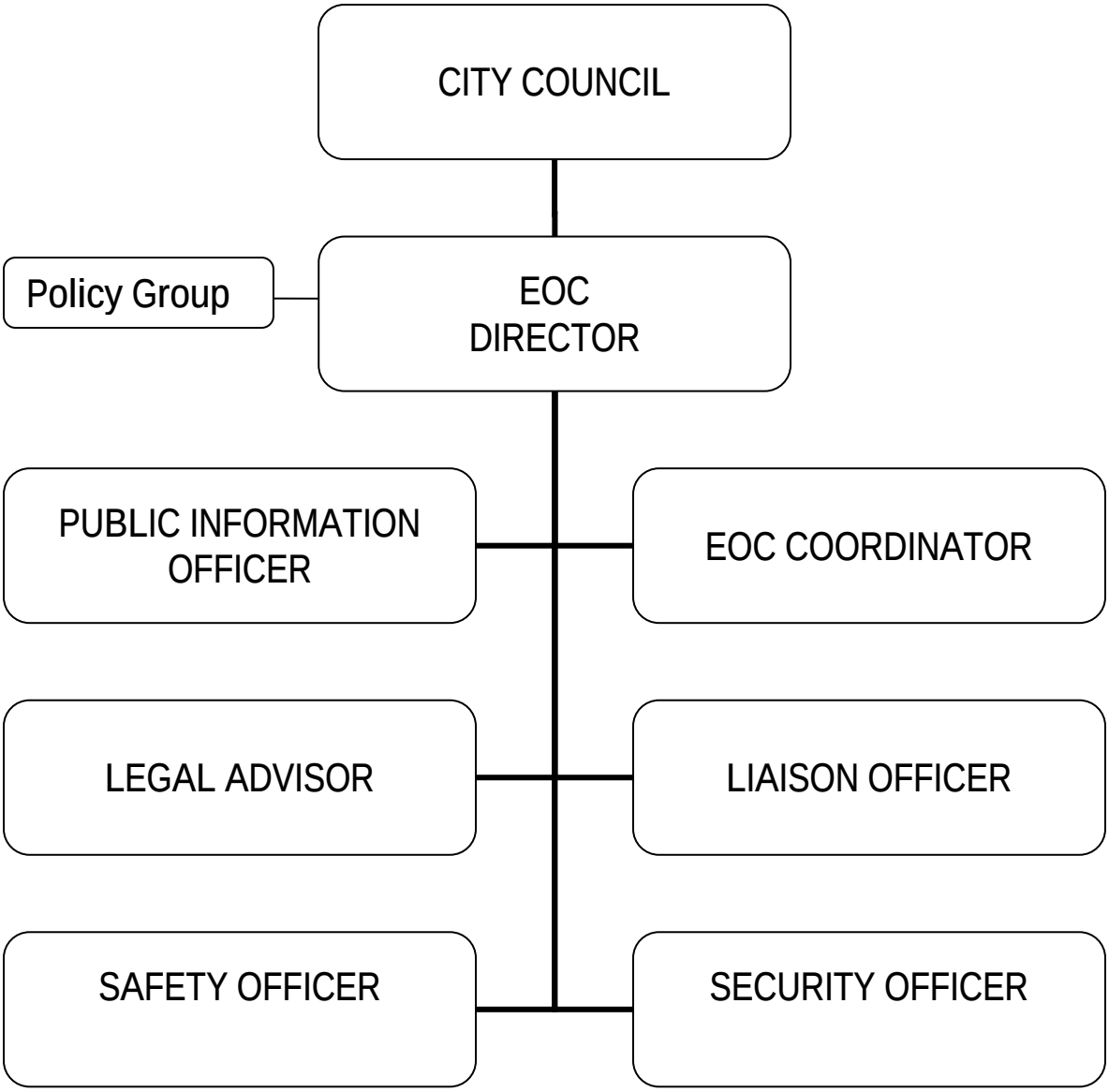
Operations Section
Responsible for coordinating all jurisdictional operations in support of the disaster/emergency response through implementation of the City's EOC Action Plan.

Planning/Intelligence Section
Responsible for collecting, evaluating, and disseminating information; tracking resources; coordinating the development of the City's EOC Action Plan in coordination with other sections; initiating and preparation of the City's After-Action/Corrective Action Report and maintaining documentation.

Logistics Section
Responsible for providing communications, facilities, services, personnel, equipment, supplies, and materials.

Finance/Administration Section
Responsible for financial activities and other administrative aspects.

MANAGEMENT SECTION ORGANIZATION CHART



Page intended to be blank.

MANAGEMENT SECTION STAFF

The Management Section is led by the EOC Director and is established for every EOC activation to coordinate EOC operations. The City Manager by city ordinance will fill this position while serving as the Director of Emergency Services during a disaster/emergency. The EOC Director, the General Staff (Section Coordinators), the EOC Coordinator, the Liaison Officer and others as designated make up the EOC Management team. The Management team is responsible for advising the EOC Director on policy matters and assisting the Director of Emergency Services and EOC Director in the development of overall strategy, rules, regulations, proclamations and orders. The Management Section also includes the following staff functions required to support the Management function.

- Public Information Officer
- EOC Coordinator
- Liaison Officer
- Legal Advisor
- Safety Officer
- Security Officer
- Policy Group
- City Council

EOC Director
The EOC Director is responsible for the overall management of the City's emergency response and recovery effort. The EOC Director determines the operational period and the priorities for the operational period.

Public Information Officer
The Public Information Officer (PIO) ensures that information support is provided on request; that information released is consistent, accurate and timely; and appropriate information is provided to all required agencies and the media.

EOC Coordinator
The EOC Coordinator facilitates the overall functioning of the EOC, coordinates with other agencies and SEMS/NIMS levels, and serves as a resource to the EOC Director.

Liaison Officer
The Liaison Officer will serve as a point of contact for the Agency Representatives from assisting organizations and agencies outside the City's structure. The Liaison Officer aids in coordinating the efforts of these outside agencies to reduce the risk of their operating independently. This ensures each agency is doing what it does best and maximizes the effectiveness of available resources. If Ventura County's Joint Regional Intelligence Center (JRIC) is activated, the Liaison Officer will coordinate and communicate regularly with the Terrorism Liaison Officer at the JRIC. Any state and/or federal emergency official should make contact with the Liaison Officer to ensure continuity of operations.

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 and assists in the proclamation of an emergency.

Safety Officer
The Safety Officer is responsible for identifying and mitigating safety hazards and situations of potential City liability during EOC operations, as well as ensuring a safe working environment in the EOC. This position will be most needed at the beginning of and EOC activation. Once the safety of the EOC has been assessed, this position may be only filled as needed.

Security Officer
The Security Officer is responsible for security of all EOC facilities and personnel including access control at the EOC.

City Council
Proclaim and/or ratify a local emergency, approve emergency orders and serve as City Official.

Policy Group
The Policy Group is made up of department directors and gives support to the EOC Director.

COMMON EOC RESPONSIBILITIES CHECKLIST

(The following is a checklist applicable to all EOC positions and is to be used in conjunction with the specific checklist for each EOC position.)

- ❑ Check-in upon arrival at the EOC.
- ❑ Report to your EOC organizational supervisor.
- ❑ Obtain a briefing on the situation.
- ❑ Determine your personal operating location and set up as necessary.
- ❑ Review your position responsibilities.
- ❑ Identify yourself by putting your title on your person (vest, City I.D. Card). 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.
- ❑ Log into Web EOC. **(Procedures can be found in the Appendix).**
- ❑ Open and maintain a position activity log.
- ❑ Determine 24-hour staffing requirements and request additional support as required.
- ❑ Determine the need for group or unit establishment. Make required personnel assignments as staff arrives at the EOC or media center/Joint Information Center.
- ❑ Request additional resources through the appropriate Logistics Section Unit.
- ❑ Based on the situation as known or forecasted determine likely future Section needs.
- ❑ Think ahead and *anticipate* situations and problems before they occur.
- ❑ Using Web EOC and your activity log, maintain all required records and documentation to support the After-Action/Corrective 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 Cal OES and FEMA.

General Operational Duties

- ❑ Keep up to date on the situation and resources associated with your position.
- ❑ Maintain current status reports and displays.
- ❑ Keep your EOC organizational supervisor advised of your status and activity and on any problem areas that now need or will require solutions.

- ❑ 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 planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ❑ Determine and **anticipate** support requirements and forward to your EOC organizational supervisor.
- ❑ Monitor your position activities and adjust staffing and organization to meet current needs.
- ❑ Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- ❑ Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your EOC organizational supervisor 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.

Deactivation

- ❑ Ensure that all required forms or reports are completed prior to your release and departure.
- ❑ Be prepared to provide input to the EOC After-Action/Corrective Action Report.
- ❑ Determine what follow-up to your assignment might be required before you leave.
- ❑ Deactivate your position and close out logs when authorized by your EOC organizational supervisor.
- ❑ Leave forwarding phone number where you can be reached.

EOC DIRECTOR

SUPERVISOR: **City Council**

RESPONSIBILITIES:

- Serve as the Director of Emergency Services for the City.
- Make executive decisions based on policies of the City Council.
- Develop and issue rules, regulations, proclamations, and orders.
- Establish the appropriate level of organization, 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 management responsibility for the coordination of the response efforts within the affected area. In conjunction with the General Staff, set priorities for response efforts, and ensure that all agency actions are accomplished within the priorities established.
- Ensure that multi-agency or inter-agency coordination is accomplished effectively within the EOC.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ❑ See Common EOC Responsibilities on page M-15.

Activation

- ❑ Establish operational period and EOC priorities.
- ❑ Determine the operational status and appropriate level of activation based on situation as known.
- ❑ As appropriate, respond to the EOC.
- ❑ Mobilize appropriate personnel for initial activation of the EOC.
- ❑ Activate an alternate EOC as required. When there is damage to the primary EOC sufficient to render it unusable, report to the alternate EOC.
- ❑ Obtain briefing from whatever sources are available.

Position Start-Up Actions

- ❑ Direct the implementation of the City's Emergency Operations Plan. Confirm level of EOC activation and ensure that EOC positions are filled as needed.

- ❑ Notify the Ventura County Operational Area that the City EOC is activated. (Delegate the task to the EOC Coordinator).
- ❑ Assign staff to initiate check-in procedures.
- ❑ Assign person to record EOC Director actions.
- ❑ Ensure that the EOC Organization and staffing chart is posted and that arriving team members are assigned by name.
- ❑ Ensure the EOC is properly set up and ready for operations.
- ❑ Authorize activation of Auxiliary Communication Services (ACS).
- ❑ Appoint and ensure that EOC Section Coordinators (General Staff) are in place as soon as possible and are staffing their respective sections.
  - Operations Section Coordinator
  - Planning/Intelligence Section Coordinator
  - Logistics Section Coordinator
  - Finance/Administration Section Coordinator
- ❑ Ensure that the Management Section is staffed as soon as possible at the level needed.
  - Public Information Officer
  - EOC Coordinator
  - Liaison Officer
  - Legal Officer
  - Safety Officer
  - Security Officer
  - Policy Group
  - City Council
- ❑ Ensure Web EOC incident is created.
- ❑ Request additional personnel to maintain a 24-hour operation as required.
- ❑ Brief incoming EOC 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.
- ❑ Prepare work objectives for Section staff, brief staff, and make staff assignments.
- ❑ Ensure that a scribe documents all EOC Management team meetings, General Staff meetings and policy decisions.
- ❑ Ensure that telephone, radio, and data communications with other facilities are established and tested.
- ❑ Ensure that all departments account for personnel and work assignments.
- ❑ Confirm the delegation of authority. Obtain any guidance or direction as necessary.

- ❑ Determine appropriate delegation of purchasing authority to the Procurement/Purchasing Unit of the Logistics Section.
- ❑ Request the Planning/Intelligence Section to schedule the first planning meeting.
- ❑ Confer with EOC Operations Section Coordinator and other General Staff to determine what representation is needed at the EOC from other agencies.
- ❑ Determine need and establish, if necessary, a deputy director position.
- ❑ Establish the frequency of briefing sessions.
- ❑ Based on the situation as known or forecasted determine likely future EOC Management Section needs.
- ❑ Think ahead and *anticipate* situations and problems before they occur.
- ❑ Request additional resources through the appropriate EOC Logistics Section Unit.

Duties:

- ❑ In conjunction with the Safety Officer, establish and maintain a safe working environment.
- ❑ Carry out responsibilities of your EOC Section not currently staffed.
- ❑ Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- ❑ Ensure that all your Section logs and files are maintained.
- ❑ Monitor your Section activities and adjust Section organization as appropriate.
- ❑ Resolve problems that arise in conducting your Section and EOC responsibilities.
- ❑ Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.
- ❑ Carry out responsibilities of all other EOC Sections not currently staffed.
- ❑ Assess situation, work in progress, resources and estimate incident duration.
- ❑ Set up EOC planning meeting schedule with all EOC Section Coordinators.
- ❑ Develop overall strategy with the EOC Section Coordinators.
- ❑ Ensure that EOC Sections are carrying out their principle duties:
  - Implementing operational objectives per the EOC Action Plan.
  - Preparing action plans and status reports.
  - Providing adequate facility and operational support.
  - Providing administrative and fiscal record keeping and support.
- ❑ Develop and issue appropriate rules, regulations, proclamations and orders.
- ❑ Initiate **Emergency Proclamations** as needed (**See Management Support Documentation - Legal Documents)**
- ❑ Establish City Hall hours of operation.
- ❑ Conduct periodic briefing sessions with the entire EOC Management team to update the overall situation.
- ❑ Conduct periodic briefing sessions with the City Council to update the overall situation.
- ❑ Set priorities for restoration of City services.

- ❑ Determine if support is required from other jurisdictions; request mutual aid from the Ventura County Operational Area via Logistics Section.
- ❑ Approve and authorize the implementation of the EOC Action Plan developed and prepared by the EOC Planning/Intelligence Section and EOC Management team.
- ❑ In conjunction with the EOC Public Information Officer (PIO), coordinate and conduct news conferences and review media releases as required. Establish procedure for information releases affecting inter-agency coordination.
- ❑ Authorize PIO to release information to the media and to access the Emergency Alert System (EAS) as needed through appropriate channels.
- ❑ Monitor performance of EOC personnel for signs of stress or under-performance; initiate Critical Incident Stress Debriefing as appropriate in coordination with Personnel Unit of the Logistics Section.
- ❑ Ensure that proper security of the EOC is maintained at all times.
- ❑ Ensure that the EOC Coordinator is providing for and maintaining positive and effective inter-agency coordination.
- ❑ Establish and maintain contacts with adjacent jurisdictions/agencies and with other organizational levels as appropriate.
- ❑ Monitor section level activities to assure that all appropriate actions are being taken.
- ❑ Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Deactivation:

- ❑ Authorize deactivation of sections, branches, or units when they are no longer required.
- ❑ Notify Ventura County Operational Area, adjacent facilities and other EOC's as necessary of planned time for deactivation.
- ❑ Ensure that any open actions not yet completed will be taken care of after deactivation.
- ❑ Ensure that all required forms or reports are completed prior to deactivation.
- ❑ Be prepared to provide input to the EOC After-Action Report/Corrective Action Report.
- ❑ Deactivate the EOC and close out logs when emergency situation no longer requires activation.
- ❑ Proclaim termination of the emergency and proceed with recovery operations.

PUBLIC INFORMATION OFFICER

SUPERVISOR: EOC Director

RESPONSIBILITIES:

- Serve as the dissemination point for all media releases related to City impacts and activities. Other agencies wishing to release information to the public should coordinate through the Public Information function.
- Coordinate use of the City's public notification system, VC Alert, 211, Moorpark government channel, electronic media, and the City's Website.
- Coordinate as necessary to ensure that the public within the affected area receives complete, accurate, timely, and consistent information about lifesaving procedures, health preservation instructions, emergency status and other information, and relief programs and services. Information released should be posted on the Press Release Clip-Board in the EOC.
- Review and coordinate all related information releases, including dissemination of emergency information to City departments to keep employees apprised of the situation.
- Maintain a relationship with the media representatives and hold periodic press conferences as required.
- Provide news releases, answer questions the media may have, and arrange for tours or photo opportunities of the incident.
- If multiple agencies and/or jurisdictions are affected and response operations are expected over 24 hours, a Joint Information Center (JIC) may be activated. The JIC could also expand to include county, state and federal agencies. If a JIC is established the PIO may send a representative to the JIC.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ❑ See Common EOC Responsibilities on page M-15.

Duties:

- ❑ Secure guidance from the EOC Director regarding the release of available information, and authorization to access the Emergency Alert System (EAS), and the cable system if needed. (See **Part Two, Management Support Documentation, Emergency Alert System Procedures)**
- ❑ Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavorable media comments. Provide an estimate of the impact and severity and make recommendations as appropriate.
- ❑ Coordinate all media events with the EOC Director.

- ❑ Ensure that all 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.
- ❑ Establish a Media Information Center/Joint Information Center at a site away from the EOC, Command Post and incident for media use and dissemination of information. Provide necessary workspace, materials, telephones and staffing. Announce safe access routes to Media Information Center for media.
- ❑ The Media Information Center location will be at the [LOCATION]**.**
- ❑ If there are multiple local, state and federal agencies involved consider establishing JIC or if a JIC is established designate staff to participate at the JIC.
- ❑ 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.
- ❑ Develop an information release program.
- ❑ Interact with other branches/groups/units to provide and obtain information relative to public information operations.
- ❑ Coordinate with the Situation Status Unit of the Planning/Intelligence Section and define areas of special interest for public information action. Identify means for securing the information as it is developed.
- ❑ Maintain an up-to-date picture of the situation for presentation to media.
- ❑ Obtain, process, and summarize information in a form usable in presentations.
- ❑ Provide periodic briefings and press releases about the disaster situation throughout the affected areas. Refer media representatives to incident level PIOs for specific information.
- ❑ As required, periodically prepare briefings for the jurisdiction executives or elected officials.
- ❑ Develop a fact sheet for field personnel to distribute to residences and local businesses (include information about water and electrical outages/shortages, water supply stations, health services, etcetera).
- ❑ Respond to information requests from the EOC Director and EOC Management team.
- ❑ Ensure that a rumor control function is established as necessary, and has the means for identifying false or erroneous information. Develop procedure to be used to squelch such information.
- ❑ Provide sufficient staffing and telephones to efficiently handle incoming media and public calls and to gather status information.
- ❑ Consider establishing/staffing a hot line to answer inquiries from the public as needed.
- ❑ Prepare, update and distribute to the public a Disaster Assistance Information Directory containing locations to obtain food, shelter, supplies, health services, etcetera.
- ❑ 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, etcetera.

- ❑ Contact local cable channels if applicable to disseminate emergency information/updates on cable channels either through message board or live taping of Mayor or EOC Director.
- ❑ Arrange for meetings between media and city officials or incident personnel.
- ❑ Provide escort service to the media and VIPs; arrange for tours and photo opportunities when available staff and time permit. Coordinate VIP tours with EOC Coordinator, Liaison Officer, and City Council.
- ❑ Assist in making arrangements with adjacent jurisdictions for media visits.
- ❑ Determine which radio and TV stations are operational. **(See Part Two, Management Support Documentation)**
- ❑ Determine requirements for support to the emergency public information function at other EOC levels.
- ❑ Monitor broadcast media, and use information to develop follow-up news releases and rumor control.
- ❑ When federal emergency response teams respond, coordinate activities through the Ventura County Operational Area to ensure coordination of local, state and federal public information activities. If a federal JIC is established, designate a City representative to the JIC.
- ❑ Ensure that announcements, information, and materials are translated and prepared for populations with access and functional needs (non-English speaking; non-readers; elderly; deaf, hard of hearing, sight and mobility impaired; etcetera).
- ❑ Prepare materials that describe the health risks associated with each hazard, the appropriate self-help or first aid actions and other appropriate survival measures.
- ❑ Prepare instructions for people who must evacuate from a high-risk area, including the following information for each threat: evacuation routes; suggestions on types and quantities of clothing, food, medical items, etcetera, the evacuees should bring; location of shelters.
- ❑ During periods of increased national readiness, or in time of need, prepare materials that address national security survival tips.
- ❑ Issue timely and consistent advisories and instructions for life safety, health and assistance:
  - What **to do** and **why.**
  - What **not to do** and **why.**
  - Hazardous areas and structures to stay away from.
  - Evacuation routes, instructions, and arrangements for persons without transportation or with access and function needs (non-ambulatory, sight-impaired, etcetera).
  - Location of mass care shelters, first aid stations, food/water distribution points, etcetera.
  - Location where volunteers can register and be given assignments.
  - Street, road, bridges, and freeway overpass conditions, congested areas to avoid and alternate routes to take.
  - Instructions from the coroner and public health officials pertaining to dead bodies, potable water, human waste, and spoiled food disposal.
  - Curfew information

- School information (The School District should issue specific information. The City PIO can issue general information authorized by the School District).
- 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.
- How and where people can obtain information about relatives/friends in the emergency/disaster area. **(Coordinate with the Red Cross on the release of this information).**

❑ Warn all non-English speaking, deaf and hard of hearing 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.
- Using pre-identified lists and non-governmental agencies to reach populations with access and functional needs
- Utilizing 9-1-1 translation services to contact the deaf and hard of hearing.
- Using pre-identified lists of disabled and deaf persons for individual contact.

❑ Issue other information pertaining to the emergency/disaster (acts of heroism, historical property damaged or destroyed, prominence of those injured or killed, other human interest stories)

❑ Through the Ventura County Operational Area, coordinate with state, federal or private sector agencies to get technical information (health risks, weather, etcetera) for release to the public and media).

❑ Ensure file copies are maintained of all information released and posted in the EOC.

❑ Provide copies of all releases to the EOC Director.

❑ Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.

EOC COORDINATOR

SUPERVISOR: **EOC Director**

RESPONSIBILITIES:

- Interact with other sections and branches/groups/units within the EOC to obtain information.
- Assist in coordination and ensure the proper flow of information.
- Assist and serve as an advisor to EOC Director and General Staff as needed.
- Provide information and guidance to the EOC Director.
- Maintain contact with the Ventura County Operational Area EOC Liaison Officer.
- Temporarily serve as a Section Coordinator if assigned by EOC Director.
- Coordinate all visits to the EOC.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ❑ See Common EOC Responsibilities on page M-15.

Duties:

- ❑ Assist the General Staff and EOC Director in developing an overall strategy, including:
  - Assess the situation
  - Define the problem
  - Establish priorities
  - Determine the need for evacuation
  - Estimate the incident duration
  - Determine if there is a need to make an "Emergency Proclamation"
- ❑ Coordinate with Legal Advisor and advise EOC Director about proclamations, emergency ordinances, and other legal documents required by the City Council and EOC Director.
- ❑ Assist the Planning/Intelligence Section in the development, continuous updating, and execution of the EOC Action Plan.
- ❑ Ensure safe and efficient operating procedures within the EOC. Assist any function in addressing any issues that might arise.
- ❑ Monitor performance of EOC personnel for signs of stress or under-performance; advise EOC Director of condition.
- ❑ Ensure that EOC personnel are properly maintaining all documentation.
- ❑ Facilitate and attend periodic briefing sessions conducted by EOC Director.
- ❑ Advise EOC Director of any issues that need to be addressed and of any responsibilities that need to be assigned.

- ❑ Liaise with other agencies (Ventura County Operational Area, ICS, state, and federal) as required. Ensure that all notifications are made to the Ventura County Operational Area. As necessary, verify with Ventura County Operational Area that requests for assistance have been addressed or forwarded to the State Regional EOC.
- ❑ Coordinate with the PIO to ensure that all necessary communications have been established.
- ❑ Coordinate with Security Officer and monitor all EOC visitations.
- ❑ Coordinate all EOC functions with neighboring jurisdictions, the Ventura County Operational Area and other support and response organizations.
- ❑ Assist in shift change issues.
- ❑ Arrange and coordinate media and VIP tours with PIO, Liaison Officer, and City Council members.

LIAISON OFFICER

SUPERVISOR: **EOC Director**

RESPONSIBILITIES:

- Coordinate with Agency Representatives assigned to the EOC and handle requests from other agencies for sending Agency Representative personnel to other EOCs.
- Function as a central point of contact for incoming Agency Representatives, provide workspace and arrange for support as necessary.
- Interact with other sections and branches/groups/units within the EOC to obtain information.
- Ensure that all developed guidelines, directives, action plans, and appropriate situation information is disseminated to Agency Representatives.
- Liaise with outside public jurisdictions and internal departments.
- Provide information and guidance to the EOC Director.
- Maintain contact with the Ventura County Operational Area EOC Liaison Officer.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ❑ See Common EOC Responsibilities on page M-15.

Duties:

- ❑ Liaise with other agencies (Ventura County Operational Area, ICS, state and federal) as required. Ensure that all notifications are made to the Ventura County Operational Area. As necessary, verify with Ventura County Operational Area that requests for assistance have been addressed or forwarded to the State Regional EOC.
- ❑ If Ventura County's JIC is activated, coordinate with Ventura County's Liaison Officer.
- ❑ Arrange and coordinate media and VIP tours with the PIO, EOC Coordinator, and City Council.
- ❑ Contact all on-site Agency Representatives. Make sure:
  - They have signed into the EOC.
  - They completed and returned the Agency Representative Registration Sheet (return a copy to them).
  - They understand their assigned function.
  - They know their work location.
  - They understand EOC organization and floor plan (provide both).
  - They have clear communications with their home agency.
- ❑ Determine if an outside liaison is required with other agencies such as:

- Local/county/state/federal agencies
- Schools
- Volunteer organizations (ACS, CERT, VOAD)
- Non-governmental agencies (ARC, United Way, etcetera)
- Private sector organizations
- Utilities not already represented

❑ Determine status and resource needs and availability of other agencies.

❑ Regularly brief Agency Representatives on current situation, priorities and EOC Action Plan.

❑ Request Agency Representatives to contact their agency, determine level of activation of agency facilities, and obtain any intelligence or situation information that may be useful to the EOC.

❑ Notify and coordinate with adjacent jurisdictions on facilities and/or dangerous releases that may impose risk across boundaries.

❑ Respond to requests for liaison personnel from other agencies.

❑ Act as liaison with state and/or federal emergency response officials and appropriate City personnel.

❑ Determine if there are communication problems in contacting outside agencies. Provide information to the Information Systems Branch of the EOC Logistics Section.

❑ Know the working location of Agency Representatives assigned to a branch/group/unit.

❑ Compile list of Agency Representatives (agency, name, EOC phone) and make available to all Section and Branch/Group/Unit Coordinators.

❑ Respond to requests from sections and branches/groups/units for Agency information. Direct requesters to appropriate Agency Representatives.

❑ Provide periodic update briefings to Agency Representatives as necessary.

SAFETY OFFICER

SUPERVISOR: **EOC Director**

RESPONSIBILITIES:

- Ensure that all facilities used in support of EOC operations have safe operating conditions.
- Monitor all EOC and related facility activities to ensure that they are being conducted in as safe a manner as possible under the circumstances that exist.
- Stop or modify all unsafe operations.

- **READ ENTIRE CHECKLIST AT START-UP AND**
- **AT BEGINNING OF EACH SHIFT**

❑ See Common EOC Responsibilities on page M-15.

Duties:

❑ Advise EOC Security Officer of your function. Secure information regarding emergency conditions.
❑ Support Safety Officers in the field to ensure safety of field operations for employees and volunteers.
❑ Tour the entire facility area and determine the scope of on-going operations.
❑ Evaluate conditions and advise the EOC Director of any conditions and actions which might result in liability—e.g. oversights, improper response actions, etcetera.
❑ Coordinate with the Personnel Unit of the Logistics Section to ensure that training for personnel includes safety and hazard awareness and is in compliance with OSHA requirements.
❑ Study the facility to learn the location of all fire extinguishers, fire hoses, and emergency pull stations.
❑ Be familiar with particularly hazardous conditions in the facility.
❑ Ensure that the EOC location is free from environmental threats (i.e., radiation exposure, air purity, water portability, etcetera).
❑ If the event that caused activation is an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.
❑ Coordinate with EOC Security to obtain assistance for any special safety requirements.
❑ Keep the EOC Director advised of safety conditions.
❑ Coordinate with Legal Advisor on any personnel injury claims or records preparation as necessary for proper case evaluation and closure.

Page intended to be blank.

SECURITY OFFICER

SUPERVISOR: **EOC Director**

RESPONSIBILITIES:

- Provide twenty-four hour a day security for EOC facilities.
- Control personnel access to facilities in accordance with policies established by the EOC Director.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ❑ See Common EOC Responsibilities on page M-15.

Duties:

- ❑ Determine current security requirements and establish staffing as needed.
- ❑ Determine needs for special communications. Make needs known to the Information Systems Branch of the EOC Logistics Section.
- ❑ Complete a radio or communications check with all on-duty security personnel as appropriate.
- ❑ Establish or relocate security positions as dictated by the situation.
- ❑ Determine needs for special access facilities. Consider need for vehicle traffic control plan. Develop if required.
- ❑ Assist in any EOC evacuation.
- ❑ Assist in sealing off any dangerous areas. Provide access control as required.
- ❑ As requested, provide security for any EOC critical facilities, supplies, or materials.
- ❑ Provide executive security as appropriate or required.
- ❑ Provide security input and recommendations as appropriate to conditions to EOC Director.

Page intended to be blank.

LEGAL ADVISOR

SUPERVISOR: **EOC Director**

RESPONSIBILITIES:

- Prepare proclamations, emergency ordinances, and other legal documents, and provide legal services as required.
- Maintain legal information, records, and reports relative to the emergency. **(See Management Support Documentation – Legal Documents).**
- Commence legal proceedings as needed.
- Participate as a member of the EOC Management Team when requested by EOC Director.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ❑ See Common EOC Responsibilities on page M-15.

Duties:

- ❑ Prepare proclamations, emergency ordinances, and other legal documents required by the City Council and the EOC Director.
- ❑ Develop rules, regulations, and laws 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 control.
- ❑ Commence civil and criminal proceedings as necessary and appropriate to implement and enforce emergency actions.
- ❑ Advise the EOC Director on areas of legal responsibility and identify potential liabilities.
- ❑ Advise the City Council, EOC Director, and management personnel of the legality and/or legal implications of contemplated emergency actions and/or policies.
- ❑ Prepare documents relative to the demolition of hazardous structures or conditions.

Page intended to be blank.

CITY COUNCIL

SUPERVISOR: **Electorate**

RESPONSIBILITIES:

- Proclaim and/or ratify a local emergency.
- Establish executive level policies and priorities 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.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ❑ See Common EOC Responsibilities on page M-15.

Duties:

- ❑ Check-in at the City Manager's Office/Policy Group.
- ❑ 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 least every 21 days, the need for continuing the Local Emergency and proclaim the termination of the Local Emergency as conditions warrant.
- ❑ In consultation with the EOC Director and General Staff, develop priorities and temporary emergency policies for managing the strategic aspects of the emergency.
- ❑ Oversee the release of official statements.
- ❑ Upon request of PIO, EOC Coordinator, or Liaison Officer, host and accompany VIP's and governmental officials on tours of the emergency/disaster area. Coordinate all tours with PIO.
- ❑ Provide interviews to the media as arranged by the PIO.
- ❑ Refer all requests for emergency information to the EOC Director or PIO.
- ❑ Serve on and coordinate activities of the Disaster Council.
- ❑ Develop or utilize any 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 that 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: Councilmembers should refrain from direct involvement with City or joint City/County/State Emergency Operations Center (EOC) activities. Councilmembers will be provided information updates through the EOC Director.

POLICY GROUP

SUPERVISOR: **EOC Director/City Manager**

RESPONSIBILITIES:

- Participate as a member of the City's Policy Group supporting the Director of Emergency Services.
- Ensure that the Director of Emergency Services (City Manager and/or his designee) has clear policy direction.
- Assist in making executive decisions based on policies of the City Council.
- Assist the EOC Director in the development of rules, regulations, proclamations and orders.
- Ensure Continuity of Government and Continuity of Operations.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ❑ See Common EOC Responsibilities on page M-15.

Activation

- ❑ As appropriate, report to the City Manager for a briefing.
- ❑ Mobilize appropriate personnel for initial activation of the EOC.
- ❑ Obtain briefing from whatever sources are available.

Position Start-Up Actions

- ❑ Upon arrival to the EOC, identify yourself as a member of the Policy Group.
- ❑ Review your position responsibilities.
- ❑ Identify yourself by putting on the EOC vest with your title when received from the EOC Coordinator. Print your name on the EOC organizational chart next to your assignment.
- ❑ Determine if all **your** key Department personnel or alternates have been notified or are en-route to the EOC as necessary.
- ❑ Obtain a briefing or preliminary survey of the emergency/disaster from **your** staff and impact on **your** Department's operational capability.
- ❑ Receive incident briefing from the EOC Director.
- ❑ Provide the EOC Director with a status report of **your** Department.
- ❑ Request additional personnel to maintain a twenty-four hours a day operation as required.
- ❑ Assist the EOC Director in the preparation of the Action Plan.
- ❑ Determine information needs and advise the EOC Director of those needs.
- ❑ Assign Department staff to the EOC as needed.

- ❑ Advise and assist the EOC Director in the release of information to the public and the media, requests for additional resources, requests for release of resources and plans for recovery, reconstruction and demobilization.
- ❑ In consultation with the Director of Emergency Services, develop temporary emergency policies for managing the strategic aspects of the emergency.
- ❑ Ensure Continuity of Government and Continuity of Operations and prepare the EOC for transition to a recovery organization to restore the City to pre-disaster conditions as quickly and effectively as possible.

Demobilization

- ❑ Assist with recovery operations.

MANAGEMENT SECTION

SUPPORT DOCUMENTATION

REFERENCE DOCUMENTS

LEGAL ADVISOR (Look in Forms Section also)

LEGAL DOCUMENTS

Orders and regulations, which may be selectively promulgated by the Governor during a state of emergency ..... Part Two MS-3

Orders and regulations promulgated by the Governor to take effect upon the existence of a state of war emergency.....Part Two MS-5

Local and State Proclamations..... Part Two MS-9

Exhibit 1 – Resolution requesting Governor to proclaim a "State of Emergency" and request for state and federal assistance.....Part Two MS-13

Exhibit 2 - Resolution proclaiming existence of a Local Emergency and rendering certain emergency orders .....Part Two MS-15

Exhibit 3 –Proclamation and order of the Director of Emergency Services proclaiming existence of local emergency .....Part Two MS-19

Exhibit 4 – Resolution requesting a presidential declaration and asking for assistance due to the extent and severity of the proclaimed local emergency. .....Part Two MS-21

CITY OF MOORPARK EMERGENCY ORGANIZATION ORDINANCE .....Part Two MS-23

REPORTING TO WORK FOLLOWING A DISASTER .....Part Two MS-25

CALIFORNIA DISASTER AND CIVIL DEFENSE MASTER MUTUAL AID AGREEMENT.....Part Two MS-27

EMERGENCY MANAGEMENT ASSISTANCE COMPACT (EMAC).....Part Two MS-33

AUTHORITIES AND RESPONSIBILITIES OF HEALTH OFFICERS IN DISASTERS .....Part Two MS-39

PUBLIC INFORMATION OFFICER (Look in Forms Section also)

PUBLIC NOTIFICATION SYSTEM .....Part Two MS-47

EMERGENCY ALERT SYSTEM ACTIVATION PROCEDURES .....Part Two MS-49

MEDIA PHONE LIST .....Part Two MS-51

MEDIA RELATIONS – DOs and DON'Ts .....Part Two MS-53

PUBLIC INFORMATION OFFICER .....Part Two MS-55

MEDIA ACCREDITATION .....Part Two MS-63

MEDIA ACCESS REGULATIONS .....Part Two MS-65

FEDERAL AVIATION REGULATIONS (Pertaining to the Media) .....Part Two MS-67

EOC COORDINATOR (Look in Forms Section also)

EOC VISITOR CONTROL PROCEDURES .....Part Two MS-69

FORMS

EPI RELEASE LOG .....Part Two MS-71

PUBLIC INFORMATION SUMMARY .....Part Two MS-73

EOC VISITATION REQUEST FORM .....Part Two MS-75

ACTIVITY LOG .....Part Two MS-77

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.

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. 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. 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 food stocks, including those under the control of processors, wholesalers, agents and brokers, be held subject to the control of the State Food Director, except that:

(l) 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 food stocks 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. 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.

Page intended to be blank.

LOCAL AND STATE EMERGENCY PROCLAMATIONS

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, 3 and 4.**) A copy of the resolution must be provided to the Ventura County Operational Area for transmission to Cal OES.

To qualify for assistance under the state California Disaster Assistance Act (CDAA), 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 21 days.**

The Local Emergency Proclamation:

- Gives public employees and governing bodies certain legal immunities for emergency actions taken.
- Enables local agencies to request state assistance under the CDAA.
- Allows the chief executive or other authorized official designated by local ordinance to:
  - Establish curfews.
  - Take any measure(s) 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 Secretary of Cal OES to concur in their proclamation of a local emergency and to provide assistance under the CDAA. 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 Cal OES through the Ventura County Operational Area.

To assist the Secretary of Cal OES 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, 3 or 4).**
- Damage Assessment Summary.

Note: The Local Emergency Proclamation must be made within 10 days of the occurrence to qualify for assistance under the California Disaster Assistance Act. Financial assistance is available under the CDAA and is administered by Cal 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.
- 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 CDAA**.** A copy of the request for a Governor's Proclamation, with the following supporting data, will be forwarded to the Secretary of Cal OES through the Ventura County Operational Area.

- Certified copy of the local emergency proclamation (see **Exhibits 1, 2, 3 and 4).**
- Damage Assessment Summary (to be provided if state financial assistance under provisions of the California 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.
- Direct costs of grant administration.

Cal OES prepares a recommendation as to the action that should be taken by the Governor. If the action recommends a Governor's Proclamation, Cal OES prepares the Proclamation.

Presidential Declaration
Following the above procedures, the governing body of the local jurisdiction may also pass a resolution asking the Secretary of Cal OES 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 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.
- 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 21 days,** and proclaim the termination at the earliest possible date.

EMERGENCY PROCLAMATION FORMS

Government Code Section No. 8630: "(a) A local emergency may be proclaimed only by the governing body of a city, county, or city and county, or by an official so designated by that governing body. (b) 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. (c)(1) The governing body shall review, at its regularly scheduled meetings until the local emergency is terminated, the need for continuing the local emergency. However, in no event shall a review take place more than 21 days after the previous review. (2) Not withstanding paragraph (1), if the governing body meets weekly, it shall review the need for continuing the local emergency at least every 14 days until the local emergency is terminated. (d)The governing body shall proclaim the termination of the 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 Requesting Governor to Proclaim a "State of Emergency" and a Request for State and Federal Assistance

Exhibit 2 - Resolution Proclaiming Existence of a Local Emergency and Rendering Certain Emergency Orders

Exhibit 3 - **Proclamation and Order of the Director of Emergency Services Proclaiming Existence of a "Local Emergency"**

Exhibit 4 - **Resolution Requesting a Presidential Declaration and Asking for Assistance Due to the Extent and Severity of the Proclaimed Local Emergency**

Page intended to be blank.

EXHIBIT 1

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, REQUESTING GOVERNOR TO PROCLAIM A "STATE OF EMERGENCY" FOR CITY OF MOORPARK AND A REQUEST FOR STATE AND/OR FEDERAL ASSISTANCE

WHEREAS, California Government Code Section 8630 empowers the City Council ("COUNCIL") to proclaim the existence, or threatened existence, of a Local Emergency when City is affected or likely to be affected by a public calamity; and

WHEREAS, the Director of Emergency Services has requested the COUNCIL proclaim the existence of such a Local Emergency; and

WHEREAS, on _____ 20__ , the City Council of the City of Moorpark found that conditions of extreme peril and a crippling disaster which severely impair the safety of persons and/or property had arisen within the City due to a calamity described as _____

and declared a Local Emergency existed throughout City of Moorpark and, in accordance with state law, by Resolution No. _____ ; and

WHEREAS, it has now been found that the City's and the local available public resources are unable to fully cope with the public needs, damages, costs and effects caused by said calamity and Local Emergency situation.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOORPARK DOES HEREBY PROCLAIM AND RESOLVE AS FOLLOWS:

SECTION 1. A copy of this resolution be forwarded to the Governor of California with the request that he declare the City of Moorpark to be in a State of Emergency;

SECTION 2. A copy of this resolution be forwarded to the Secretary of the California Office of Emergency Services with a request that he/she find it acceptable in accordance with provisions of the California Disaster Assistance Act; and

SECTION 3. _____ [Title: _____] is hereby designated as the authorized representative for public assistance, and_____ [Title _____] of the City of Moorpark receive, process and coordinate all inquiries, filings and requirements necessary to obtain available state and/or federal assistance to the City for coping with said emergency.

PASSED AND ADOPTED this _____ day of _____ , 20__.

_____
, Mayor

ATTEST:

_____
City Clerk

STATE OF CALIFORNIA)
COUNTY OF VENTURA) ss.
CITY OF MOORPARK)

I, _____, City Clerk of the City of Moorpark, California, do hereby certify under penalty of perjury that the foregoing Resolution No. ____-____ was adopted by the City Council of the City of Moorpark at a _____ meeting held on the ____ day of _____, 20__, and that the same was adopted by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

WITNESS my hand and the official seal of said City this ___ day of _____, 20__.

_____
_____, City Clerk

(seal)

EXHIBIT 2

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY AND RENDERING CERTAIN EMERGENCY ORDERS

WHEREAS, pursuant to California Government Code section 8642 and 54956.5 an emergency meeting of the Moorpark City Council (herein "COUNCIL") was called by with _____ hour telephonic notice to the Council members* and said meeting was held at _ . m. on _____ , 20__ to proclaim the existence, or threatened existence of, a Local Emergency and to render certain necessary orders or regulations; and

WHEREAS, California Government Code section 8630 empowers the City Council ("COUNCIL") to proclaim the existence or threatened existence of a Local Emergency when City is affected or likely to be affected by a public calamity, while Government Code section 8634 empowers the COUNCIL to promulgate orders and regulations to provide for the protection of life and property; and

WHEREAS, pursuant to Ordinance No. 2429 of the City of Moorpark's Municipal Code, the Director of Emergency Services has requested the COUNCIL proclaim the existence of a Local Emergency; and

WHEREAS, the COUNCIL does hereby find that conditions of extreme peril and a crippling disaster which severely impairs the safety of persons and/or property have arisen within the CITY caused by_____, said cause commencing on or about .m. on _____ , 20__; and

WHEREAS, the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a Local Emergency.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOORPARK DOES HEREBY PROCLAIM AND RESOLVE AS FOLLOWS:

1. The Proclamation of a Local Emergency made on _____ , 20__ by the Director of Emergency Services is hereby confirmed and a Local Emergency now exists throughout the City of Moorpark, California;

2. During the existence of this Local Emergency, the powers, functions and duties of the Director of Emergency Services (being _____), the Disaster Council and the emergency organization of the City of Moorpark shall be those prescribed by state law, by the existing ordinances and resolutions of the City of

Moorpark, as well as this resolution and any subsequent emergency orders of the COUNCIL;

3. A request for Mutual Aid for _____ is authorized and shall be made to _____;

4. That during this Local Emergency a City wide curfew for all non-authorized persons for the hours from _____ p.m. to _____ a.m. is imposed [those exempted "authorized persons" being all law enforcement, City, County, State, utility repair, emergency service providers and fire fighting personal, as well as _____];

5. The normal City of Moorpark goods and service procurement requests and purchase practices are stayed during this period of emergency;

6. The following emergency orders and/or regulations are hereby imposed:

7. _____
_____
_____
_____
_____;

8. The content of this resolution shall be given widespread publicity and notice as is reasonable and feasible under these circumstances; and

9. This Local Emergency shall continue until it is terminated by proclamation of the COUNCIL. Pursuant to Section 8630 of the Government Code, the COUNCIL shall proclaim the termination of a local emergency at the earliest possible date that conditions warrant. The need for continuing this local emergency shall be reviewed within 14 days by the COUNCIL, and at each regular COUNCIL meeting thereafter.

PASSED AND ADOPTED this _____ day of _____ , 20__.

_____
, Mayor

ATTEST:

_____
City Clerk

* Each local newspaper of general circulation [and any radio or television station, which has requested notice of special meetings pursuant to Government Code Section 54956, was notified by the _____ one hour prior to this emergency meeting, by telephone.

[OR]

* In that telephone services are not functioning, the notice requirements of Section 54956.5 are deemed waived, and the designee of the legislative body, shall notify those newspapers, radio stations, or television stations of the fact of the holding of the emergency meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible.

STATE OF CALIFORNIA)
COUNTY OF VENTURA) ss.
CITY OF MOORPARK)

I, _____, City Clerk of the City of Moorpark, California, do hereby certify under penalty of perjury that the foregoing Resolution No. ____-____ was adopted by the City Council of the City of Moorpark at a _____ meeting held on the ____ day of _____, 20__, and that the same was adopted by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

WITNESS my hand and the official seal of said City this ___ day of _____, 20__.

_____
_____, City Clerk

(seal)

Page intended to be blank.

EXHIBIT 3

RESOLUTION NO.

A RESOLUTION AND ORDER OF THE DIRECTOR OF EMERGENCY SERVICES FOR THE CITY OF MOORPARK, CALIFORNIA, PROCLAIMING EXISTENCE OF A "LOCAL EMERGENCY"

WHEREAS, pursuant to Section 2.48.060 of the City of Moorpark's Municipal Code, the Director of Emergency Services may proclaim the existence or threatened existence of a Local Emergency when City of Moorpark (hereinafter referred to as "CITY"), is affected or likely to be affected by a public calamity and the Moorpark City Council is not in session; and

WHEREAS, the Director of Emergency Services shall have that proclamation confirmed by the City Council at the earliest practical time thereafter; and

WHEREAS, the Director of Emergency Services of the CITY does hereby find:

(a) That conditions of extreme peril to the safety of persons and property have arisen within the CITY caused by_____ commencing on or about _____.m. on this ____ day of _____ , 20__; and

(b) That the City Council of the City of Moorpark is not in session and cannot immediately be called into session; and

WHEREAS, the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a Local Emergency.

NOW, THEREFORE, that the DIRECTOR OF EMERGENCY SERVICES OF THE CITY OF MOORPARK DOES HEREBY PROCLAIM AS FOLLOWS:

SECTION 1. A Local Emergency now exists throughout said CITY;

SECTION 2. During the existence of said Local Emergency, the powers, functions and duties of the emergency organization of CITY shall be those prescribed by state law, by ordinances and resolutions of CITY, and by the CITY OF MOORPARK'S EMERGENCY OPERATIONS PLAN, as approved by the City Council;

SECTION 3. That during this Local Emergency a citywide curfew of all non-authorized persons from _____ p.m. to _____ a.m. is imposed;

SECTION 4. The normal CITY goods and service procurement requests and purchase practices are stayed during this period of emergency; and

SECTION 5. This condition and powers of a Local Emergency shall continue for no more than seven (7) days unless this proclamation is confirmed by a resolution of the City Council pursuant to Section 8630 of the Government Code.

Dated: _____ By: _____

DIRECTOR OF EMERGENCY SERVICES

ATTEST:

_____

City Clerk

STATE OF CALIFORNIA)
COUNTY OF VENTURA) ss.
CITY OF MOORPARK)

I, _____, City Clerk of the City of Moorpark, California, do hereby certify under penalty of perjury that the foregoing Resolution No. ____-____ was adopted by the Director of Emergency Services of the City of Moorpark during a local emergency in the absence of time to convene a City Council meeting, on the ___ day of _____, 20__.

WITNESS my hand and the official seal of said City this ___ day of _____, 20__.

_____
_____, City Clerk

(seal)

Page intended to be blank.

EXHIBIT 4

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, REQUESTING A PRESIDENTIAL DECLARATION OF A CONDITION OF A FEDERALLY DECLARED EMERGENCY AND ASKING FOR ASSISTANCE, DUE TO THE EXTENT AND SEVERITY OF THE PROCLAIMED LOCAL EMERGENCY

WHEREAS, California Government Code Section 8630 empowers the City Council ("COUNCIL") to proclaim the existence, or threatened existence, of a Local Emergency when City is affected or likely to be affected by a public calamity; and

WHEREAS, pursuant to Section 2.48.060 of the City of Moorpark's Municipal Code, the Director of Emergency Services has requested the COUNCIL proclaim the existence of such a Local Emergency; and

WHEREAS, on _____ 20__ , the City Council of the City of Moorpark found that conditions of extreme peril caused be a crippling disaster, which severely impair the safety of persons and/or property, had arisen within the City due to a calamity described as_____ and the COUNCIL had declared a Local Emergency existed throughout City of Moorpark and, in accordance with state law, by Resolution No. _____; and

WHEREAS, a request has been made and forwarded to the Governor of California that he proclaim the City of Moorpark to be in a state of emergency; and

WHEREAS, it has now been found that the City's available public resources as well as the state's resources are unable to fully cope with the local public needs, damages, costs and effects caused by said calamity and Local Emergency situation;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOORPARK DOES HEREBY PROCLAIM AND RESOLVE AS FOLLOWS:

SECTION 1. Due to the extent of this Local Emergency now existing throughout the City, the Governor of the State of California is requested to ask for a Presidential Declaration of Emergency.

SECTION 2. _____, [Title: _____], is hereby designated as the local Hazard Mitigation Coordinator of the City for the purpose of assessing damage with the City, and consulting with Federal/State survey teams about hazard mitigation actions; and is hereby designated as the authorized representative for public assistance. Said City employee is hereby designated as the authorized representative for individual

assistance to the City for the purposes of receiving notices, correspondence, processing and coordination of all inquiries and requirements necessary to obtain available federal assistance.

PASSED AND ADOPTED this _____ day of _____ , 20__.

_____
, Mayor

ATTEST:

_____
City Clerk

STATE OF CALIFORNIA)
COUNTY OF VENTURA) ss.
CITY OF MOORPARK)

I, _____, City Clerk of the City of Moorpark, California, do hereby certify under penalty of perjury that the foregoing Resolution No. ____-____ was adopted by the City Council of the City of Moorpark at a _____ meeting held on the ____ day of _____, 20__, and that the same was adopted by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

WITNESS my hand and the official seal of said City this ___ day of _____, 20__.

_____
_____, City Clerk

(seal)

CITY OF MOORPARK EMERGENCY ORGANIZATION AND FUNCTIONS

Moorpark Municipal Code
Chapter 2.48 EMERGENCY PREPAREDNESS *

Note
* Prior ordinance history: Ord. 2.

2.48.010 Purpose.

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 the city in the event of an emergency; the direction of this emergency organization; and the coordination of the emergency functions of this city with all other public agencies, corporations and organizations and affected private persons. (Ord. 89-106 § 1, 1989)

2.48.020 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. (Ord. 89-106 § 1, 1989)

2.48.030 Definitions.

As used in this chapter, "local emergency" means 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, drought, sudden and severe energy shortage 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 require the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission. (Ord. 89-106 § 1, 1989)

2.48.040 Disaster council—Creation—Membership.

The Moorpark disaster council is created and may consist of the persons set forth in the following subsections:

A. The mayor of the city, who shall be chairman;

B. The director of disaster services, who shall be vice chair;

C. The assistant director of disaster services;

D. The disaster preparedness coordinator;

E. Such chiefs of emergency service as are provided for in a current emergency plan of the city adopted pursuant to this chapter;

F. Such representatives of civic, business, labor, veterans, professional, or other organizations having an official emergency responsibility, as may be appointed by the mayor, so that the total membership does not exceed fifteen (15). (Ord. 201 § 1, 1994; Ord. 89-106 § 1, 1989)

2.48.050 Disaster council—Powers and duties.

It shall be the duty of the disaster council 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. (Ord. 89-106 § 1, 1989)

2.48.060 Director of disaster services.

A. There is created the office of director of disaster services. The city manager shall be the director of disaster services.

B. Powers. The director is granted the following powers:

1. To request city council to proclaim the existence or threatened existence of a local emergency as defined in Government Code 8558(c) if the city council is in session, or to issue such proclamation if the city council is not in session, subject to ratification by the city council within seven (7) days thereafter or the proclamation shall have no further force or effect;

2. To recommend that the mayor of the city request the governor to proclaim a state of emergency as defined in Government Code 8558(b) when, in the opinion of the director, the locally available resources are inadequate to cope with the emergency;

3. To control and direct the effort of the emergency organization of this city for the accomplishment of the purposes of this chapter;

4. To direct cooperation between and 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. To represent this city in all dealings with public or private agencies on matters pertaining to emergencies as defined in this chapter.

C. Emergency Powers. In the event of a proclamation of a local emergency, as provided in this chapter, 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, as defined in Government Code 8558(a), the director is granted the following powers:

1. 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;

2. To obtain vital supplies, equipment and such other property 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;

3. To require emergency services of any city officer or employee and, in the event of the proclamation of a state of emergency, in the city or state of war emergency to command the aid of as many citizens of this city 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;

4. To requisition necessary personnel or material of any city department or agency;

5. To execute all of his ordinary powers as city manager; all of the special powers conferred upon him by this chapter or by resolution or emergency plan adopted by the city council; all powers conferred upon him by any statute or agreement approved by the city council and any other lawful authority.

D. Succession. The director shall designate the order of succession to his office subject to approval by the city council, which shall effect in the event the director is unavailable to attend meetings and otherwise perform his duties during an emergency. (Ord. 89-106 § 1, 1989)

2.48.070 Assistant director of disaster services.

A. Designation. There is created the office of assistant director of disaster services. The assistant director shall be appointed by the director.

B. Powers. The assistant director shall, under supervision of the director and with the assistance of emergency service chiefs, develop emergency plans and manage the emergency program of this city; and shall have such other powers and duties as may be assigned by the director. (Ord. 89-106 § 1, 1989)

2.48.080 Emergency organization.

All officers and employees of this city, volunteer forces enrolled to aid them during an emergency, persons commandeered into service under the provisions of Section 2.48.060 of this chapter, and all groups, organizations and persons who may by agreement or operation of law, 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. (Ord. 89-106 § 1, 1989)

2.48.090 Emergency plan.

The disaster council shall be responsible for development of the city emergency plan, which shall provide for the effective mobilization of 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. (Ord. 89-106 § 1, 1989)

2.48.100 Violation—Penalty.

It is unlawful for any person, during an emergency, to commit any of the following acts specified in the following subsections:

A. To wilfully obstruct, hinder or delay any member of the emergency organization in the enforcement of any lawful rule or regulation or the performance of any duty imposed upon him by virtue of this chapter;

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

C. To wear, carry or display without authority, any means of identification specified by the emergency agency of the state, county or city. (Ord. 89-106 § 1, 1989)

Page intended to be blank.

REPORTING TO WORK FOLLOWING A DISASTER DURING NONWORKING HOURS

To provide a procedure which identifies how and when City employees will respond to a Disaster during non-working hours.

GUIDELINES

1. California Government Code, Section 3100 states that "all public employees are hereby declared to be disaster service workers subject to such disaster services activities as may be assigned to them by their superiors or by law."

2. The City will use the SEMS in the event of a disaster. The EOC Director shall activate the City's EOC, if necessary. If the disaster takes place during non-working hours, the EOC Director shall request that City employees report to work.

PROCEDURES

Immediately after a disaster event:

A. The City Manager, all department heads, and all division heads shall respond to City Hall or the City's EOC if physically able. In addition, the staff members assigned with responsibility for emergency services and public information officer shall respond.

B. In addition, a representative from the Ventura County Sheriff's Department, City Engineer staff, and the Building Official shall also respond to City Hall or the EOC.

C. In addition to employees identified in A and B, above, the following employees shall contact their immediate Supervisor and call the City's EOC phone number, to determine if they need to report to City Hall or the EOC: Senior/Management Analysts, Deputy City Clerk, all Maintenance Workers, and Principal Planners. If unable to make contact with a supervisor by phone or internet these employees are to report to City Hall or the EOC if physically able. All other employees of the City are required to call the City's EOC phone number and report their availability to report to work and leave a message with their immediate contact information, such as phone number(s), email address, or street address. If an employee is unable to receive a return phone call or email, they are required to call back no less than twice daily to report their availability to report to work.

D. If an employee lives outside of the City and cannot get into the City, employees identified in A. and C., above, shall request direction from their supervisor whether they should report as a Disaster Services Volunteer to the local municipal agency closest to their location, either by phone or in person, until access becomes

available to the City. It may be possible to make radio contact with the City from the EOC of another jurisdiction if there is no phone or internet access.

Page intended to be blank.

Extracted from the California Emergency Plan

CALIFORNIA DISASTER AND CIVIL DEFENSE
MASTER MUTUAL AID AGREEMENT
This agreement was adopted by the City of Moorpark

This agreement made and entered into by and between the STATE OF CALIFORNIA, its various departments and agencies, and the various political subdivisions, municipal corporations, and other public agencies of the State of California;

WITNESSETH:

WHEREAS, It is necessary that all of the resources and facilities of the State, its various departments and agencies, and all its political subdivisions, municipal corporations, and other public agencies be made available to prevent and combat the effect of disasters which may result from such calamities as flood, fire, earthquake, pestilence, war, sabotage, and riot; and

WHEREAS, It is desirable that each of the parties hereto should voluntarily aid and assist each other in the event that a disaster should occur, by the interchange of services and facilities, including, but not limited to, fire, law enforcement, medical and health, communication, and transportation services and facilities, to cope with the problems of rescue, relief, evacuation, rehabilitation, and reconstruction which would arise in the event of a disaster; and

WHEREAS, It is necessary and desirable that a cooperative agreement be executed for the interchange of such mutual aid on a local, county-wide, regional, state-wide, and interstate basis;

NOW, THEREFORE, IT IS HEREBY AGREED by and between each and all of the parties hereto as follows:

(l) Each party shall develop a plan providing for the effective mobilization of all its resources and facilities, both public and private, to cope with any type of disaster.

(2) Each party agrees to furnish resources and facilities and to render services to each and every other party to this agreement to prevent and combat any type of disaster in accordance with duly adopted mutual aid operational plans, whether heretofore or hereafter adopted, detailing the method and manner by which such resources, facilities, and services are to be made available and furnished, which operational plans may include provisions for training and testing to make such mutual aid effective; provided, however, that no party shall be required to deplete unreasonably its own resources, facilities, and services in furnishing such mutual aid.

(3) It is expressly understood that this agreement and the operational plans adopted pursuant thereto shall not supplant existing agreements between some of the parties hereto providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis, but that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto, shall be without reimbursement unless otherwise expressly provided for by the parties to this agreement or as provided in Sections 1541, 1586, and 1587, Military and Veterans Code; and that such mutual aid is intended to be available in the event of a disaster of such magnitude that it is, or is likely to be, beyond the control of a single party and requires the combined forces of several or all of the parties to this agreement to combat.

(4) It is expressly understood that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto shall be available and furnished in all cases of local peril or emergency and in all cases in which a STATE OF EXTREME EMERGENCY has been proclaimed.

(5) It is expressly understood that any mutual aid extended under this agreement and the operational plans adopted pursuant thereto, is furnished in accordance with the "California Disaster Act" and other applicable provisions of law, and except as otherwise provided by law that: "The responsible local official in whose jurisdiction an incident requiring mutual aid has occurred shall remain in charge at such incident including the direction of such personnel and equipment provided him through the operation of such mutual aid plans." (Sec. 1564, Military and Veterans Code.)

(6) It is expressly understood that when and as the State of California enters into mutual aid agreements with other states and the Federal Government that the parties to this agreement shall abide by such mutual aid agreements in accordance with law.

(7) Upon approval or execution of this agreement by the parties hereto all mutual aid operational plans heretofore approved by the State Disaster Council, or its predecessors, and in effect as to some of the parties hereto, shall remain in full force and effect as to them until the same may be amended, revised, or modified. Additional mutual aid operational plans and amendments, revisions, or modifications of existing or hereafter adopted mutual aid operational plans, shall be adopted as follows:

(a) County-wide and local mutual aid operational plans shall be developed by the parties thereto and are operative as between the parties in accordance with the provisions of such operational plans. Such operational plans shall be submitted to the State Disaster Council for approval. The State Disaster Council shall notify each party to such operational plans of its approval, and shall also send copies of such operational plans to other parties to this agreement who did not participate in such operational plans and who are in the same area and affected by such operational plans. Such operational plans shall be operative as to such other parties 20 days after receipt thereof unless within that time the party by

resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in the particular operational plan.

(b) State-wide and regional mutual aid operational plans shall be approved by the State Disaster Council and copies thereof shall forthwith be sent to each and every party affected by such operational plans. Such operational plans shall be operative as to the parties affected thereby 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in the particular operational plan.

(c) The declination of one or more of the parties to participate in a particular operational plan or any amendment, revision, or modification thereof, shall not affect the operation of this agreement and the other operational plans adopted pursuant thereto.

(d) Any party may at any time by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, decline to participate in any particular operational plan, which declination shall become effective 20 days after filing with the State Disaster Council.

(e) The State Disaster Council shall send copies of all operational plans to those state departments and agencies designated by the Governor. The Governor may, upon behalf of any department or agency, give notice that such department or agency declines to participate in a particular operational plan.

(f) The State Disaster Council, in sending copies of operational plans and other notices and information to the parties to this agreement, shall send copies to the Governor and any department or agency head designated by him; the chairman of the board of supervisors, the clerk of the board of supervisors, and County Disaster Council, and any other officer designated by a county; the mayor, the clerk of the city council, the City Disaster Council, and any other officer designated by a city; the executive head, the clerk of the governing body, or other officer of other political subdivisions and public agencies as designated by such parties.

(8) This agreement shall become effective as to each party when approved or executed by the party, and shall remain operative and effective as between each and every party that has heretofore or hereafter approved or executed this agreement, until participation in this agreement is terminated by the party. The termination by one or more of the parties of its participation in this agreement shall not affect the operation of this agreement as between the other parties thereto. Upon approval or execution of this agreement the State Disaster Council shall send copies of all approved and existing

mutual aid operational plans affecting such party which shall become operative as to such party 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in any particular operational plan. The State Disaster Council shall keep every party currently advised of who the other parties to this agreement are and whether any of them has declined to participate in any particular operational plan.

(9) Approval or execution of this agreement shall be as follows:

(a) The Governor shall execute a copy of this agreement on behalf of the State of California and the various departments and agencies thereof. Upon execution by the Governor a signed copy shall forthwith be filed with the State Disaster Council.

(b) Counties, cities, and other political subdivisions and public agencies having a legislative or governing body shall by resolution approve and agree to abide by this agreement, which may be designated as "CALIFORNIA DISASTER AND CIVIL DEFENSE MASTER MUTUAL AID AGREEMENT." Upon adoption of such a resolution, a certified copy thereof shall forthwith be filed with the State Disaster Council.

(c) The executive head of those political subdivisions and public agencies having no legislative or governing body shall execute a copy of this agreement and forthwith file a signed copy with the State Disaster Council.

(10) Termination of participation in this agreement may be affected by any party as follows:

(a) The Governor, upon behalf of the State and its various departments and agencies, and the executive head of those political subdivisions and public agencies having no legislative or governing body, shall file a written notice of termination of participation in this agreement with the State Disaster Council and this agreement is terminated as to such party 20 days after the filing of such notice.

(b) Counties, cities, and other political subdivisions and public agencies having a legislative or governing body shall by resolution give notice of termination of participation in this agreement and file a certified copy of such resolution with the State Disaster Council, and this agreement is terminated as to such party 20 days after the filing of such resolution.

IN WITNESS WHEREOF this agreement has been executed and approved and is effective and operative as to each of the parties as herein provided.

/signed/ EARL WARREN
GOVERNOR

On behalf of the State of
California and all its
Departments and Agencies

ATTEST: /signed/ FRANK M. JORDAN
Secretary of State

November 15, 1950
(GREAT SEAL)

Note:

There are references in the foregoing agreement to the California Disaster Act, State Disaster Council, and various sections of the Military and Veterans Code. Effective November 23, 1970, by enactment of Chapter 1454, Statutes 1970, the California Disaster Act (Sections 1500 ff., Military and Veterans Code) was superseded by the California Emergency Services Act (Sections 8550 ff., Government Code), and the State Disaster Council was superseded by the California Emergency Council.

Section 8668 of the California Emergency Services Act provides:

(a) Any disaster council previously accredited, the State Civil Defense and Disaster Plan, the State Emergency Resources Management Plan, the State Fire Disaster Plan, the State Law Enforcement Mutual Aid Plan, all previously approved civil defense and disaster plans, all mutual aid agreements, and all documents and agreements existing as of the effective date of this chapter, shall remain in full force and effect until revised, amended, or revoked in accordance with the provisions of this chapter.

In addition, Section 8561 of the new act specifically provides:

"Master Mutual Aid Agreement" means the California Disaster and Civil Defense Master Mutual Aid Agreement, made and entered into by and between the State of California, its various departments and agencies, and the various political subdivisions of the state, to facilitate implementation of the purposes of this chapter.

Substantially the same provisions as previously contained in Section 1541, 1564, 1586 and 1587 of the Military and Veterans Code, referred to in the foregoing agreement, are now contained in Sections 8633, 8618, 8652 and 8643, respectively, of the Government Code.

Page intended to be blank.

EMERGENCY MANAGEMENT ASSISTANCE COMPACT (EMAC)

Article I - Purpose and Authorities

This compact is made and entered into by and between the participating member states, which enact this compact, hereinafter called party states. For the purposes of this agreement, the term "states" is taken to mean the several states, the Commonwealth of Puerto Rico, the District of Columbia, and all U.S. territorial possessions.

The purpose of this compact is to provide for mutual assistance between the states entering into this compact in managing any emergency or disaster that is duly declared by the governor of the affected state(s), whether arising from natural disaster, technological hazard, man-made disaster, civil emergency aspects of resources shortages, community disorders, insurgency, or enemy attack.

This compact shall also provide for mutual cooperation in emergency-related exercises, testing, or other training activities using equipment and personnel simulating performance of any aspect of the giving and receiving of aid by party states or subdivisions of party states during emergencies, such actions occurring outside actual declared emergency periods. Mutual assistance in this compact may include the use of the states' National Guard forces, either in accordance with the National Guard Mutual Assistance Compact or by mutual agreement between states.

Article II - General Implementation

Each party state entering into this compact recognizes many emergencies transcend political jurisdictional boundaries and that intergovernmental coordination is essential in managing these and other emergencies under this compact. Each state further recognizes that there will be emergencies, which require immediate access and present procedures to apply outside resources to make a prompt and effective response to such an emergency. This is because few, if any; individual states have all the resources they may need in all types of emergencies or the capability of delivering resources to areas where emergencies exist. The prompt, full, and effective utilization of resources of the participating states, including any resources on hand or available from the Federal Government or any other source, that are essential to the safety, care, and welfare of the people in the event of any emergency or disaster declared by a party state, shall be the underlying principle on which all articles of this compact shall be understood.

On behalf of the governor of each state participating in the compact, the legally designated state official who is assigned responsibility for emergency management will be responsible for formulation of the appropriate interstate mutual aid plans and procedures necessary to implement this compact.

Article III - Party State Responsibilities

A. It shall be the responsibility of each party state to formulate procedural plans and programs for interstate cooperation in the performance of the responsibilities listed in this article. In formulating such plans, and in carrying them out, the party states, insofar as practical, shall:

i. Review individual state hazards analyses and, to the extent reasonably possible, determine all those potential emergencies the party states might jointly suffer, whether due to natural disaster, technological hazard, man-made disaster, emergency aspects of resource shortages, civil disorders, insurgency, or enemy attack.

ii. Review party states' individual emergency plans and develop a plan which will determine the mechanism for the interstate management and provision of assistance concerning any potential emergency.

iii. Develop interstate procedures to fill any identified gaps and to resolve any identified inconsistencies or overlaps in existing or developed plans.

iv. Assist in warning communities adjacent to or crossing the state boundaries.

v. Protect and assure uninterrupted delivery of services, medicines, water, food, energy and fuel, search and rescue, and critical lifeline equipment, services, and resources, both human and material.

vi. Inventory and set procedures for the interstate loan and delivery of human and material resources, together with procedures for reimbursement or forgiveness.

vii. Provide, to the extent authorized by law, for temporary suspension of any statutes or ordinances that restrict the implementation of the above responsibilities.

B. The authorized representative of a party state may request assistance of another party state by contacting the authorized representative of that state. The provisions of this agreement shall only apply to requests for assistance made by and to authorized representatives. Requests may be verbal or in writing. If verbal, the request shall be confirmed in writing within 30 days of the verbal request. Requests shall provide the following information:

i. A description of the emergency service function for which assistance is needed, such as but not limited to fire services, law enforcement, emergency medical, transportation, communications, public works and engineering, building

inspection, planning and information assistance, mass care, resource support, health and medical services, and search and rescue.

ii. The amount and type of personnel, equipment, materials and supplies needed, and a reasonable estimate of the length of time they will be needed.

iii. The specific place and time for staging of the assisting party's response and a point of contact at that location.

C. There shall be frequent consultation between state officials who have assigned emergency management responsibilities and other appropriate representatives of the party states with affected jurisdictions and the United States Government, with free exchange of information, plans, and resource records relating to emergency capabilities.

Article IV – Limitations

Any party state requested to render mutual aid or conduct exercises and training for mutual aid shall take such action as is necessary to provide and make available the resources covered by this compact in accordance with the terms hereof; provided that it is understood that the state rendering aid may withhold resources to the extent necessary to provide reasonable protection for such state.

Each party state shall afford to the emergency forces of any party state, while operating within its state limits under the terms and conditions of this compact, the same powers (except that of arrest unless specifically authorized by the receiving state), duties, rights, and privileges as are afforded forces of the state in which they are performing emergency services. Emergency forces will continue under the command and control of their regular leaders, but the organizational units will come under the operational control of the emergency services authorities of the state receiving assistance. These conditions may be activated, as needed, only subsequent to a declaration of a state of emergency or disaster by the governor of the party state that is to receive assistance or commencement of exercises or training for mutual aid and shall continue so long as the exercises or training for mutual aid are in progress, the state of emergency or disaster remains in effect or loaned resources remain in the receiving state(s), whichever is longer.

Article V - Licenses and Permits

Whenever any person holds a license, certificate, or other permit issued by any state party to the compact evidencing the meeting of qualifications for professional, mechanical, or other skills, and when such assistance is requested by the receiving party state, such person shall be deemed licensed, certified, or permitted by the state requesting assistance to render aid involving such skill to meet a declared emergency or disaster, subject to such limitations and conditions as the governor of the requesting state may prescribe by executive order or otherwise.

Article VI – Liability

Officers or employees of a party state rendering aid in another state pursuant to this compact shall be considered agents of the requesting state for tort liability and immunity purposes; and no party state or its officers or employees rendering aid in another state pursuant to this compact shall be liable on account of any act or omission in good faith on the part of such forces while so engaged or on account of the maintenance or use of any equipment or supplies in connection therewith. Good faith in this article shall not include willful misconduct, gross negligence, or recklessness.

Article VII - Supplementary Agreements

Inasmuch as it is probable that the pattern and detail of the machinery for mutual aid among two or more states may differ from that among the states that are party hereto, this instrument contains elements of a broad base common to all states, and nothing herein contained shall preclude any state from entering into supplementary agreements with another state or affect any other agreements already in force between states. Supplementary agreements may comprehend, but shall not be limited to, provisions for evacuation and reception of injured and other persons and the exchange of medical, fire, police, public utility, reconnaissance, welfare, transportation and communications personnel, and equipment and supplies.

Article VIII – Compensation

Each party state shall provide for the payment of compensation and death benefits to injured members of the emergency forces of that state and representatives of deceased members of such forces in case such members sustain injuries or are killed while rendering aid pursuant to this compact, in the same manner and on the same terms as if the injury or death were sustained within their own state.

Article IX – Reimbursement

Any party state rendering aid in another state pursuant to this compact shall be reimbursed by the party state receiving such aid for any loss or damage to or expense incurred in the operation of any equipment and the provision of any service in answering a request for aid and for the costs incurred in connection with such requests; provided, that any aiding party state may assume in whole or in part such loss, damage, expense, or other cost, or may loan such equipment or donate such services to the receiving party state without charge or cost; and provided further, that any two or more party states may enter into supplementary agreements establishing a different allocation of costs among those states. Article VIII expenses shall not be reimbursable under this provision.

Article X – Evacuation

Plans for the orderly evacuation and interstate reception of portions of the civilian population as the result of any emergency or disaster of sufficient proportions to so warrant, shall be worked out and maintained between the party states and the emergency management/services directors of the various jurisdictions where any type of incident requiring evacuations might occur. Such plans shall be put into effect by request of the state from which evacuees come and shall include the manner of transporting such evacuees, the number of evacuees to be received in different areas, the manner in which food, clothing, housing, and medical care will be provided, the registration of the evacuees, the providing of facilities for the notification of relatives or friends, and the forwarding of such evacuees to other areas or the bringing in of additional materials, supplies, and all other relevant factors. Such plans shall provide that the party state receiving evacuees and the party state from which the evacuees come shall mutually agree as to reimbursement of out-of-pocket expenses incurred in receiving and caring for such evacuees, for expenditures for transportation, food, clothing, medicines and medical care, and like items. Such expenditures shall be reimbursed as agreed by the party state from which the evacuees come. After the termination of the emergency or disaster, the party state from which the evacuees come shall assume the responsibility for the ultimate support of repatriation of such evacuees.

Article XI – Implementation

A. This compact shall become operative immediately upon its enactment into law by any two (2) states; thereafter, this compact shall become effective as to any other state upon its enactment by such state.

B. Any party state may withdraw from this Compact by enacting a statute repealing the same, but no such withdrawal shall take effect until 30 days after the governor of the withdrawing state has given notice in writing of such withdrawal to the governors of all other party states. Such action shall not relieve the withdrawing state from obligations assumed hereunder prior to the effective date of withdrawal.

C. Duly authenticated copies of this compact and of such supplementary agreements as may be entered into shall, at the time of their approval, be deposited with each of the party states and with the Federal Emergency Management Agency and other appropriate agencies of the United States Government.

Article XII – Validity

This Act shall be construed to effectuate the purposes stated in Article I hereof. If any provision of this compact is declared unconstitutional, or the applicability thereof to any person or circumstances is held invalid, the constitutionality of the remainder of this Act and the applicability thereof to other persons and circumstances shall not be affected thereby.

Article XIII - Additional Provisions

Nothing in this compact shall authorize or permit the use of military force by the National Guard of a state at any place outside that state in any emergency for which the President is authorized by law to call into federal service the militia, or for any purpose for which the use of the Army or the Air Force would in the absence of express statutory authorization be prohibited under Section 1385 of title 18, United States Code.

Ratified during the 2nd session of the 104th Congress and became Public Law 104-321, October 1996

AUTHORITIES AND RESPONSIBILITIES OF LOCAL HEALTH OFFICERS IN DISASTERS

These references have been prepared strictly as a guide, and should not be construed as providing legal advice. To ensure compliance with applicable laws and regulations, city or county legal counsel should be consulted prior to invoking the authorities discussed in this document

HSC = Health and Safety Code
GC = Government Code
CCR = California Code of Regulations
PC = Penal Code

General Duties and Responsibilities of County Health Officer

The local health officer is delegated the responsibility for enforcement of public health laws and regulations.

HSC § 101000 County Health Officer Appointment
"Each board of supervisors shall appoint a health officer who is a county officer."

HSC § 101460 City Health Officer; Appointment.
"Every governing body of a city shall appoint a health officer, except when the city has made other arrangements as specified in this code, for the county to exercise the same powers and duties within the city, as are conferred upon city health officers by law."

HSC § 101400 Contracts For County Performance of City Health Functions.
"The board of supervisors may contract with a city in the county, and the governing body of a city may contract with the county for the performance by health officers or other county employees of any or all enforcement functions within the city related to ordinances of public health and sanitation, and all inspections and other related functions."

HSC § 101025 Duties of Governing Body of County
"The board of supervisors of each county shall take measures as may be necessary to preserve and protect the public health in the unincorporated territory of the county, including, if indicated, the adoption of ordinances, regulations and orders not in conflict with general laws, and provide for the payment of all expenses incurred in enforcing them."

HSC § 101030 Enforcement Duties.
"The county health officer shall enforce and observe all of the following in the unincorporated area of the county:

> (a) Orders and ordinances of the board of supervisors pertaining to public health and sanitary matters;

(b) Orders including quarantine and other regulations prescribed by the department; and
(c) Statutes related to public health."

HSC § 101375 Consent Of City; Enforcement Duties of County Health Officer.
"When the governing body of a city in the county consents by resolution or ordinance, the county health officer shall enforce and observe in the city all of the following:

(a) Orders and quarantine regulations prescribed by the department and other regulations issued under this code.
(b) Statutes relating to the public health.

HSC § 101405 Powers of County Health Officers on City.
"Whenever a contract has been duly entered into, the county health officer and his or her deputies shall exercise the same powers and duties in the city as are conferred upon city health officers by law."

Emergencies, Emergency Proclamations, and Health Officer Authority during a Proclaimed Emergency

GC § 8558 Degrees of Emergency.
"Three conditions or degrees of emergency are established by this chapter:

(a) "State of war emergency" means the condition, which exists immediately, with or without a proclamation thereof by the Governor, whenever this state or nation is attacked by an enemy of the United States, or upon receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent.

(b) "State of emergency" means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy or conditions causing a "state of war emergency," which conditions, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.

(c) "Local emergency" means 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, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission."

GC § 8630 Proclamation by local governing body.

(a) A local emergency may be proclaimed only by the governing body of a city, county, or city and county, or by an official designated by ordinance adopted by that governing body.

(b) 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.

(c) (1) The governing body shall review, at its regularly scheduled meetings until the local emergency is terminated, the need for continuing the local emergency. However, in no event shall a review take place more than 21 days after the previous review.

(2) Notwithstanding paragraph (1), if the governing body meets weekly, it shall review the need for continuing the local emergency at least every 14 days, until the local emergency is terminated.

(d) The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant."

County Declaration of Local Emergency Applies to the Cities within the County

GC § 8630 Proclamation By Local Governing Body. Notes of Decisions:
62 Ops.Atty.Gen. 710, 11-16-79

1. In general. "When the county has declared the local emergency based upon conditions which include both incorporated and unincorporated territory of the county, it is not necessary for the cities to also declare the existence of a local emergency independently."

Health Officer's Authority during a Proclaimed Emergency

HSC § 101040 Authority To Take Preventive Measures During Emergency.

"The county health officer may take any preventive measure that may be necessary to protect and preserve the public health from any public health hazard during any "state of war emergency," "state of emergency," or "local emergency," as defined by Section 8558 of the

Government Code, within his or her jurisdiction. "Preventive measure" means abatement, correction, removal or any other protective step that may be taken against any public health hazard that is caused by a disaster and affects the public health. Funds for these measures may be allowed pursuant to Sections 29127 to 29131, inclusive, and 53021 to 53023, inclusive, of the Government Code and from any other money appropriated by a county board of supervisors or a city governing body to carry out the purposes of this section. The county health officer, upon consent of the county board of supervisors or a city governing body, may certify any public health hazard resulting from any disaster condition if certification is required for any federal or state disaster relief program."

Health Emergency

HSC § 101080 Declaration of Health Emergency; Conditions; Duration; Review.
"Whenever a release, spill, escape, or entry of waste occurs as described in paragraph (2) of subdivision (b) of Section 101075 and the director or the local health officer reasonably determines that the waste is a hazardous waste or medical waste, or that it may become a hazardous waste or medical waste because of a combination or reaction with other substances or materials, and the director or local health officer reasonably determines that the release or escape is an immediate threat to the public health, the director may declare a health emergency and the local health officer may declare a county health emergency in the county or any area thereof affected by the threat to the public health. Whenever a local health emergency is declared by a local health officer pursuant to this section, the local health emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the board of supervisors. The board of supervisors shall review, at least every 14 days until the local health emergency is terminated, the need for continuing the local health emergency and shall proclaim the termination of the local health emergency at the earliest possible date that conditions warrant the termination."

Health Officer's Authority during a Declared Health Emergency

HSC §101085 Health Emergencies; Powers of Health Officials.

"(a) After the declaration of a health emergency or a county health emergency pursuant to Section 101080, the director or local health officer may do any or all of the following:

(1) Require any person or organization that the director or local health officer shall specify to furnish any information known relating to the properties, reactions, and identity of the material that has been released, spilled, or escaped. The director or local health officer may require information to be furnished, under penalty of perjury, by the person, company, corporation, or other organization that had custody of the material, and, if the material is being transferred or transported, by any person, company, corporation, or organization that caused the material to be transferred or transported. This information shall be furnished to the director or local health officer upon request in sufficient detail, as determined by the director or local health officer, as

required to take any action necessary to abate the health emergency or county health emergency or protect the health of persons in the county, or any area thereof, who are, or may be affected. However, the burden, including costs, of furnishing the information shall bear a reasonable relationship to the need for the information and the benefits to be obtained there from.

(2) Provide the information, or any necessary portions thereof, or any other necessary information available to the director or local health officer to state or local agencies responding to the health emergency or county health emergency or to medical and other professional personnel treating victims of the local health emergency.

(3) Sample, analyze, or otherwise determine the identifying and other technical information relating to the health emergency or county health emergency as necessary to respond to or abate the county health emergency and protect the public health.

(b) This section does not limit or abridge any of the powers or duties granted to the State Water Resources Control Board and to each regional water quality control board by Division 7 (commencing with Section 13000) of the Water Code. This section also does not limit or abridge the powers or duties granted to the State Air Resources Board or to any air pollution control district by Division 26 (commencing with Section 39000). This section does not limit or abridge any of the powers or duties granted to the Director of Food and Agriculture or to any county agricultural commissioner by Division 6 commencing with Section 11401) or by Division 7 (commencing with Section 12501) of the Food and Agricultural Code."

Personnel Resources Available to the Health Officer during a Health or Local Emergency

HSC § 101310 Health Emergencies.
"In the event a health emergency is declared by the board of supervisors in a county, or in the event a county health emergency is declared by the county health officer pursuant to Section 101080, the local health officer shall have supervision and control over all environmental health and sanitation programs and personnel employed by the county during the state of emergency".

Note: A "health emergency" that is declared by the board of supervisors under HSC §101310 is a "local emergency" which has been proclaimed for a health-related reasons as defined under GC § 8558 (c) pursuant to GC § 8630. Historically, this has been interpreted to include emergencies with public health consequences such as an earthquake, flood, or other disaster

The Authority to Order an Evacuation

PC § 409.5

"(a) Whenever a menace to the public health or safety is created by a calamity including a flood, storm, fire, earthquake, explosion, accident, or other disaster, officers of the Department of the California Highway Patrol, police departments, marshal's office or sheriff's office, any officer or employee of the Department of Forestry and Fire Protection designated a peace officer by subdivision (g) of Section 830.2, any officer or employee of the Department of Parks and Recreation designated a peace officer by subdivision (f) of Section 830.2, any officer or employee of the Department of Fish and Game designated a peace officer under subdivision (e) of Section 830.2, and any publicly employed full-time lifeguard or publicly employed full-time marine safety officer while acting in a supervisory position in the performance of his or her official duties, 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 the lifeguard or officer to enter or remain within the enclosed area. **If the 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 set forth in this section**. (emphasis added)

(b) Officers of the Department of the California Highway Patrol, police departments, marshal's office or sheriff's office, officers of the Department of Fish and Game designated as peace officers by subdivision (e) of Section 830.2, or officers of the Department of Forestry and Fire Protection designated as peace officers by subdivision (g) of Section 830.2 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 set forth in this section whether or not the 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 the 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."

Communicable Disease Prevention and Control

HSC §120100. Definition of Health Officer

"Health Officer," as used in the Communicable Disease Prevention and Control Act (**§**27) includes county, city, and district health officers, and city and district health boards, but does not include advisory health boards.

HSC §120130 Isolation and Quarantine
A health officer may require isolation (strict or modified) or quarantine for any case of contagious, infectious, or communicable disease when this action is necessary for the protection of the public health.

HSC §120175 Measures to Prevent Spread of Disease
Each health officer knowing or having reason to believe that any case of the disease made reportable by regulation of the department, or any other contagious, infectious or communicable disease may exist, or has recently existed, within the territory under his or her jurisdiction, shall take measures as may be necessary to prevent the spread of the disease or occurrence or additional cases.

HSC §120275 Violation of Isolation or Quarantine Order
Any person who, after notice, violates, or who, upon the demand of any health officer, refuses or neglects to conform to, any rule, order, or regulation prescribed by the department respecting a quarantine or disinfection of persons, animals, things, or places, is guilty of a misdemeanor.

Page intended to be blank.

PUBLIC NOTIFICATION SYSTEM

The City can access a Public Notification System (PNS) to notify the public of evacuation procedures. The PNS system, VC Alert, is administered by Sheriff OES. The distribution of messages is jointly coordinated by the City's EOC Coordinator, PIO, and the Sheriff OES.

For PNS activation procedures, refer to the Appendix (a restricted use document).

Page intended to be blank.

EMERGENCY ALERT SYSTEM ACTIVATION PROCEDURES

(This information has been moved to the Appendix, a restricted use of this Plan, due to the sensitive nature of the information).

Page intended to be blank.

MEDIA PHONE LIST - RADIO/TV/PRINT

TELEVISION

LOCAL - Ventura County

KEYT - Channel 3
General Information 805/485-7545
News Room Direct 805/981-8396
www.keyt.com

LOCAL - Los Angeles County

KTLA - Channel 5
General Information 213/460-5500
News Room Direct 213/460-5501
www.ktla.com

KCAL - Channel 9
General Information 213/467-9999
www.kcal.com

KTTV /FOX- Channel 11
General Information 310/584-2000
News Room Direct 310/584-2025
www.fox11la.com

UPN - Channel 13
General Information 213/883-9802
www.upn.com

RADIO

KVEN -1450 AM EAS STATION 805/642-8595 Ventura
www.kven.com
KHAY - 100.7 FM EAS STATION 805/642-8595 Ventura
www.khay.com
KVTA - 1520 AM 805/289-1400 Ventura
www.kvta.com
KCAQ - 104.7 FM 805/289-1400 Ventura
www.q1047.com
KMLA – 103.7 FM 805/385-5656 Oxnard
www.lam103.7.com
KKZZ - 1400 AM 805/289-1400 Ventura
www.kkzzam1400.com

KDAR - 98.3 FM 805/485-8881 Oxnard
www.kdar.com
KOXR - 910 AM (Spanish) 805/487-0444 Oxnard
no website
KXLM - 102.9 FM (Spanish) 805/240-2070 Oxnard
www.ragiolazer.com

PRINT

Newspapers

Name/Address	Phone number	Fax number
Ventura County Star P.O. Box 6006 Camarillo, CA 93011	805-437-0000	805-482-6167
LA Times Main Office 93 S. Chestnut St. Ventura, CA 93001	805-653-7547 805-653-7500 800-LA-TIMES	805-653-7576

MEDIA RELATIONS
Dos and Don'ts

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
	Argue with the press
Suggest interesting story ideas	Try to say everything at once
Offer tours or support information	Answer hypotheticals
Think "sound bite" or quote	Say "Ah"
Listen to the question	Respond to emotional appeals with emotion
Practice	Send a news release unless it's newsworthy
Anticipate questions	Break the connection
Correct their mistakes	
Remember you are the expert	

Speak only for your agency or level of government.

- Arrange for meetings between the media and incident (field) personnel.
- Make sure telephones, coffee, etcetera, 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 EOC Director.
- Try to make the media your friend-they can either help or hinder your operation.

Page intended to be blank.

THE PUBLIC INFORMATION OFFICER (PIO)

The City has a responsibility 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 (EPI) 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 City response efforts.

To meet these objectives, 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 or a JIC for briefing the news media.
- Establish a rumor control function to respond to public and media inquires.
- Coordinate with the Management Liaison Officer to handle media and 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 the City's 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
- City of Moorpark
- Type of incident
- Safety information

- Location of incident (include Thomas Brothers map coordinates).
- Any additional information for the news media (command post location, equipment on scene, best access route, etcetera).

The PIOs will release EPI 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 will 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.

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.

MEDIA INFORMATION

Joint Information Center or Media Center

Media accommodation begins with access to the scene through a Joint Information Center or Media Center. 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.

On smaller incidents 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 law enforcement 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

A JIC should be established when multiple jurisdictions, agencies and level of government are involved in the response. The PIOs at the JIC will employ the Joint Information System (JIS) to share and coordinate public information, whether formally or informally, to ensure delivery of accurate and timely information the public needs and wants.

Media Identification

Provisions for press passes should be determined before an incident occurs. Generally, the law enforcement agency issues press passes 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 a major incident.

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 and JIC 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 could 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. 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 the 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.

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. 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.

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.

Criteria considered in identifying locations for MAPS:

- 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 representatives.
- 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.

Journalists will have access to the MAPS; 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 MAPS should be activated immediately by the PIO Function. The law enforcement agency will act as the investigator's agent when restricting access. They will decide on 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. MAPS should be placed outside the immediate crime scene area(s).

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.

The following information should be released to the public when providing EMERGENCY public information.

Lifesaving/Health Preservation Instructions

- What to do (and why) and 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, 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.
- Fire fighting 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, etcetera.
- Weather hazards/health risks (if appropriate).

Emergency Status Information

- Before release, clear all information with the EOC Director.
- Verify all information before release.
- Provide all hotline numbers.
- 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, etcetera.
- Description of government and private response efforts (mass care, medical, search and rescue, emergency repair, debris clearance, fire/flood fighting, etcetera).
- 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 Emergency 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
- Local Assistance Centers opening dates/times
- Historical events of this nature
- Charts/photographs/statistics from past events
- Human interest stories and acts of heroism
- Historical value of property damaged/destroyed
- Prominence of those killed/injured

Page intended to be blank.

MEDIA ACCREDITATION PROCEDURES

During a local emergency the _____ will be used as the Joint 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 Ventura County Sheriff's Department. Additional verification may be required.

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) without authorization, as their presence may disrupt emergency operations.*

Page intended to be blank.

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.

Page intended to be blank.

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 areas.
(iv) Name of news media or purpose of flight.
(v) Any other information deemed necessary by ATC.

Page intended to be blank.

EOC VISITOR CONTROL PROCEDURES

Visitors wishing to enter the EOC during an actual emergency or disaster must fill out a Visitation Request Form (**See Forms Section**).

All Visitation Request Forms will be reviewed by the EOC Coordinator/Liaison Officer. Only those visitors whom the EOC Coordinator/Liaison Officer determines will benefit the emergency operations effort will be allowed into the EOC. This might include, but is not limited to officials, Sheriff OES Staff, representatives from other cities, etcetera.

Page intended to be blank.

EPI RELEASE LOG

Date	(24-Hr.) Time	In *	Out *	(Call Letters)		(Name) Newspaper	News Service	Other	Given By

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.)

Page intended to be blank.

PUBLIC INFORMATION SUMMARY

1. INCIDENT NAME	2. TYPE	3. CAUSE	
4. LOCATION/JURISDICTION	5. INCIDENT COMMANDER	6. START TIME	7. CLOSE TIME

8. AREAS INVOLVED	14. AREAS EVACUATED
9. AGENCIES/RESOURCES COMMITTED	15. SHELTER CENTERS
10. CASUALTIES	16. HOSPITAL/CONTACT PERSON
A. INCIDENT PERSONNEL a. Injuries b. Fatalities	B. PUBLIC a. Injuries b. Fatalities
11. DAMAGE ESTIMATES	17. ROAD STATUS
A. PUBLIC	B. PRIVATE
$	$

12. WARNINGS-EXPECTED HAZARDS			18. MISCELLANEOUS
LOCATION	TYPE	PERIOD	

13 CURRENT WEATHER	FORCAST WEATHER	19. PIO	PHONES
		20. LOCATION	
		21. PREPARED BY	DATE/TIME
		22. APPROVED BY	

209-leics 1/98

Schools	Status	Comments ☐ All Students Accounted for ☐ Number and type of injuries ☐ Missing persons, names ☐ Assistance required
PUBLIC SCHOOLS		
ELEMENTARY SCHOOLS		
MIDDLE SCHOOLS		
HIGH SCHOOLS		
ALTERNATE SCHOOLS		
PRIVATE SCHOOLS		

CITY OF MOORPARK
EOC VISITATION REQUEST FORM
(Return to EOC Coordinator)

DATE_____

NAME _____
(Please print)

ADDRESS _____

TELEPHONE (Work)_____ (Home)_____

ORGANIZATION REPRESENTED _____

_____

REASON FOR REQUEST _____

_____

_____

I understand that completion of this form does not constitute an agreement, expressed or implied, to permit me to enter the Emergency Operations Center (EOC).

If granted permission to enter the EOC, I agree to remain in the Visitor Control Area while in the EOC unless I am directed elsewhere by EOC staff. Further, I understand that visitation privileges may be terminated at any time and I agree to leave promptly upon notification of the termination of visitation privileges.

_____
Signature

Signature of Authorizing Employee _____

Time In ____ Time Out _____ Areas Visited _____

Page intended to be blank.

ACTIVITY LOG

1. INCIDENT NAME	2. OPERATIONAL PERIOD From: To:	INDIVIDUAL LOG ICS 214a-OS
3. INDIVIDUAL NAME	4. EOC SECTION	5. Assignment/Location
6.ACTIVITY LOG		Page of

TIME	MAJOR EVENTS

TIME	MAJOR EVENTS

INDIVIDUAL LOG	**ICS 214a-OS**

PART TWO
OPERATIONS SECTION

CONTENTS

Purpose ..... Part Two O-3
Overview ..... Part Two O-3
Objectives ..... Part Two O-3
Concept of Operations ..... Part Two O-3
Section Activation Procedures ..... Part Two O-4

ORGANIZATION CHART ..... Part Two **O-5**
RESPONSIBILITIES CHART ..... Part Two **O-6**
OPERATIONS SECTION ORGANIZATION CHART ..... Part Two **O-7**

SECTION STAFF ..... Part Two **O-9**
COMMON EOC RESPONSIBILITIES CHECKLIST ..... Part Two **O-11**
SECTION POSITION CHECKLISTS
- Operations Section Coordinator ..... Part Two O-13
- Law Enforcement Branch ..... Part Two O-15
- Fire/Hazmat Branch ..... Part Two O-21
- Medical/Health Branch ..... Part Two O-23
- Care and Shelter Branch ..... Part Two O-25
- Public Works Branch ..... Part Two O-29
- Building & Safety Branch ..... Part Two O-33

OPERATIONS SUPPORT DOCUMENTATION

REFERENCE DOCUMENTS

CARE AND SHELTER BRANCH (Look in Forms Section also)

PRE-IDENTIFIED SHELTER SITES ..... Part Two OS-3
RESIDENTIAL CARE AND SKILLED NURSING FACILITIES ..... Part Two OS-5
SHELTER-IN-PLACE ..... Part Two OS-7
DISABILITY AND AGING SPECIFIC CONSIDERATIONS ..... Part Two OS-9

LAW ENFORCEMENT BRANCH (Look in Forms Section also)

ALERTING AND WARNING ..... Part Two OS-11
Local Alerting and Warning Systems ..... Part Two OS-11
- Mobile Emergency Vehicle Sirens and Loud Speakers ..... Part Two OS-11
- Cable T.V. ..... Part Two OS-11

Automated Telephone System ..... Part Two OS-11
EAS ..... Part Two OS-12
Operational Alerting and Warning Systems ..... Part Two OS-12
VC Alert -Public Notification System ..... Part Two OS-12
Operational Area Satellite Information System (OASIS) ..... Part Two OS-12
EAS ..... Part Two OS-12
State Alerting and Warning Systems ..... Part Two OS-13
California Warning System (CALWAS) ..... Part Two OS-13
California Emergency Services Fire Radio Systems (CESFRS) ..... Part Two OS-13
California Emergency Services Radio System (CESRS) ..... Part Two OS-13
California Law Enforcement Mutual Aid Radio System (CLEMARS) ..... Part Two OS-13
California Law Enforcement Telecommunications System (CLETS) ..... Part Two OS-13
EAS ..... Part Two OS-13
Emergency Digital Information System (EDIS) ..... Part Two OS-14
Operational Area Satellite Information System (OASIS) ..... Part Two OS-14
Federal Alerting and Warning Systems ..... Part Two OS-14
EAS ..... Part Two OS-14
National Warning System (NAWAS) ..... Part Two OS-14
National Weather Service (NWS) ..... Part Two OS-15

EMERGENCY CONDITIONS AND WARNING ACTIONS ..... Part Two OS-16
Earthquake ..... Part Two OS-16
Fire ..... Part Two OS-18
Flood ..... Part Two OS-18
Hazardous Materials ..... Part Two OS-18
Severe Weather ..... Part Two OS-18
Terrorism ..... Part Two OS-18

NATIONAL WEATHER SERVICE ISSUANCES ..... Part Two OS-20

FIRE/MEDICAL HEALTH/HAZARDOUS MATERIAL BRANCH (Look in Forms Section also)

RADIOLOGICAL PROTECTION PROCEDURES ..... Part Two OS-22

PUBLIC WORKS BRANCH (Look in Forms Section also)

EMERGENCY POTABLE WATER-PROCUREMENT AND DISTRIBUTION ..... Part Two OS-24
WATER – CONCEPT OF OPERATIONS ..... Part Two OS-25

FORMS

DAILY SHELTER ACTIVITY REPORT ..... Part Two OS-28
OPERATIONS CRITICAL FACILITIES STATUS LOG ..... Part Two OS-30
ACTIVITY LOG ..... Part Two OS-31

OPERATIONS 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 the Operations Section that the 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 (ERT).

OVERVIEW

The Operations Section's primary responsibility is to coordinate the response operations of various elements involved in the disaster/emergency and to request resources as needed. These elements may include:

- Law Enforcement Branch/Coroner Unit
- Fire/Rescue/Hazardous Materials Branch
- Medical Branch
- Care and Shelter Branch
- Public Works Branch
- Building and Safety Branch

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:

- SEMS and 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 properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with adopted policies. **(See Employee Guidelines in Management Support Documentation**).
- Operational periods will be determined by the EOC Director. Operational periods will be event driven.

City emergency response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency: Level 1, Level 2, or Level 3.

SECTION ACTIVATION PROCEDURES

The EOC Director is authorized to activate the Operations Section.

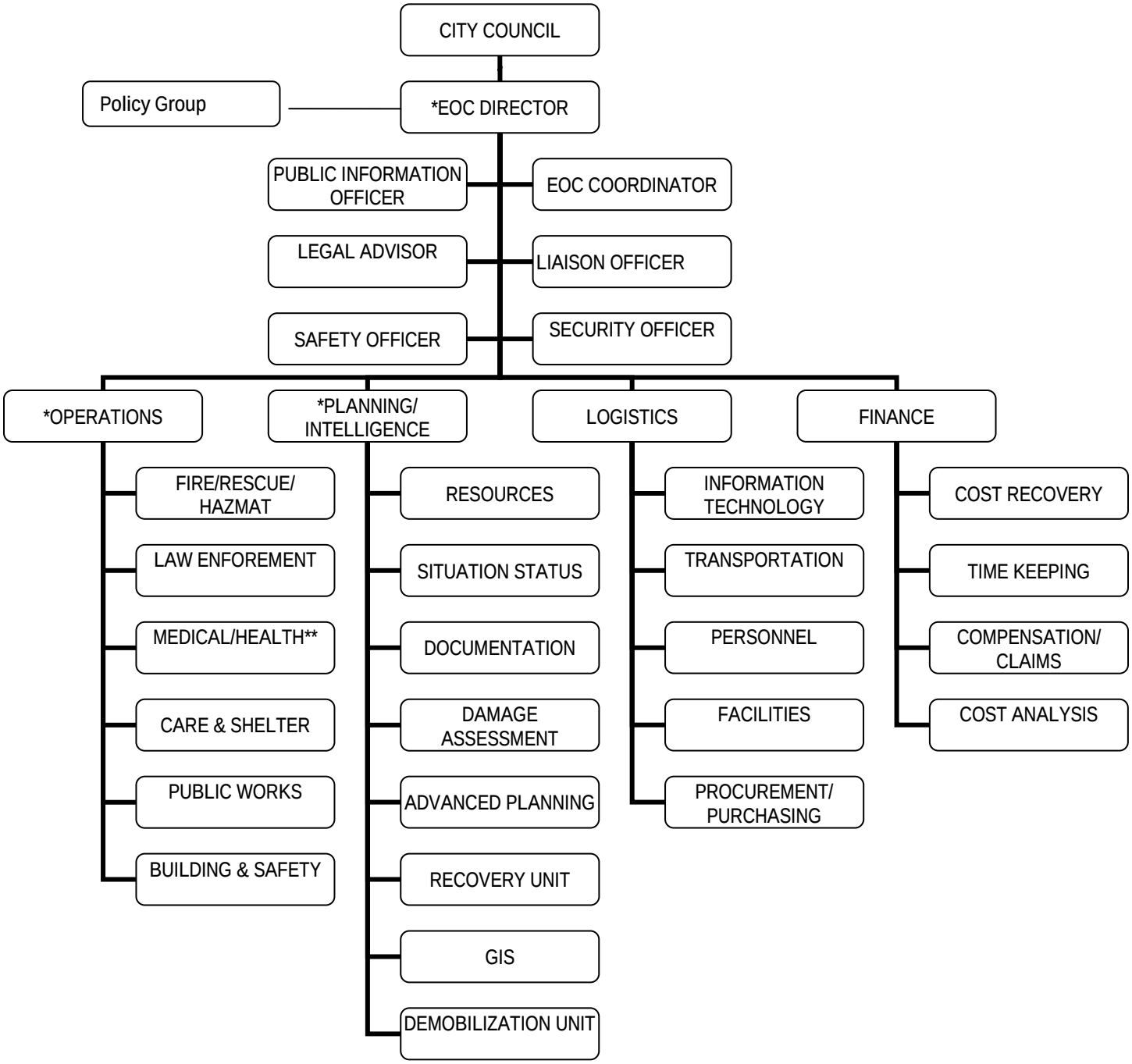
When to Activate

The Operations Section may be activated when the City's EOC is activated or upon the order of the EOC Director.

Where to Report

Due to the sensitive nature of the location of the EOC, this information regarding the primary and the alternate EOC is found in the restricted use section of this plan, the Appendix.

ORGANIZATION CHART

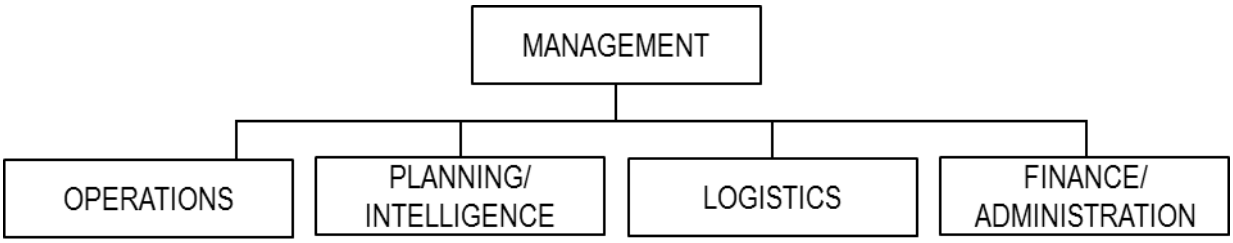


* If all elements are activated, a deputy may be appointed to provide a manageable span of control.

** Position is normally coordinated by the County, but a local coordinator may be designated, if needed

Field Units will be coordinating and communicating with each of the Branches under the Operations Section or through Departmental Operations Centers (DOCs) if activated. The Incident Command System will be used in the field.

RESPONSIBILITIES CHART



Responsibilities:

EOC Director (Management Section)
The EOC Director is 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.

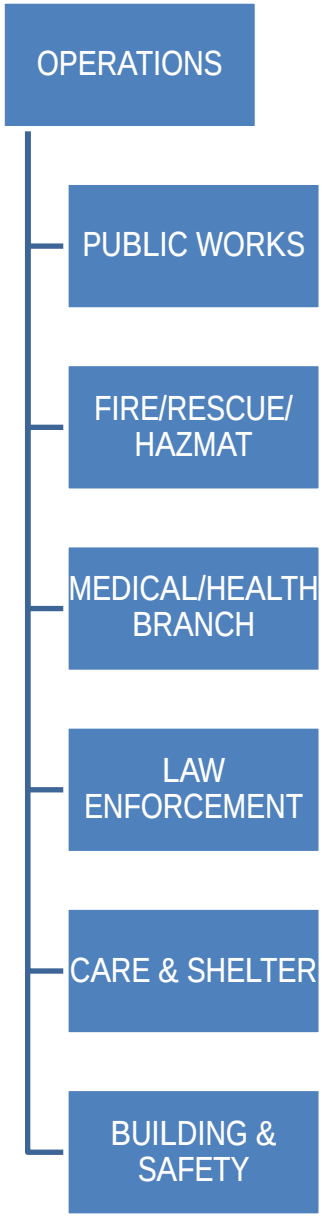
Operations Section
The Operations Section is responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the City's EOC Action Plan.

Planning/Intelligence Section
The Planning/Intelligence Section is responsible for collecting, evaluating, and disseminating information, tracking resources, developing the City's EOC Action Plan in coordination with other sections, initiating and preparation of the City's After Action/ Corrective Action Report,and maintaining documentation.

Logistics Section
The Logistics Section is responsible for providing communications, facilities, services, personnel, equipment, supplies, and materials.

Finance/Administration Section
The Finance/Administration Section is responsible for financial activities and other administrative aspects.

OPERATIONS SECTION ORGANIZATION CHART



Page intended to be blank.

OPERATIONS SECTION STAFF

The Operations Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches. The following branches may be established as the need arises:

- Law Enforcement Branch
- Fire/Hazardous Materials Branch
- Medical Branch
- Care and 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 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 Operations Section Coordinator is responsible for:

- Understanding the current situation.
- Predicting probable resource needs.
- Preparing alternative strategies for procurement and resources management.

Public Works Branch
The Public Works Branch is responsible for coordinating all Public Works operations, maintaining public facilities, surviving utilities and services, as well as restoring those that are damaged or destroyed, assisting other functions with traffic issues, search and rescue, transportation, inspections, etcetera, as needed.

Law Enforcement Branch
This 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 and ordering and coordinating appropriate mutual aid resources.

Fire/Hazmat Branch
The Fire Branch is responsible for coordinating personnel, equipment, and resources committed to the fire, field medical, search and rescue, hazardous materials elements of the incident. SOP are maintained and followed by the Ventura County Fire Protection District.

Medical /Health Branch

Medical/Health activities and Coroner activities will be coordinated with the Ventura County Health Care Agency for appropriate emergency medical response. The Ventura County Health Care Agency is responsible for managing personnel, equipment and resources to provide the best patient care possible.

Care and Shelter Branch

The Care and Shelter Branch is responsible for providing care and shelter for disaster victims and will coordinate efforts with the American Red Cross, Ventura County, and other agencies and volunteer organizations.

Building and Safety Branch

The Building and Safety Branch is responsible for the evaluation and inspection of all City-owned and private structures damaged in an incident.

COMMON EOC RESPONSIBILITIES CHECKLIST

(The following is a checklist applicable to all EOC positions and is to be used in conjunction with the specific checklist for each EOC position.).

Start-Up Actions:

- ❑ Check-in upon arrival at the EOC.
- ❑ Report to your EOC organizational supervisor.
- ❑ Obtain a briefing on the situation.
- ❑ Determine your personal operating location and set up as necessary.
- ❑ Review your position responsibilities.
- ❑ Identify yourself by putting your title on your person (vest, name tag). 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.
- ❑ Log into Web EOC. **(Procedures can be found in the Appendix).**
- ❑ Open and maintain a position activity log.
- ❑ Determine 24-hour staffing requirements and request additional support as required.
- ❑ Determine the need for group or unit establishment. Make required personnel assignments as staff arrives at the EOC or media center/Joint Information Center.
- ❑ Request additional resources through the appropriate Logistics Section Unit.
- ❑ Based on the situation as known or forecast determine likely future Section needs.
- ❑ Think ahead and *anticipate* situations and problems before they occur.
- ❑ Using Web EOC and activity log, maintain all required records and documentation to support the After-Action/Corrective 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 Cal EMA and FEMA.

General Operational Duties:

- ❑ Keep up to date on the situation and resources associated with your position.
- ❑ Maintain current status reports and displays.

- ❑ Keep your EOC organizational supervisor advised of your status and activity and on any problem areas that now need or will require solutions.
- ❑ 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 planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ❑ Determine and **anticipate** support requirements and forward to your EOC organizational supervisor.
- ❑ Monitor your position activities and adjust staffing and organization to meet current needs.
- ❑ Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- ❑ Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your EOC organizational supervisor 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.

Deactivation:

- ❑ Ensure that all required forms or reports are completed prior to your release and departure.
- ❑ Be prepared to provide input to the EOC After-Action/Corrective Action Report.
- ❑ Determine what follow-up to your assignment might be required before you leave.
- ❑ Deactivate your position and close out logs when authorized by your EOC organizational supervisor.
- ❑ Leave forwarding phone number where you can be reached.

OPERATIONS SECTION COORDINATOR

SUPERVISOR: **EOC Director**

RESPONSIBILITIES:

- Ensure that the Operations Section function is carried out, including the coordination of response for Law Enforcement, Fire/Hazardous Mateterial, Medical/Health, Care and Shelter, Public Works, and Building and Safety.
- Establish and maintain mobilization/demobilization areas for incoming mutual aid 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 activities within the Section.
- Report to the EOC Director on all matters pertaining to Section activities.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ❑ See Common EOC responsibilities on page O-11.

Duties:

- ❑ Establish field communications with affected areas (through DOCs if activated).
- ❑ Evaluate the field conditions associated with the disaster/emergency and coordinate with the Situation Status Unit of the Planning/Intelligence Section.
- ❑ Provide resources to the field as needed.
- ❑ Support field in resources needed for In-Place Sheltering and notification orders. **(See Part Two, Operations Support Documentation-Shelter-In-Place.)**
- ❑ In coordination with the Situation Status Unit of the Planning/Intelligence Section, designate primary and alternate evacuation routes for each incident.
- ❑ Coordinate with Planning/Intelligence to display the primary and alternate evacuation routes which have been determined for the incident.
- ❑ Identify, establish, and maintain mobilization centers for Operations-related equipment and personnel. Authorize release of equipment and personnel to incident commanders in the field.
- ❑ Ensure Operations Branch Directors maintain up-to-date Activity Logs on Web EOC.
- ❑ Coordinate any display or mapping needs with the Planning/Intelligence Section.
- ❑ Provide all Section related documentation to Planning/Intelligence Documentation Unit at the end of each shift.
- ❑ Coordinate the activities of all departments and agencies involved 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 PIO.
- ❑ 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. Ensure the development Operations Section objectives. **(See Part Two, Planning/Intelligence Support Documentation-Action Planning.)**
- ❑ Work closely with Logistics Section-Information Systems Branch in the development of a Communications Plan.
- ❑ Work closely with each Branch leader to ensure Operations Section objectives as defined in the current EOC Action Plan are being addressed.
- ❑ Ensure that intelligence information from Branch leaders is made available to the Planning/Intelligence Section.
- ❑ Ensure that **unusual** weather occurrences within the jurisdiction are reported to the National Weather Service (NWS) **(see Part Two-Operations Support Documentation-NWS.)**
- ❑ Ensure that all fiscal and 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 the Operations Section when they are no longer required.

LAW ENFORCEMENT BRANCH DIRECTOR

SUPERVISOR: Operations Section Coordinator

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 communicate with DOC, if Activated.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ❑ See Common EOC responsibilities on page O-11.

Branch Duties:

Law Enforcement Branch Operational Duties are organized into categories: Mobilization, Initial Response, Alerting/Warning, Evacuation, Security, Other, and Additional Actions in Response to Hazardous Materials, Air Crash, Tsunami, 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 survey of critical facilities and report status information to the Planning/Intelligence Section through the Operations Section.
- ❑ Notify 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 dispatch center to coordinate resources and response personnel.
- ❑ Direct field units to report pertinent information (casualties, damage observations, evacuating status, radiation levels, chemical exposure, etcetera) to the appropriate EOC Operations Branch.

Alerting/Warning of Public (See Operations/Alerting and Warning):

- ❑ Designate area to be warned 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 law enforcement 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 Alert System (EAS) for local radio and television delivery of warnings. **(See Part Two, Operations Support Documentation-Alerting and Warning).**
  - Follow the Ventura County VC Alert User's Manual to deliver warning or emergency messages to selected residences upon approval of the EOC Director.
  - Using explorers, CERT members, 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, etcetera)
- ❑ Warn all non-English speaking; hearing, visually or mobility impaired persons; and other special needs populations 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 video phones and 9-1-1 translation services to contact the deaf and hard of hearing.
  - Using pre-identified lists and NGOs to reach populations with Access and Functional Needs.
- ❑ Check vacated areas to ensure that all people have received warnings.

Evacuation:

- ❑ Implement the evacuation portion of the EOC Action Plan and/or support field operations.
- ❑ Establish emergency traffic routes in coordination with the Public Works Branch, utilizing the County Operational Area 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.
- ❑ Assist Public Works with identifying and clearing debris from critical routes required to support emergency response vehicles.
- ❑ 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, etcetera) with the Transportation Unit of the Logistics Section. Encourage the use of private vehicles if possible.
- ❑ Establish evacuation assembly points if needed.
- ❑ Coordinate the evacuation of hazardous areas with neighboring jurisdictions and other affected agencies.
- ❑ Coordinate with Care and Shelter Branch to open evacuation centers.
- ❑ Coordinate with the Animal Care Unit of the Care and Shelter Branch for assistance with animal evacuations.
- ❑ 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 Ventura County Sheriff's DOC or Watch Commander.
- ❑ Coordinate security in the affected areas to protect public and private property by establishing access controls and screening traffic entering the City, as required.
- ❑ Coordinate security for critical facilities and resources.
- ❑ Assist fire units/ambulances/medical teams/emergency supply vehicles in entering and leaving incident areas.
- ❑ Coordinate with the Public Works Branch for street closures and boarding 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.

Additional Action in Response to a Major Air Crash:

- ❑ Notify the Federal Aviation Agency or appropriate military command for all air crash incidents.
- ❑ In response to a major air crash, request temporary flight restrictions.
- ❑ Coordinate with Animal Care Unit and take required animal control measures as necessary.
- ❑ If requested, assist the Ventura County Coroner with removal and disposition of the dead. Coroner activities will be coordinated with the Coroner's Office and the Health Care Agency Department Operations Center, if activated.
- ❑ Activate the Critical Incident Stress Management teams if necessary.

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 from the Incident Command/Unified Command Post as requested.
- ❑ Assist in efforts to identify spilled substances, including locating shipping papers and placards, and contacting as required: County Health, Cal OES, shipper, manufacturer, CHEMTREC (hazardous material spill responder), etcetera.

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.

Additional Actions in Response to Tsunami Warning (only applicable to coastal cities):

- ❑ Use the City Tsunami Evacuation Routes and Reunification Areas to evacuate portions of the City in and near tsunami inundation areas.
- ❑ Coordinate with the Sheriff's OES to ensure that VC-Alert is employed to assist with evacuations.
- ❑ Coordinate with the Sheriff's OES and the Ventura County Transportation Commission to confirm pick up points for individuals with limited transportation resources. The Ventura County Operational Area Tsunami Evacuation Plan identifies the following pickup points for people needing assistance moving out of the area:
- ❑ Coordinate with the Ventura County Sheriff's Department to confirm assembly areas for population being evacuated.
- ❑ Coordinate with the Animal Care Unit to assist in evacuating animals in the inundation area.
- ❑ 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.

Page intended to be blank

FIRE/HAZARDOUS MATERIALS BRANCH DIRECTOR

SUPERVISOR: Operations Section Coordinator

RESPONSIBILITIES:

- Evaluate and process requests for fire and rescue resources or reports of hazardous materials spills or releases.
- Coordinate search and rescue and fire operations.
- Coordinate the prevention, control and suppression and hazardous materials incidents.
- Coordinate the provision of emergency medical care.
- Assist and serve as an advisor to the Operations Section Coordinator and other Branches as needed.
- Implement that portion of the EOC Action Plan appropriate to the Fire Branch.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

See Common EOC responsibilities on page O-11.

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 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.
  - Order all fire resources through the Ventura County Operational Area Fire Mutual Aid Coordinator.
  - Order all other resources through the Logistics Section.
- ❑ Report to the Operations Section Coordinator when:
  - EOC Action Plan needs modification.
  - Additional resources are needed or surplus resources are available.
  - Significant events occur.
- ❑ Report to the Operational Area Fire Mutual Aid Coordinator on major problems, actions taken and resources available or needed.
- ❑ Alert emergency responders to the dangers associated with fire/hazardous materials.
- ❑ Coordinate search and rescue operations.
- ❑ Provide heavy equipment crews to assist in rescuing trapped persons.
- ❑ Assist law enforcement with the direction and management of population evacuation; assist

in evacuating non-ambulatory persons.

- ❑ Assist in dissemination of warning to the public.
- ❑ Provide fire protection and safety assessment of shelters.
- ❑ Provide for radiation monitoring and decontamination operations and implement the Radiological Protection Procedures if needed. **(See Part Two-Operations Support Documentation-Radiological Protection Procedures.)**
- ❑ Check with the other Operations Section Branches for a briefing on the status of the emergency.
- ❑ Coordinate provision of vehicles, shelter, food, water, sanitation, equipment, and supplies for fire personnel. Coordinator additional needs with Logistics Section.
- ❑ Determine if current and forecasted weather conditions will complicate large and intensive 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.
- ❑ 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 of the Incident Command Post as requested.
- ❑ Assist in efforts to identify spilled substances, including locating shipping papers and placards, and contacting as required, County Health, Cal OES, shipper, manufacturer, CHEMTREC, etcetera.
- ❑ Ensure that proper clean-up arrangements are made with Environmental Health.
- ❑ Request activation of evacuation centers or mass care shelters when need is indicated through Care and Shelter Branch.
- ❑ Assist in alerting all emergency responders to the dangers associated with hazardous materials and fire.
- ❑ Coordinate emergency medical care and transportation to appropriate facilities, utilizing City resources and private providers.
- ❑ Assist in dissemination of warning to the public.
- ❑ Work with Care and Shelter Branch to provide support for safety assessment for shelter operations.
- ❑ Provide support for decontamination operations.
- ❑ Coordinate firefighting water supplies with the Public Works Branch. Obtain status of water system and report to field Incident Commander or Command Post.

MEDICAL/HEALTH BRANCH DIRECTOR

SUPERVISOR: Operations Section Coordinator

The Ventura County Emergency Medical Services Agency (EMSA) has Medical/Health responsibilities in the City. However, in a wide-scale disaster within Ventura County, this agency may not be able to respond to the City's EOC. In this situation, EMSA will be serving as the Medical/Health Branch Director in Ventura County Operational Area EOCr. If this is the case, the City will need to provide someone to coordinate and communicate the City's medical/health issues to the Medical/Health Branch in the Ventura County Operational Area EOC.

RESPONSIBILITIES:

- Monitor and coordinate emergency medical care operations and treatment of the sick and injured resulting from the incident with the Ventura County EMSA. If Ventura County Operational Area EOC is activated coordinate, with the Medical/Health Branch.
- Provide Ventura County EMSA information on the medical casualties and needs. (Number of injuries and/or deaths). If Ventura County Operational Area EOC is activated coordinate with the Medical/Health Branch.
- Coordinate with the Ventura County Public Health Agency or if Ventura County Operational Area EOC is activated, coordinate with the Medical/Health Branch regarding all disease prevention and control activities.
- Coordinate with Ventura County Coroner for any issues dealing with fatalities or if Ventura County Operational Area EOC is activated, coordinate with the Medical/Health Branch regarding all disease prevention and control activities.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ❑ See Common EOC responsibilities on page O-11.

Duties:

- ❑ Coordinate with the Medical/Health Branch in Ventura County Operational Area EOC to support all medical support/care, disease prevention and control activities and coroner operations.
- ❑ Coordinate with the Medical/Health Branch of Ventura County Operational Area EOC to support any distributing of medications and other medical supplies to shelters or treatment areas as needed
- ❑ Provide an estimate of number and location of casualties that require hospitalization to the Medical/Health Branch in Ventura County Operational EOC.
- ❑ Support County Public Health as appropriate to provide continued medical care for patients

who cannot be moved when hospitals, nursing homes, and other health care facilities are evacuated.

- ❑ Provide information on the disaster routes established within the city to the Medical/Health Branch in Ventura County Operational Area EOC.
- ❑ Provide the PIO the locations of medical shelters, first aid facilities, and Field Treatment Sites that may have been established by Ventura County EMSA.
- ❑ Coordinate with the Ventura County Coroner or with the Medical/Health Branch if the County Operational EOC is activated to support any temporary morgue facilities that have been established in the city.
- ❑ Maintain list of known dead and forward to the Coroner or the Medical/Health Branch if Ventura County Operational EOC has been activated.
- ❑ Assist and coordinate with the Ventura County Public Health or the Medical/Health Branch if Ventura County Operational EOC has been activated for the reburial of any coffins that may be washed to the surface of inundated cemeteries.

CARE AND SHELTER BRANCH DIRECTOR

SUPERVISOR: **Operations Section Coordinator**

The City is within the jurisdiction of the American Red Cross Ventura County (ARC).

836 Calle Plano
Camarillo, CA 93012
(805) 987-1514

If the disaster is large enough, the affected ARC may consolidate operations into a disaster operations headquarters at a site to be determined.

The Care and Shelter Branch shall ensure that plans are in place to open and operate evacuation centers and mass care facilities until, and if, the ARC assumes responsibility. Thereafter, the Care and Shelter Branch will work closely with and support the ARC and any other volunteer services agencies providing assistance to disaster victims.

The Ventura County Human Services Agency has the Ventura County Operational Area responsibility for Care and Shelter.

POTENTIAL SHELTER SITES
Potential shelter facilities should:

- Be pre-identified as potential sites with Site Surveys completed **(See Part Two, Operations Support Documentation - Care and Shelter)**
- In conjunction with the ARC, have permission and Memos of Understanding secured for shelter usage.
- In conjunction with the ARC, have procedures for the following inspections and access, both during regular and after hour use, 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 facilities.
- School multi-purpose buildings and gymnasiums.
- Convention Centers or conference centers.

The Care and Shelter Branch should coordinate with the ARC in identifying potential sites. Potential shelters should have the following and meet all ADA requirements:

- An open space suitable for cots, tables, etcetera.
- Sanitation and hygiene facilities, as available.

See - Operations Support Documentation/Care and Shelter for City of Moorpark pre-identified shelter sites and for Disability and Aging Specific Considerations

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.

RESPONSIBILITIES:

- Identify the care and shelter needs of the community.
- If necessary establish a Dependent Care Center for emergency worker family members and dependents.
- Coordinate with the ARC 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.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ❑ See Common EOC responsibilities on page O-11.

Duties:

- ❑ If need is established, contact ARC and request an ARC liaison for the City's EOC. (The ARC will arrange for a liaison at the Ventura County 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.
- ❑ Contact the ARC when considering opening a mass care facility.

- ❑ Identify and prioritize which designated mass care facilities will be needed and if they are functional.
- ❑ Ensure that Building and Safety has inspected each shelter site prior to occupancy following an earthquake and after each significant aftershock.
- ❑ If evacuation is ordered, in conjunction with the ARC, if available, open evacuation centers in low risk areas and inform public of locations.
- ❑ In coordination with the ARC, ensure that mass care facilities and staff can accommodate persons with access and functional needs, i.e., persons needing communication assistance, persons that are not mobile, persons that have special needs associated with maintaining their independence, persons that may need to be supervised, and people who have transportation needs.
- ❑ In conjunction with the ARC, manage care and shelter activities (staffing, registration, shelter, feeding, pertinent shelteree information, etcetera).
- ❑ Ensure shelter management teams are organized and facilities are ready for occupancy meeting all health, safety and ADA standards, in conjunction with the ARC.
- ❑ 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 Ventura County Operational Area EOC Care and Shelter Branch for sheltering of residential care and populations that may have access and functional needs, i.e., persons needing communication assistance, persons that are not mobile, persons that have special needs associated with maintaining their independence, persons that may need to be supervised, and people that have transportation needs.
- ❑ Provide and maintain shelter and feeding areas that are free from contamination and meet all health, safety, and ADA standards.
- ❑ Coordinate with the ARC and other volunteer agencies for emergency mass feeding operations.
- ❑ Coordinate with the Ventura County Operational Area EOC Care and Shelter Branch, the ARC, other volunteer organizations and private sector if mass feeding or other support is required at spontaneous shelter sites, e.g. in parks, schools, etcetera.
- ❑ 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 Animal Care Unit for the care of shelterees' animals.
- ❑ Notify the Post Office to divert incoming mail to designated relocation areas or mass care facilities, as necessary.
- ❑ Coordinate with the Transportation Unit of the Logistics Section for the transportation needs of shelterees. Ensure any provided transportation can accommodate persons with access and functional needs.
- ❑ Ensure shelter managers make periodic activity reports to the Ventura County Operational Area 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.

- ❑ Assist the ARC to ensure adequate food supplies, equipment and other supplies to operate mass care facilities. Coordinate procurement and distribution through the ARC or the Procurement Unit of the Logistics Section if requested by ARC.
- ❑ 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.
- ❑ Request that the ARC establish Reception Centers as required to reunite rescued individuals with their families and to provide other necessary support services.
- ❑ Coordinate with the ARC in the opening, relocating and closing of shelter operations. Also coordinate the above with adjacent communities if needed.

PUBLIC WORKS BRANCH DIRECTOR

SUPERVISOR: **Operations Section Coordinator**

RESPONSIBILITIES:

- Receive and process all field resource requests for Public Works resources. If Public Works DOC is activated, field units will request resources through the Public Works DOC. The Public Works DOC will coordinate resource requests with the Public Works Branch Director. Coordinate those requests internally and externally 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 resource assignments. Make adjustments to assignments based on requirements.
- As needed, provide for the procurement and distribution of potable water supplies and coordinate with the Fire and Medical Branches on water purification notices**. (See Operations Support Documentation – Water Distribution).**

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ❑ See Common EOC responsibilities on page O-11.

Duties:

- ❑ Receive and process all requests for Public Works resources. Allocate personnel and equipment in accordance with established priorities.
- ❑ Maintain back-up (generator) 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 (communicate with Ventura County Public Works). **(See Operations Support Documentation - Water Distribution)**

- ❑ Develop priorities and coordinate with utility companies for restoration of utilities to critical and essential facilities.
- ❑ In coordination with the Ventura County 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.
- ❑ Notify transportation officials (California Department of Transportation) of City's emergency status. Coordinate assistance as required.
- ❑ Coordinate with the Law Enforcement 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. Coordinate with Ventura County's Disaster Debris Management Team.
- ❑ Request Ventura County Public Works to clear debris from waterways to prevent flooding. Drain flooded areas, as needed.
- ❑ Activate City's Public Works staff to develop a debris removal plan to facilitate City clean-up operations, which addresses:
    - Disaster Event Analysis/Waste characterization analysis.
        - Conduct filed assessment survey.
        - Use video and photographs.
        - Quantify and document amounts and types of disaster debris.
        - Coordinate with Building and Safety Branch and track their information on damaged buildings inspected to determine the location, type and amount of potential debris.
        - Expect normal refuse volumes to double after a disaster.
        - Develop a list of materials to be diverted.
        - Make diversion programs a priority.
        - Get pre-approval from FEMA, if federal disaster, for recycling programs. Coordinate this with Sheriff OES.
    - Determine debris removal/building deconstruction and demolition needs.
        - Coordinate with Building and Safety to determine if a City contractor will be needed to remove debris from private property or perform demolition services. (Refer to Public Works Standard Operating Procedures for Waiver Liability)
        - The City may provide deconstruction or demolition services at no cost as most residents don't have earthquake insurance.
        - Building and Safety should seek reimbursement if property owner does have to coordinate with Building and Safety to include separation and salvaging.
    - Select debris management program(s) from the following:
        - Curbside collection – source separation of wood, concrete, brick, metals and Household Hazardous Waste.

    - Drop-off sites for the source separation of disaster debris (coordinate with franchise solid waste haulers).
    - Household Hazardous Waste – collection event or curbside program.
  - Identify temporary storage/processing sites, if necessary.
    - Coordinate with surrounding cities and Ventura County.
    - Determine capacity needs.
    - Selection of sites will depend on type of debris and proximity to where debris is generated.
    - Coordinate with FEMA, if federal disaster, regarding reimbursement for temporary sites and sorting which may require moving materials twice.
  - Identify facilities and processing operations to be used.
  - Determine contract needs:
    - Develop estimates of types and quantities of debris, location of debris, and unit cost data for contracts.
    - Document how contract price was developed.
  - Establish a public information program for debris removal.
  - Establish program length and develop monitoring and enforcement program.
  - Prepare report of program activities and results.
  - Prepare documentation for reimbursement.

- ❑ Determine the need to staff a water task group and secure resources through the Logistics Section (coordinate with Ventura County Public Works). **(Operations Support Documentation, Water Distribution)**
- ❑ Contact DHS District Office of Drinking Water, local health department, local water utilities, Fire Department, law enforcement and other sources to compile situation information including:
  - Cause and extent of water system damage.
  - Estimated duration of system outage.
  - Geographical area affected.
  - Population affected.
  - Actions taken to restore system.
  - Resources needed to reactivate system.
  - Emergency potable water needs (quantity and prioritized areas).
- ❑ Notify the Ventura County Operational Area EOC of the situation and need for mutual aid and participate in Ventura County Operational Area EOC Water Chief conference calls as requested.
- ❑ 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 that 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 REOC Water Chief).

- ❑ Identify and secure locations for water distribution points (e.g., parks, city halls, shelters, etcetera).
- ❑ 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 the 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.

BUILDING AND SAFETY BRANCH DIRECTOR

SUPERVISOR: **Operations Section Coordinator**

RESPONSIBILITIES:

- Begin immediate inspection for re-occupancy of key City facilities.
- Provide inspections of each shelter site prior to occupancy.
- Provide the technical, 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 regulations 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.
- Coordinate incoming Building and Safety mutual aid resources.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ❑ See Common EOC responsibilities on page O-11.

Duties:

- ❑ Coordinate with Ventura County Building and Safety regarding local jurisdictional needs.
- ❑ Activate the City's Safety/Damage Assessment Plan. It should include inspection of the following critical facilities (priority) and other facilities:
  - EOC
  - Police stations
  - Fire Stations
  - *Hospital
  - *Congregate care facilities (including private schools, convalescent care hospitals, board and care facilities, day care centers, etcetera)
  - *Public schools
  - City facilities

- Potential Hazmat facilities, including gas stations
- Designated shelters
- Unreinforced masonry buildings
- Concrete tilt-up buildings
- Multi-story structures-commercial, industrial and residential
- *Mobile homes/modular structures
- 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 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
  -

Be prepared to re-inspect buildings previously inspected 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, etcetera).
- ❑ 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.
- ❑ 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, etcetera)
- ❑ 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 round the clock 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 ARC; FEMA; Cal OES; local Building and Safety; insurance carriers and other local, state and federal agencies.
- ❑ If needed, request law enforcement escort of safety assessment and inspection personnel.

Page intended to be blank.

OPERATIONS SECTION

SUPPORTING DOCUMENTATION

REFERENCE DOCUMENTS

CARE AND SHELTER BRANCH (Look in Forms Section also)

PRE-IDENTIFIED SHELTER SITES ..... Part Two OS-3

RESIDENTIAL CARE AND SKILLED NURSING FACILITIES ..... Part Two OS-5

SHELTER-IN-PLACE ..... Part Two OS-7

DISABILITY AND AGING SPECIFIC CONSIDERATIONS ..... Part Two OS-9

LAW ENFORCEMENT BRANCH (Look in Forms Section also)

ALERTING AND WARNING ..... Part Two OS-11
Local Alerting and Warning Systems ..... Part Two OS-11
- Mobile Emergency Vehicle Sirens and Loud Speakers ..... Part Two OS-11
- Cable T.V. ..... Part Two OS-11
- Automated Telephone System ..... Part Two OS-11
- EAS ..... Part Two OS-12

Operational Alerting and Warning Systems ..... Part Two OS-12
- VC Alert -Public Notification System ..... Part Two OS-12
- Operational Area Satellite Information System (OASIS) ..... Part Two OS-12
- EAS ..... Part Two OS-12

State Alerting and Warning Systems ..... Part Two OS-13
- California Warning System (CALWAS) ..... Part Two OS-13
- California Emergency Services Fire Radio Systems (CESFRS) ..... Part Two OS-13
- California Emergency Services Radio System (CESRS) ..... Part Two OS-13
- California Law Enforcement Mutual Aid Radio System (CLEMARS) ..... Part Two OS-13
- California Law Enforcement Telecommunications System (CLETS) ..... Part Two OS-13
- EAS ..... Part Two OS-13
- Emergency Digital Information System (EDIS) ..... Part Two OS-14
- Operational Area Satellite Information System (OASIS) ..... Part Two OS-14

Federal Alerting and Warning Systems ..... Part Two OS-14
- Emergency Alert System (EAS) ..... Part Two OS-14
- National Warning System (NAWAS) ..... Part Two OS-14
- National Weather Service (NWS) ..... Part Two OS-15

EMERGENCY CONDITIONS AND WARNING ACTIONS ..... Part Two OS-16
- Earthquake ..... Part Two OS-16

Fire ..... Part Two OS-18
Flood ..... Part Two OS-18
Hazardous Materials ..... Part Two OS-18
Severe Weather ..... Part Two OS-18
Terrorism ..... Part Two OS-18

NATIONAL WEATHER SERVICE ISSUANCES ..... Part Two OS-20

FIRE/MEDICAL HEALTH/HAZ MAT BRANCH (Look in Forms Section also)

RADIOLOGICAL PROTECTION PROCEDURES ..... Part Two OS-22

PUBLIC WORKS BRANCH (Look in Forms Section also)

EMERGENCY POTABLE WATER-PROCUREMENT AND DISTRIBUTION ..... Part Two OS-24

WATER – CONCEPT OF OPERATIONS ..... Part Two OS-25

FORMS

DAILY SHELTER ACTIVITY REPORT ..... Part Two OS-28

OPERATIONS CRITICAL FACILITIES STATUS LOG ..... Part Two OS-30

ACTIVITY LOG ..... Part Two OS-31

CITY OF MOORPARK

PRE-IDENTIFIED SHELTER SITES

Please refer to the Appendix Section of this Plan for this information. Due to the sensitive nature of this information it has been moved to the restricted use section of the Plan.

Page intended to be blank.

RESIDENTIAL CARE AND SKILLED NURSING FACILITIES IN MOORPARK

Please refer to the Appendix Section of this Plan for this information. Due to the sensitive nature of this information it has been moved to the restricted use section of the Plan.

Page intended to be blank

SHELTER-IN-PLACE

These instructions are to give the City guidelines if the EOC needs to shelter-in-place due to hazardous materials exposure from outside the EOC. These instructions could also be used by the PIO to disseminate information about how to shelter in place during a hazardous materials incident.

-Bring people inside and-

1. Close all doors to the outside and close and lock all windows (windows sometimes seal better when locked).

2. Use tape and plastic food wrapping, wax paper, or aluminum wrap to cover and seal bathroom exhaust fan grilles, range vents, dryer vents, and other openings to the outside to the extent possible (including any obvious gaps around external windows and doors).

3. Where possible, ventilation systems should be turned off. Where this is not possible, building superintendents should set all ventilation systems to 100 percent recirculation so that no outside air is drawn into the structure.

4. Turn off all heating systems.

5. Turn off all air conditioners and switch inlets to the "closed" position. Seal any gaps around window-type air conditioners with tape and plastic sheeting, wax paper, or aluminum wrap.

6. Turn off all exhaust fans in kitchens, bathrooms and other areas.

7. Close as many internal doors as possible in your buildings.

8. If the gas or vapor is soluble or even partially soluble in water, hold a wet cloth or handkerchief over your nose and mouth if the gases start to bother you. Don't worry about running out of air to breathe. That is highly unlikely in normal buildings.

9. In case of an earthquake, aftershocks will occur, close drapes, curtains and shades over windows. Stay away from external windows to prevent potential injury from flying glass.

10. Minimize the use of elevators in buildings. These tend to "pump" outdoor air in and out of a building as they travel up and down. Elevators can also fail.

11. Tune in to your local radio news station.

Page intended to be blank.

DISABILITY AND AGING SPECIFIC NEEDS CONSIDERATIONS

(Based on the National Organization on Disability (NOD)
Report on Special Needs Assessment for Katrina Evacuees (SNAKE) Project).

TERMINOLOGY

- **"Disability and aging specific**" and **"Access and Functional Needs'' (AFN)** should be used instead of "special needs".

- **Shelters**

  - **General Populations Shelter or Shelter**: A facility selected to provide a safe haven equipped to house, feed, provide a first aid level of care, and minimal support services on a short-term basis (e.g. Astrodome).
  - **Special Needs Shelter or Medical Needs Shelter**: Similar to a general population shelter in service, however, can provide a higher than first aid level of care. There is currently no standard or consistency with these types of shelters.
  - **Refuge of Last Resort**: This is a facility not equipped with supplies or staff like a shelter. It is a place to go as a "last resort" when there is no alternative left in which one can get out of harm's way. These are often spontaneous.

- **Disaster Recovery Center (DRC)** is a facility established in, or in close proximity to, the community affected by the disaster where persons can meet face-to-face with represented federal, state, local, and volunteer agencies to:

  - Discuss their disaster-related needs.
  - Obtain information about disaster assistance programs.
  - Tele-register for assistance.
  - Update registration information.
  - Learn about measures for rebuilding that can eliminate or reduce the risk of future loss.
  - Learn how to complete the SBA loan application.
  - Request the status of their application for Assistance to Individuals and Households,

Page intended to be blank.

ALERT AND WARNING

Warning is the process of alerting governmental forces and the general public to the threat of imminent extraordinary danger. Dependent upon the nature of the threat and the population group at risk, warning can originate at any level of government.

Success in saving lives and property is dependent upon 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 of alerting and warning the community. The following information describes the various systems and provides an explanation of the "Emergency Conditions and Warning Actions" through which these systems may be accessed.

LOCAL ALERTING AND WARNING SYSTEMS

All warning systems will be coordinated through the City's EOC Director. The following persons are authorized to activate the warning systems:

- Incident Commander
- EOC Director (when EOC is activated)

Activation procedures and geographical boundaries of the systems are detailed below**:**

- **Mobile Emergency Vehicle Sirens and Loudspeakers**
  The primary warning system for the City will be mobile emergency vehicle sirens and loudspeakers. Vehicles will be dispatched to specific locations and assignments made as directed by the Police Chief or Incident Commander. All areas of the jurisdiction are accessible by vehicle.

- **Cable TV**
  Currently, the City has an agreement with AT&T and Time Warner cable to provide the public with alerting and notification of various disaster situations. These systems include break into all TVs that are a part of this cable system. The City's Cable Government Channel [99 for AT&T and 10 for Time Warner] will provide directions to the citizens via scrolled information. This includes a "leader" that will scroll across any TV station that is turned on directing viewers to tune to their local cable channel for more information.

- **Public Notification System (PNS)**
  The City has access to a PNS, (VC Alert) through Sheriff OES. City staff can remotely activate this system or have the Sheriff OES activate the system. The system is capable of mass area notifications within a limited time window, such as advising the public of evacuation procedures. For more information refer to the VC Alert Website and the **Appendix - VC Alert Procedures**.

  The City can use this PNS to notify EOC staff and other key personnel at the City, Fire Department, and Police Department. Other potential uses include:
  1. (EOC activation by notifying and recording response of staff requesting availability to report to work.
  2. Small area notifications such as hazardous waste/wastewater spills, local fires, and transportation incidents that require closing of streets or the freeways.
  3. Mass area notifications within a limited time window, such as advising the public of evacuation procedures.

The PNS system and the distribution of messages are jointly coordinated by the Emergency Services Manager and PIO.

- **EAS**
  Access to EAS for local emergency events of concern to a significant segment of the population of Ventura County is through the Sheriff OES**.** The EAS is also utilized at the Ventura County Operational Area and State levels. Refer to the **Appendix - EAS Activation Procedures**.

Other warning systems utilized by the City include door-to-door notification by Neighborhood Watch Block Captains, DARTs, CERTs, and law enforcement volunteers.

OPERATIONAL AREA ALERTING, NOTIFICATION, AND WARNING SYSTEMS

The following Ventura County Operational Area systems are listed for reference. For more detailed descriptions, refer to those system's administrators.

- **VC Alert**
  At the Ventura County Operational Area level, this is the system used by Ventura County Sheriff's Department that uses a combination of database and GIS mapping technologies to deliver outbound notifications. During a disaster/emergency, Ventura County Sheriff's Department can quickly target a precise geographic area and saturate it with thousands of calls per hour. Refer to the **Appendix – VC Alert Procedures.**

- **OASIS**
  The County of Ventura has Cal OES OASIS equipment installed in the County EOC. OASIS is a system that consists of a communications satellite, multiple remote sites and a hub. Through this system Ventura County has the capability of contacting any other county in California either through voice or data transmission. The system also allows Ventura County to have direct access to Cal OES and other participating state agencies.

- **EAS**
  In the Ventura County Operational Area, there are radio stations designated as Common Program Control Station (CPCS) which has special communication links with appropriate authorities, (i.e., NWS, Civil Defense, Government authorities, etcetera). The primary CPCS station is responsible for coordinating the carriage of common emergency program for its area. The Ventura County Operational Area CPCS stations are:

  KHAY (FM) 100.7 (Primary)
  KVEN (AM) 1450 (Primary)
  KMLA (FM) 103.7 (Spanish) (Secondary)

  The Ventura County Sheriff's Department, while not the originator of the EAS material, is responsible for the content and authenticity of the information broadcast over the local EAS. Local broadcast stations have the right to edit or use any or all of an EAS broadcast. **Refer to the Appendix - EAS Activation Procedures.**

STATE ALERTING AND WARNING SYSTEMS

The following State systems are listed for reference. For more detailed descriptions, refer to those system's administrators.

- **CCalWAS**
  CalWAS is the state portion of National Warning System (NAWAS) that extends to communications and dispatch centers throughout the state. The Cal OES headquarters ties into the federal system through the Warning Center in the City of Sacramento with circuits extending to county warning points. The California Highway Patrol (CHP) headquarters in Sacramento is the state's alternate warning point. Both state and federal circuits are monitored around the clock at the Warning Center, the alternate point and each of the local warning points.

- **CCESFRS**
  CESFRS is the statewide communications network, available to all fire agencies. The three available channels have been designated Fire White #1, #2, and #3. White #1 is authorized for base station and mobile operations. White #2 and White #3 are for mobile and portable use only. All three white channels are designated by the Federal Communications Commission as "Intersystem" channels and are intended solely for inter-agency fire operations, i.e. mutual aid. White #2 and White #3 are intended for on-scene use only.

- **California Emergency Services Radio System (CESRS)**
  CESRS serves as an emergency communications system for Cal OES and county emergency services organizations. The system assists in the dissemination of warning information and to support disaster and emergency operations. The system may be used on a day-to-day basis for administrative emergency services business. It is administered by Cal OES.

- **CLEMARS**
  CLEMARS was established to provide common police radio frequencies for use statewide by state and local law enforcement agencies during periods of manmade or natural disasters or other emergencies where inter-agency coordination is required. It is administered by Cal OES. The Regional Law Enforcement Coordinator is responsible for coordination of use of the system within the Mutual Aid Region. The City participates in CLEMARS through the Ventura County Sheriff's Department and is licensed for mobile and base station communications.

- **CLETS**
  CLETS is a high-speed message switching system which became operational in 1970. CLETS provides law enforcement and criminal justice agencies access to various data bases and the ability to transmit and receive point-to-point administrative messages to other agencies within the State or via the National Law Enforcement Telecommunications System (NLETS) to other states and Canada. Broadcast messages can be transmitted intrastate to participating agencies in the Group Bulletin Network and to regions nationwide via NLETS. CLETS has direct interface with the FBI National Crime Information Center (FBI-NCIC), NLETS, DMV, and the states of Oregon and Nevada. The CLETS terminal in the City is located at the Police Services Center.

- **EAS**
  The purpose of the State level of EAS in California is to provide warning, emergency information, guidance, instructions, and news of a manmade or natural threat to the public safety, health and welfare. Almost all AM-FM and TV broadcast stations have national defense emergency authorizations and several of these are protected from fallout.

- **EDIS**
  The EDIS provides local, state, and federal agencies with a direct computer link to the news media and other agencies during emergencies. EDIS supplements existing emergency public information systems such as EAS. By combining existing data Input Networks with a digital radio Distribution System, EDIS gives authorized agencies a direct data link to the news media and other agencies.

  The main purpose of EDIS is to distribute official information to the public during emergencies. However, a system that is not used day-to-day will not be used with confidence during an emergency. Therefore, certain non-emergency uses of EDIS are permitted so long as they do not interfere with more urgent transmissions. Senders of EDIS messages should bear in mind that almost anyone can obtain the equipment to receive EDIS messages. Confidential or sensitive information should never be transmitted over EDIS. **(Reference: Emergency Digital Information System Plan [EDIS], July 1991, written by the Cal OES Telecommunications Division.)**

- **OASIS**
  OASIS is a system that consists of a communications satellite, multiple remote sites and a hub allows virtually uninterruptible communication between state, regional and operational area level EOCs. The OASIS project was established to create the most robust communications system possible using leased transponder space from commercial satellite operators.

FEDERAL ALERTING AND WARNING SYSTEMS

The following federal systems are listed for reference. For more detailed descriptions, refer to those system's administrators.

- **EAS**
  EAS at the federal level is designed for the broadcast media to disseminate emergency public information. This system enables the President, as well as federal, state, and local governments, to communicate with the general public through commercial broadcast stations.

  EAS can be accessed at federal, state, and local levels to transmit essential information to the public. Presidential messages, national programming and news will be routed over established network facilities of the broadcast industry.

- **NAWAS**
  NAWAS is a dedicated wire-line system that provides two-way voice communications between federal warning center, state warning points and local warning points. If the situation ever presents itself, NAWAS is a nationwide system developed to send warnings of impending attack throughout the nation. The system may be activated from two federal facilities that are staffed 24 hours daily: the National Warning Center (North American Air Defense Command, Colorado Springs) and the Alternate National Warning Center (Olney, Maryland).

  During major peacetime emergencies, state agencies may use portions of NAWAS augmented by state and local systems. Each state has a warning point that controls the NAWAS connection within the state. See State Level CalWAS for more information.

- **NWS**
  The NWS transmits continuous weather information on 162.40, 162.475, and 162.55 MHz frequencies and on the Internet at www.nwsla.noaa.gov.

The City should report any unusual (funnel cloud, etcetera) or other potentially hazardous weather situation to the NWS as quickly as possible. Confidential contact information for NWS is found in the **Appendix**.

EMERGENCY CONDITIONS AND WARNING ACTIONS

Methods of warning state and local governments of specific emergency conditions are described below:

Earthquake

Earthquakes occur without warning. Cal OES could receive notification of an earthquake as well as subsequent information, including damage reports, from various sources, such as:

- University of California Seismological Observatory, Berkeley
- California Institute of Technology, Pasadena
- California Water Resources Department
- Cal OES Regional Offices
- Local Governments
- Federal/State Agencies
- Honolulu Observatory

This information may be received through NAWAS, radio, teletype and/or telephone and would be further disseminated as appropriate using any or all of these means. The State Warning Center has a seismic alarm system that activates during earthquakes, prompting duty personnel to investigate the disturbance.

Earthquake Advisories

Earthquake Advisories are statements by Cal OES regarding a scientific assessment that, within a specified period (usually 3-5 days) there is an enhanced likelihood for damaging earthquakes to occur in areas designated in the Advisory. Advisories are not formal predictions and are issued following earthquakes in which there is concern about subsequent damaging earthquakes. The basis of the advisories is existing knowledge of the seismic history and potential of the area under consideration.

Local Government

Upon notification of an Earthquake Advisory from Cal OES, local government should: disseminate information to key personnel, ensure the readiness of systems essential to emergency operations, implement protective and mitigative actions; and provide guidance to the public on appropriate precautionary actions.

Notification Process

The Cal OES will notify State agencies, local governments, and designated federal agencies of all Earthquake Advisories through a telecommunications and radio fan-out process.

The method of contact to State agencies, local governments and Federal agencies will vary depending upon the availability of communications. Systems to be used may include: CALWAS, the CLETS, the CESRS, FAX and commercial telephone service.

CAL OES WILL FOLLOW A FOUR-STEP PROCESS IN ISSUING AND CANCELING ADVISORIES:

1. Information regarding additional seismic activity will be disseminated in the form of an **Earthquake Advisory**. The Earthquake Advisory will include information on the background of the Earthquake Advisory, the areas included in the Earthquake Advisory and the period of time in which the Earthquake Advisory is in effect. **The Earthquake Advisory will be issued to jurisdictions determined to be located within the area of enhanced risk.** Earthquake Advisories are usually issued for a 3-5 day period. Cal OES will keep local governments advised of any updates on the situation as they become available.

   In most instances, the notification of the issuance of an Earthquake Advisory will be to the affected counties via CLETS, followed by an announcement over CALWAS. It is the responsibility of county offices that receive the Earthquake Advisory to forward the information immediately to all cities within the county and county emergency services coordinators. City offices that receive the Earthquake Advisory should, in turn, forward the information to the City ESC.

2. Following the issuance of the Earthquake Advisory to jurisdictions within the area of enhanced risk, Cal OES will issue a **Notice of Earthquake Advisory** to State departments, specified federal agencies and all other counties in the State.

   The Notice of Earthquake Advisory is issued for informational purposes. No specific actions are recommended to jurisdictions receiving this notice, except at the discretion of local officials. It will be disseminated via the same telecommunications systems as the Earthquake Advisory.

3. Cal OES will inform the news media and public of an Earthquake Advisory by the issue of an **Earthquake Advisory News Release.**

4. At the end of the period specified in the initial Earthquake Advisory, Cal OES will issue an **End of Earthquake Advisory Period** message. This cancellation message will be issued over the same telecommunications systems as were used to initially issue the Earthquake Advisory and Notice of Earthquake Advisory to State agencies, local government, specified federal agencies, the news media, and the public. An Earthquake Advisory may be extended if scientific assessments continue to indicate reasons for such a continuation.

Earthquake Prediction (Short-Term)

The Short-Term Earthquake Prediction Response Plan provides direction and guidance to State agencies for responding to (1) a prediction that an earthquake may occur within a few hours to a few days or (2) issuance of an Earthquake Advisory regarding an increase likelihood that a damaging earthquake may occur. When implemented, the actions recommended within this Short-Term Earthquake Prediction Response Plan will result in increased operational readiness and preparedness of State agencies to deal effectively with a short-term earthquake prediction and with the predicted earthquake, should it occur.

Formal predictions include specific identification of expected magnitude, location, time, and likelihood of occurrence (i.e., probability), that have been rigorously reviewed and confirmed by the California Earthquake Prediction Evaluation Council (CEPEC).

Fire
Initial warnings of major conflagrations are normally issued by the affected area through the Ventura County Operational Area and/or Cal OES Regional Fire Coordinator, using whatever means of communications are appropriate and available. Requests for mutual aid follow the same channels.

Flood
A flood emergency is normally preceded by a buildup period that permits marshaling of forces as required to combat the emergency. During the buildup period, Cal OES cooperates with the NWS and California Department of Water Resources (DWR) by relaying pertinent weather information and river bulletins to local government officials in the affected areas. Cal OES receives this information over selected circuits and relays it to Cal OES Regions through the Cal OES private line teletype system and to law enforcement agencies via CLETS.

Flood Stages and Bulletins
During periods of potential flooding in Southern California, the NWS, Ventura County, will issue the appropriate bulletins typically from San Diego. After receiving these messages, the state Warning Center transmits these messages immediately on CLETS to local governments in areas that are likely to be affected.

Hazardous Materials Situations
Potential hazardous materials situations are identified during the planning phase by the Ventura County Fire Department Hazardous Materials Unit. Area Plans address in detail the specifics for hazardous materials planning for the local area. Initial notifications of an incident are made by the responsible party or the responding agency to the **California Warning Center in Sacramento at 800/852-7550** as soon as the incident occurs. The Warning Center then makes notifications to various state agencies and the regional duty officer.

Severe Weather Warning
These include severe weather bulletins and statements relating to special weather conditions. Bulletins are issued by NWS offices in the State when severe weather is imminent. By agreement, the NWS office issues the bulletin and transmits the information to the state Warning Center on the NWS teletype circuit. The Warning Center, in turn, relays the information to the affected areas.

Terrorism-The National Terrorism Advisory System (NTAS)
The Federal Government has implemented The National Terrorism Advisory System (NTAS), which replaces the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

It recognizes that Americans all share responsibility for the nation's security, and should always

be aware of the heightened risk of terrorist attack in the United States and what they should do.

NTAS Alerts
After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other federal entities, whether an NTAS Alert should be issued.

NTAS Alerts will only be issued when credible information is available. These alerts will include a clear statement that there is an **imminent threat** or **elevated threat**. Using available information, the NTAS Alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat.

The NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels.

NTAS Alerts contain a **sunset** provision indicating a specific date when the alert expires - there will not be a constant NTAS Alert or blanket warning that there is an overarching threat. If threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS Alert. All changes, including the announcement that cancels an NTAS Alert, will be distributed the same way as the original alert.

Alert Announcements
NTAS Alerts will be issued through state, local and tribal partners, the news media and directly to the public via the following channels:

- Via the official DHS NTAS webpage – http://www.dhs.gov/alerts
- Via email signup at – http://www.dhs.gov/alerts
- Via social media o Facebook – http://facebook.com/NTASAlerts
- Twitter – http://www.twitter.com/NTASAlerts
- Via data feeds, web widgets and graphics at http://www.dhs.gov/alerts

NATIONAL WEATHER SERVICE ISSUANCES

TYPES OF ISSUANCES

OUTLOOK - For events possible to develop in the extended period (extended definition depends on the type of event).

ADVISORY - For events that are occurring or are forecast to develop in the short term (generally within the next 6 hours).

WATCH - For the **possibility** of an event happening within the short term (generally refers to the next 6 to 12 hours).

WARNING - The most serious issuance! For life-threatening events occurring or forecast to develop within the short term (generally within the next 6 hours).

STATEMENTS (OR UPDATES) - Issued as updates to the above products.

SPECIFIC TYPES OF ISSUANCES

FLASH FLOODING:

Flash Flood Warning: Flash Flooding is occurring or imminent.

Urban and Small Stream Flood Advisory: Flooding is occurring or imminent, but is not life threatening. (Nuisance flooding) This may be upgraded to a Flash Flood Warning if conditions worsen.

Flash Flood Watch: There is a good possibility of Flash Flooding, but it is neither occurring nor imminent (generally means the possibility exists within the next 24 hours).

Flash Flood Statement: Updates any of the above three issuances.

Tornado and Severe Thunderstorm Warnings: Issued on the observation of a tornado, funnel cloud, or severe thunderstorm (a thunderstorm is defined as severe when it is accompanied by 58 mph winds or 3/4" hail), or the indication of any of the above based on radar data.

Tornado and Severe Thunderstorm Watches: Issued (by the National Severe Storms Forecast Center in Kansas City, Missouri) when there is a likelihood of development of either tornadoes or severe thunderstorms.

OTHER TYPES OF ISSUANCES

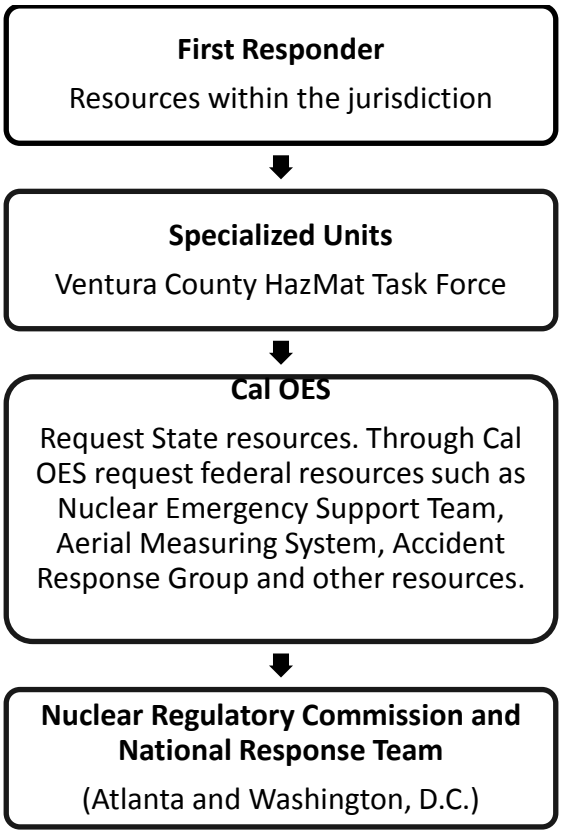
Dense Fog Advisory: Issued when dense fog (visibility below 2 miles) is expected to last for three hours or longer).

Dense Fog Warning: Issued when widespread zero or near-zero visibilities are forecast to last three hours or longer.

Refer to the Appendix section for contact numbers for the NWS.

RADIOLOGICAL PROTECTION PROCEDURES
FOR CITIES IN THE VENTURA COUNTY OPERATIONAL AREA

RADIOLOGICAL INCIDENTS: TIERED RESPONSE



PROCEDURES

Refer to Ventura County Fire Department SOPs for Radiological Protection Procedures.

CIVIL PREPAREDNESS GUIDE (CPG) RADIOLOGICAL PROTECTION REQUIREMENTS

In conjunction with the Logistics Section, obtain and maintain radiation and hazardous materials detection devices.

- All Ventura County Fire Department fire apparatus carry radiological equipment that will detect beta and gamma radiation.
- Ventura County Fire Department Hazardous Materials Squads carry radiological equipment that can detect beta and gamma radiation.
- Ventura County Fire Department should contact Ventura County Environmental Health to augment radiation protection capabilities.

Maintain radiation exposure records for response personnel and require dosimeter readings at appropriate frequencies, if necessary, during emergency operations.

- Safety Officer-at incident site.

- Long-term maintenance (career exposure).

Individual personnel records-radiation exposure records will be maintained at the Ventura County Fire Department.

- Health care providers.

Develop procedures for radiological decontamination of response personnel, equipment, supplies, instruments, and facilities.

- See Ventura County Fire Department Emergency Operations Manual.
- Hazardous Materials.
- Radiological Monitoring.

In conjunction with the Medical/Health Branch, identify medical facilities with the capability to decontaminate radiological or chemically contaminated casualties.

In conjunction with the Medical/Health Branch, develop procedures for determining the levels of radiation exposure of affected individuals and providing treatment and care.

- Utilize the radiological equipment at scene to determine levels of radiation exposure.
- Apply regular department procedures for treatment.

Appoint personnel to perform radiological monitoring, reporting and decontamination duties during emergencies.

- Appointment of personnel.
- Is specific to the incident.
- Tiered response.
- Every Ventura County Hazardous Materials Technician is a radiological monitor.

In conjunction with the Planning/Intelligence Section, prepare radiological reports for submission to the state or federal governments, as appropriate.

Utilizing federal guidance with input from the state and local health agencies, arrange for crisis training of emergency services staff and shelter teams for radiological monitoring reporting and decontamination duties.

- Hazardous Material Station in-service drills are held on radiological monitoring to update Hazardous Mateterial response personnel

In conjunction with the Logistics Section, the Training Officer will identify instructors for crisis training in radiological monitoring, reporting and decontamination for field and EOC operations.

In conjunction with the Logistics Section, maintain an inventory list of the source and quantity of available Radiological Defense (RADEF) instruments.

- Ventura County Fire Department Hazardous Material Unit carries appropriate equipment to detect high and low levels of radiation.

EMERGENCY POTABLE WATER PROCUREMENT & DISTRIBUTION

INTRODUCTION

The following procedures are designed to facilitate acquisition and distribution of alternative potable water. They set forth specific activities that should be considered to evaluate emergency situations and then to procure and distribute potable water to critical locations if needed.

Primary Response Agency Roles and Responsibilities:

Agency:	**Function:**
City of Moorpark	Primary responsibility for purchase and distribution of alternate source of potable water for populations within its jurisdiction. Operates local EOC: Coordinates resources and manages operations for distribution of alternative potable water to affected populations.
Ventura County	Operates Ventura County Operational Area EOC(Operational Area) : Coordinates county resources and assists local EOC(s) in providing potable water to affected population(s).
California OES	Coordinates federal, state, and regional resources to Ventura County Operation Center EOC in providing alternative source of potable water to affected populations. Operates REOC and SOC).
FEMA	Coordinates federal emergency response resources and provides alternate source of potable water to affected populations, as requested by State.

WATER
CONCEPT OF OPERATIONS

During the initial hours following an emergency it is especially important to ascertain the scale of the emergency and the areas where the potable water supply and delivery system has been affected.

PROCUREMENT AND DISTRIBUTION PROCESS

Successful implementation of these procedures will require the support of public, private, and volunteer agencies. The following identifies the public, private, and volunteer agencies, which will play a part in the acquisition and distribution of emergency potable water and assigns to them specific roles and responsibilities.

OPERATIONAL AREA

Ventura County Public Works is the primary agency responsible for the purchase and distribution of emergency potable water to populations within its jurisdiction.

CITY OF MOORPARK

Provide alternate source of potable water to affected populations. Deploy Field Response personnel activate EOC. Implement duties pursuant to Field Response Agent and EOC roles and responsibilities.

CAL OES

If the Ventura County Operational Area cannot provide enough alternate source of potable water to affected populations Cal OES will activate REOC and SOC. Implement duties pursuant to REOC and SOC roles and responsibilities.

FEMA

Provide alternate source of potable water to affected populations, as requested by State. Implement duties pursuant to FEMA roles and responsibilities.

RESPONSIBILITY

Ventura County Public Works is the lead agency for establishing and operating emergency potable water distribution sites.

Ventura County Public Works is responsible for evaluating situation assessments and prioritizing resource allocation. When necessary, the water coordinator will activate a water task group to help establish or assist in the establishment and operation of the alternative potable water procurement and distribution program. The size, makeup and specific assignment of the water task group will be dependent on the magnitude of the problem at hand.

The water coordinator and water task group will be staffed by City Public Works. The unit will report to the Public Works Branch.

Duties of the water coordinator/water task group are as follows:

1. Serve as EOC primary contact for all potable water procurement and distribution matters.
2. Coordinate conference calls with other level EOC water coordinators to assess potable water needs.
3. Obtain consolidated situation information compiled by the Planning/Intelligence Section and other sources. This information would include:
   - cause and extent of water system damage.
   - estimated duration of system outage.
   - geographical area affected.
   - population affected.
   - actions taken to restore system.
   - resources needed to reactivate system.
   - emergency potable water needs (quantity and prioritized areas).
4. Prioritize distribution locations (include needs of critical facilities) and make recommendations to Public Works Section Chief who will discuss with the Operations Section Chief.
5. Identify and secure potable water resources with assistance from the Logistics Section, Procurement Unit.
6. Identify transportation and equipment needs and secure required resources through the Logistics Section, Procurement Unit.
7. Coordinate with DHS, water utilities, and EOC PIO for appropriate public information announcements and Media interface.
8. Document all information related to expenditures, resource commitments, contracts and other costs related to procurement and distribution of potable water and provide such information to the Finance and Administration Section.

EMERGENCY POTABLE WATER SUPPLY CONSIDERATIONS

When there is a need for emergency potable water, everyone should work with the Ventura County Operational Area and with the State Department of Health Services, Division of Drinking Water and Environmental Management. When there is a "Boil Water" advisory, the public should be advised to bring water to a rapid boil for 1-2 minutes. In the event of any other situation that may require supplying potable water, the EOC and Ventura County Operational Area EOC will utilize the following options in the order listed below. All City requests should go through the Ventura County Operational Area EOC.

Bottled Water

Water in one-gallon plastic containers is by far the most convenient and effective way to initially provide emergency water to the public. A list of approved commercial vendors is maintained by the State Department of Health Services, Food and Drug Branch, is available

through the REOC Operations Section Water Coordinator.

The REOC can arrange transportation, if necessary, with state assets. Water and beverage bottlers sometimes offer free bottled water and delivery.

Bulk Potable Water Deliveries: (If bottled water is not a viable option)
Bulk potable water deliveries are for limited use and should only be employed for immediate crisis situations when the first option is not available. Bulk potable water may also be needed for critical facilities such as hospitals, clinics and other health facilities.

Portions of the existing potable water system, or nearby systems, may continue to have potable water in their normal distribution systems. These sources are closest and easiest to access and should be used for bulk water deliveries.

National Guard water buffaloes (500 gallon trailers) are available in limited numbers and should only be used to support evacuation efforts and immediate crisis situations. The small volume necessitates that water tenders keep buffaloes filled.

Water Purification Systems: (If bulk potable water deliveries are not a viable option):
Commercial portable water purification systems are available where connection to an approved water source and some means of storing or distributing water is available. Approved and licensed commercial vendors can provide limited water storage (approximately 1,000 gallons). The State Department of Health Services Drinking Water Program or Ventura County Health Department must approve the water source to assure that the treatment is sufficient to deal with the level of contamination, and confirm the integrity of the system. The National Guard has limited purification capability, which should only be requested when all other options are exhausted.

City of Moorpark
Daily Shelter Activity Report
Report due into EOC by 8:00 A.M. each day

Shelter Site: _____ Date:_____

To: City of Moorpark

From:_____

Shelter Capacity	Number in Shelter Overnight	Breakfast	Lunch	Dinner

Report Period:_____ Shelter Phone:_____

	Day Shift	Evening Shift
Shelter Manager	_____	_____
Asst. Shelter Manager	_____	_____
Nurse	_____	_____
Workers	_____	_____

Narrative (Day Shift)
Narrative (Evening Shift)

Supplies Needed:

Immediate	Future

Additional Comments:

CRITICAL FACILITY STATUS LOG

Please refer to the Appendix Section of this Plan for this information. Due to the sensitive nature of this information it has been moved to the restricted use section of the Plan.

EOC ACTIVITY LOG

1. INCIDENT NAME	2. OPERATIONAL PERIOD From: To:	INDIVIDUAL LOG ICS 214a-OS
3. INDIVIDUAL NAME	4. EOC SECTION	5. Assignment/Location
6.ACTIVITY LOG		Page of

TIME	MAJOR EVENTS

TIME	MAJOR EVENTS

PART TWO
PLANNING/INTELLIGENCE SECTION
CONTENTS

PLANNING/INTELLIGENCE SECTION

Purpose ..... Part Two P-3
Overview ..... Part Two P-3
Objectives ..... Part Two P-3
Concept of Operations ..... Part Two P-4
Section Activation Procedures ..... Part Two P-4

ORGANIZATION CHART ..... Part Two P-5
RESPONSIBILITIES CHART ..... Part Two P-6
PLANNING/INTELLIGENCE SECTION ORGANIZATION CHART ..... Part Two P-7

SECTION STAFF ..... Part Two P-9

COMMON EOC RESPONSIBILITIES ..... Part Two P-11

SECTION POSITION CHECKLISTS ..... Part Two P-13
- Planning/Intelligence Section Coordinator ..... Part Two P-13
- Resources Unit ..... Part Two P-17
- Situation Status Unit ..... Part Two P-19
- Documentation Unit ..... Part Two P-23
- Damage Assessment Unit ..... Part Two P-25
- Advance Planning Unit ..... Part Two P-28
- Recovery Planning Unit ..... Part Two P-30
- GIS Unit ..... Part Two P-32
- Demobilization Unit ..... Part Two P-34

PLANNING SECTION SUPPORT DOCUMENTATION ..... Part Two PS-1

REFERENCE DOCUMENTS

PLANNING/INTELLIGENCE SECTION COORDINATOR (Look in Forms Section also)

ACTION PLANNING ..... Part Two PS-3
- "Planning P" ..... Part Two PS-6

DOCUMENTATION UNIT (Look in Forms Section also)

AFTER ACTION/CORRECTIVE ACTION PLANS ..... Part Two PS-7

RECOVERY UNIT (Look in Forms Seciton also)

TYPES OF RECOVERY PROGRAMS ..... Part Two PS-13

FORMS

EOC ACTION PLAN TEMPLATE ..... Part Two PS-14
EOC Assignment List ..... Part Two PS-22
EOC Radio Communications Plan ..... Part Two PS-23
INITIAL DAMAGE ESTIMATE FORM ..... Part Two PS-24
EVENT/MAJOR INCIDENT REPORT ..... Part Two PS-28
SITUATION REPORT ..... Part Two PS-30
AFTER ACTION/CORRECTIVE ACTION PLAN TEMPLATE ..... Part Two PS-32
ACTIVITY LOG ..... Part Two PS-43

PLANNING/INTELLIGENCE SECTION

PURPOSE

The purpose of this section is to enhance the capability of the City to respond to emergencies by planning application and coordination of available resources. It is the policy of this section that the priorities of responses are to be:

- Protect life, property, and the environment.
- 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. This Section primarily gathers and documents information to answer critical questions: Where are the incidents? How bad are the incidents? How much worse will the incidents become? How can we best manage the incidents? 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 Ventura County Operational Area. This Section is responsible for the preparation and documentation of the EOC Action Plan (with input from Management Section Staff, Section Coordinators, and other appropriate agencies/jurisdictions). 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 EOC using maps and visual aids.
- Prepare and maintain displays, charts and lists, which reflect the current status and location of assigned resources (personnel, equipment and vehicles).
- Disseminate intelligence information to the EOC Director, PIO, General Staff and the Ventura County Operational Area.
- Conduct mapping and recording operations.

- Prepare summary safety/damage assessment reports for dissemination to other sections, City departments, Cal OES, FEMA and the Ventura County Operational Area.
- Prepare required reports identifying the extent of damage and financial losses and post appropriate information to RIMS or other information system.
- Determine the City's post-event condition.
- Provide Planning/Intelligence support to other sections.
- Ensure accurate recording and documentation of the incident.
- Prepare the EOC Action Plan.
- Prepare the City's After-Action/Corrective 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 Cal 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/emergency as the situation dictates:

- SEMS) and NIMS will be followed.
- All existing City and departmental operating procedures will be adhered to unless modified by the City Council or EOC Director.
- All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with the City Employee Emergency Response Procedures.
- While in a disaster mode, operational periods will be 12 hours for the duration of the event. The EOC Director will determine operational periods. Operational periods should be event driven.

SECTION ACTIVATION PROCEDURES

The EOC Director is authorized to activate the Planning/Intelligence Section.

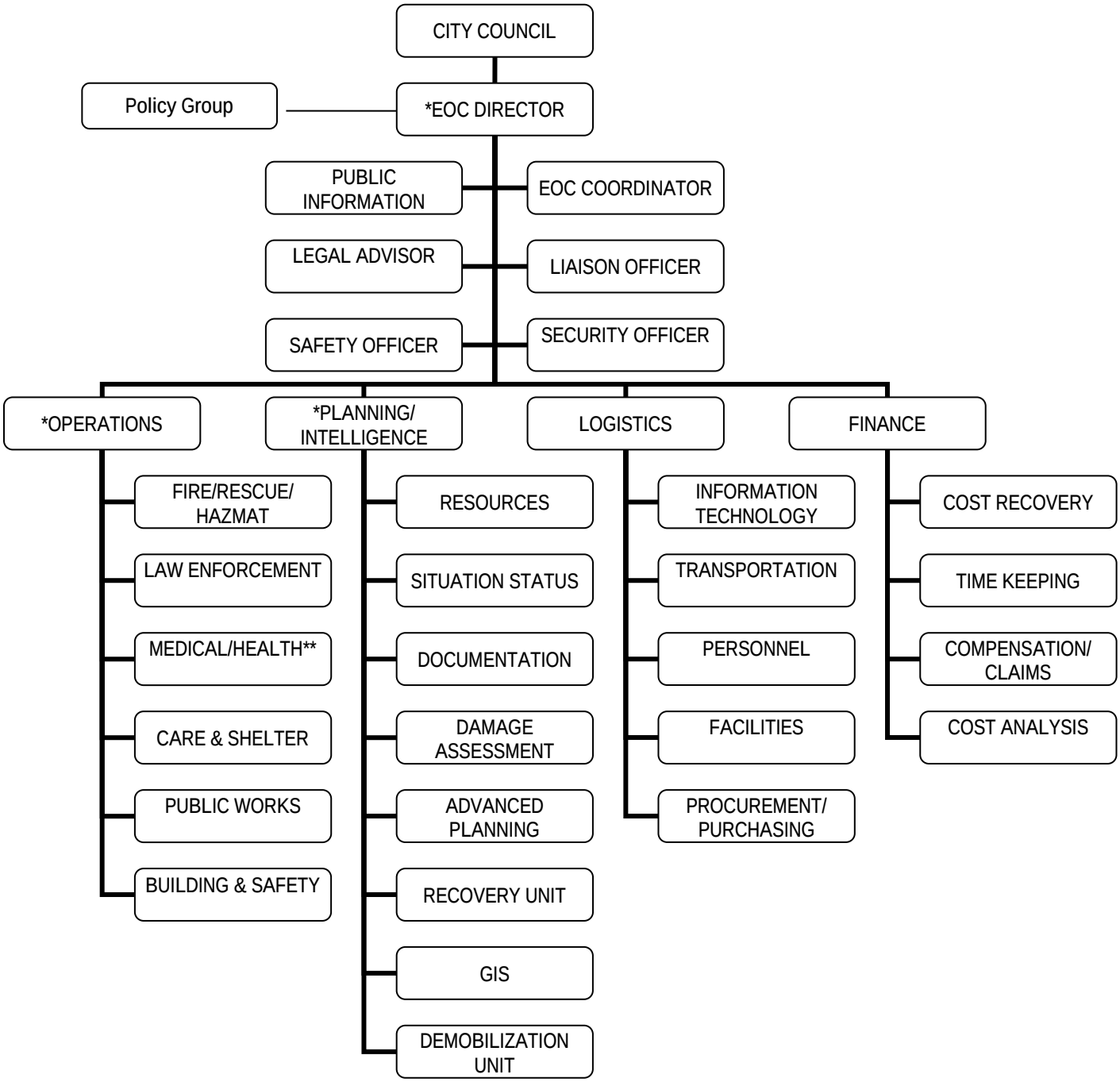
When to Activate

The Planning/Intelligence Section may be activated when the EOC is activated or upon the order of the EOC Director.

Where to Report

Due to the sensitive nature of the location of the EOC, this information regarding the primary and the alternate EOC is found in the restricted use section of this plan, the Appendix.

ORGANIZATION CHART

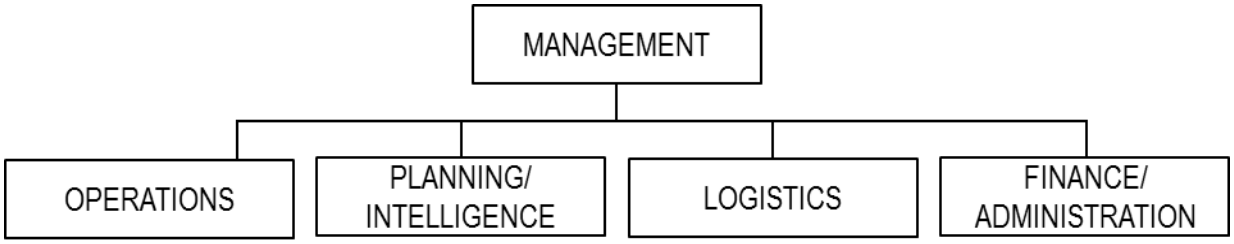


* If all elements are activated, a deputy may be appointed to provide a manageable span of control.

** Position is normally coordinated by the County, but a local coordinator may be designated, if needed

Field Units will be coordinating and communicating with each of the Branches under the Operations Section. The Incident Command System will be used in the field.

RESPONSIBILITIES CHART



Responsibilities:

Management Section
Responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies, non-governmental agencies and private sector and private organizations. EOC Director will either activate appropriate sections or perform their functions as needed.

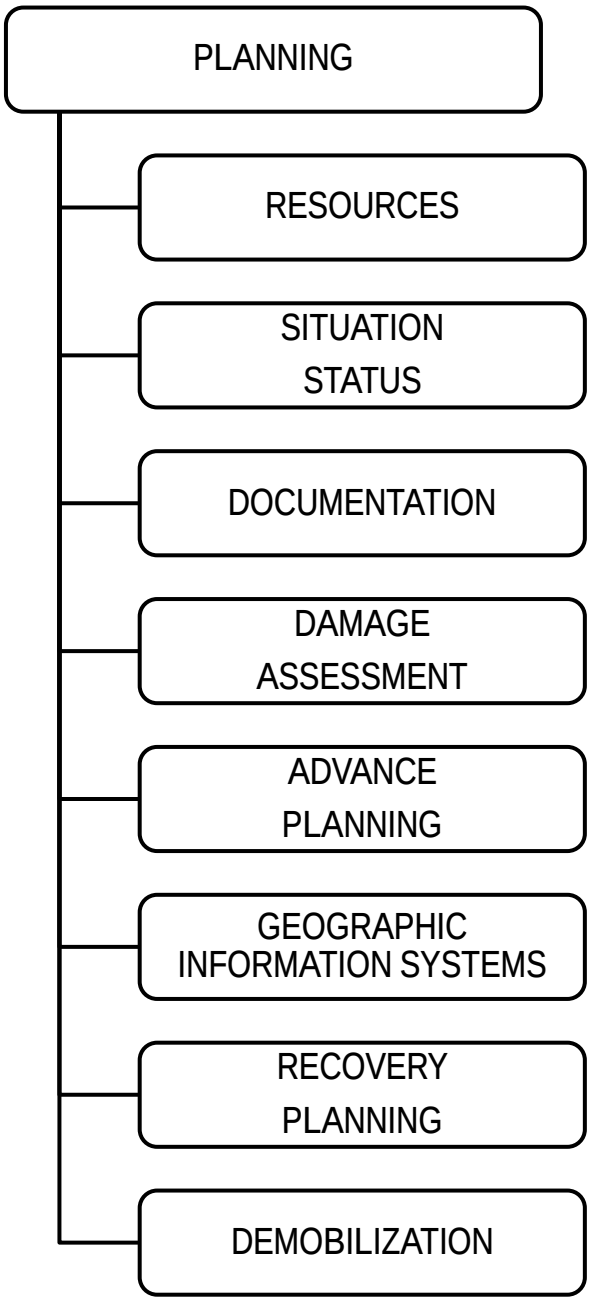
Operations Section
The Operations Section is responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the City's EOC Action Plan.

Planning/Intelligence Section
The Planning Section is responsible for collecting, evaluating and disseminating information; coordinating the development of the City's EOC Action Plan in coordination with other sections; initiating and preparation of the City's After-Action/Corrective Action Report and maintaining documentation.

Logistics Section
The Logistics Section is responsible for providing communications, facilities, services, personnel, equipment, supplies and materials.

Finance/Administration Section
The Finance/Administration Section is responsible for financial activities and other administrative aspects.

PLANNING/INTELLIGENCE SECTION
ORGANIZATION CHART



Page intended to be blank

PLANNING/INTELLIGENCE SECTION STAFF

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 arises:

- Situation Status Unit
- Resources Unit
- Documentation Unit
- Damage Assessment Unit
- Advance Planning Unit
- Recovery Planning Unit
- Geographic Information Systems
- Demobilization Unit
- Technical Specialist

The Planning/Intelligence Section Coordinator may activate additional branches/groups/units as necessary to fulfill an expanded role.

The Planning/Intelligence Section Coordinator is responsible for overseeing all demobilization post-disaster. All Planning/Intelligence staff will account for all equipment, personnel, and supplies at the end of any operation.

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.

Resources Unit
The Resources Unit is responsible for maintaining detailed tracking records of resource allocation and use (resources available, resources assigned, resources requested but not yet on scene, “out-of-service” resources, and estimates of future resource needs); for maintaining logs and invoices to support the documentation process and for resources information displays in the EOC. This Unit collaborates with the Operations Section (to identify resources currently in place and resources needed) and Logistics Section (to determine resources ordered and in route).

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 coordinating the preparation of the EOC Action Plans and After-Action/Corrective 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.

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 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.

GIS Unit
The GIS Unit is responsible for gathering and compiling updated disaster/emergency information and providing various map products regarding the disaster/emergency. The GIS Unit will work with the Situation Unit and the PIO to ensure accurate and rapid dissemination of disaster/emergency information.

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.

COMMON EOC RESPONSIBILITIES

(The following is a checklist applicable to all EOC positions and is to be used in conjunction with the specific checklist for each EOC position.)

Start-Up Actions:

- ❑ Check-in upon arrival at the EOC.
- ❑ Report to your EOC organizational supervisor.
- ❑ Obtain a briefing on the situation.
- ❑ Determine your personal operating location and set up as necessary.
- ❑ Review your position responsibilities.
- ❑ Identify yourself by putting your title on your person (vest, name tag, city I.D. badge). 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.
- ❑ Log into WebEOC. **(Procedures can be found in the Appendix).**
- ❑ Open and maintain a position activity log.
- ❑ Determine 24-hour staffing requirements and request additional support as required.
- ❑ Determine the need for group or unit establishment. Make required personnel assignments as staff arrives at the EOC or media center/Joint Information Center.
- ❑ Request additional resources through the appropriate Logistics Section Unit.
- ❑ Based on the situation as known or forecast determine likely future Section needs.
- ❑ Think ahead and *anticipate* situations and problems before they occur.
- ❑ Using WebEOC and activity log, maintain all required records and documentation to support the After-Action/Corrective 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 Cal OES and FEMA.

General Operational Duties:

- ❑ Keep up to date on the situation and resources associated with your position.
- ❑ Maintain current status reports and displays.
- ❑ Keep your EOC organizational supervisor advised of your status and activity and on any problem areas that now need or will require solutions.

- ❑ 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 planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ❑ Determine and **anticipate** support requirements and forward to your EOC organizational supervisor.
- ❑ Monitor your position activities and adjust staffing and organization to meet current needs.
- ❑ Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- ❑ Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your EOC organizational supervisor 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.

Deactivation:

- ❑ Ensure that all required forms or reports are completed prior to your release and departure.
- ❑ Be prepared to provide input to the EOC After-Action/Corrective Action Report.
- ❑ Determine what follow-up to your assignment might be required before you leave.
- ❑ Deactivate your position and close out logs when authorized by your EOC organizational supervisor.
- ❑ Leave forwarding phone number where you can be reached.

PLANNING/INTELLIGENCE SECTION COORDINATOR

SUPERVISOR: **EOC Director**

RESPONSIBILITIES:

- Ensure that the Planning/Intelligence function is performed consistent with SEMS/NIMS Guidelines, including:
  - Collecting, analyzing and displaying situation information.
  - Preparing periodic situation reports.
  - Initiating and documenting the City's Action Plan and After-Action/Corrective Action Report.
  - Resource Tracking.
  - Advance planning.
  - Planning for demobilization.
  - Providing Geographic Information Services and other technical support services to the various organizational elements within the EOC.
  - Periodic briefings to policy/emergency management group and EOC staff as appropriate.

- 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.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

❑ See Common EOC responsibilities on P-11.

Duties:

❑ Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements.
  - Resources Unit
  - Situation Status Unit
  - Documentation Unit
  - Damage Assessment Unit
  - Advance Planning Unit

- Recovery Planning Unit
- GIS Unit
- Demobilization Unit
- Technical Specialist

- ❑ 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.
- ❑ Review responsibilities of branches in your Section. Develop plan for carrying out all responsibilities.
- ❑ Meet with other Section Coordinators.
- ❑ Review major incident reports and additional field operational information that may pertain to or affect Section operations.
- ❑ Prepare work objectives for Section staff and make staff assignments.
- ❑ 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 Operations Section needs.
- ❑ 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.
- ❑ 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 Operations Section Branches and 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.
- ❑ 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.
- ❑ Make sure that all contacts with the media are fully coordinated first with the PIO.
- ❑ Participate in the EOC Director's action planning meetings.
- ❑ Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- ❑ Assess the impact of the disaster/emergency on the city, including the initial safety/damage assessment by field units.
- ❑ Develop situation analysis information on the impact of the emergency from the following sources:
  - Ventura County Fire Department
  - Ventura County Sheriff
  - Moorpark Public Works
  - Moorpark Parks and Recreation
  - Moorpark Unified School District
  - Moorpark College
  - American Red Cross Ventura County
  - Police and Fire volunteers
  - ACS
  - Media (Radio, Electronic, and Television)
  - Sheriff OES
  - VOAD
- ❑ Ensure that pertinent emergency information is disseminated through appropriate channels to response personnel, City EOC section staff, City departments, Ventura County Operational Area, and the public.
- ❑ Review and approve reconnaissance, City status and safety/damage assessment reports for transmission by the Situation Status Unit to the Ventura County Operational Area.
- ❑ Working with the EOC Management Team and the Documentation Unit, prepare an EOC Action Plan to identify priorities and objectives. **(See Part Two – Planning/Intel.-Support Documentation-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.

Deactivation:

- ❑ Authorize deactivation of organizational elements within your Section when they are no longer required.

RESOURCES UNIT

SUPERVISOR: **Planning/Intelligence Section Coordinator**

RESPONSIBILITIES:

- Maintain detailed tracking records of resource allocation and use (resources already in place, resources requested but not yet on scene, "out-of-service" resources and estimates of future resource needs);
- Prepare and maintain displays, charts and lists that reflect the current status and location of controlled resources: personnel, equipment and vehicles.
- Establish a resource reporting system for field and EOC units.
- Provide information to assist the Situation Status and Documentation Units of the EOC Planning/Intelligence Section in strategy planning and briefing presentations.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ❑ See Common EOC responsibilities on P-11.

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 deployed.
- ❑ 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 EOC 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 and assist in preparation of the EOC Action Plan.
- ❑ Ensure that Operations Section is informed of the estimated time-of-arrival of ordered personnel, support vehicles/units, transportation, and other critical resources. (Coordinate with Logistics Section).
- ❑ Make recommendations to the Logistics Section Coordinator of resources that are not deployed or should be deactivated.

Page intended to be blank.

SITUATION STATUS UNIT

SUPERVISOR: **Planning/Intelligence Section Coordinator**

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 Ventura County Operational Area. WebEOC can be used to facilitate this process.
- Develop and maintain current maps and other displays (locations and types of incidents). Work with the GIS Unit, if activated, to produce mapping products.
- 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, summarize and provide current information on central maps and displays. Work with the GIS Unit to integrate mapping products into display information.
- Monitor and ensure the orderly flow of disaster intelligence information within the EOC.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

❑ See Common EOC responsibilities on P-11.

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 resources committed to the disaster/emergency
- City resources available
- Assistance provided by outside agencies and resources committed.
- Shelters, type, location and number of people that can be accommodated.

❑ Possible Information Sources include:
- Disaster briefings
- EOC Action Plan
- Section Reports
- Intelligence Reports
- Field Observations
- Casualty Information
- Resource Status Reports
- Aerial Reports and Photographs
- Values and Hazards Information
- On Duty Personnel from other Sections
- WebEOC

❑ Direct the collection of photographs, videos, and/or sound recordings of disaster events, as appropriate.

❑ Prepare and maintain EOC displays.

❑ Assist in the preparation of the EOC Action Plan.

❑ Using WebEOC 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. **Note: Casualty information cannot be released to the press or public without authorization from EOC Director and the PuPIO.**

❑ 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 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 sections/units.

❑ Determine weather conditions, current and upcoming. Keep up-to-date weather information posted.

❑ Provide resource and situation status information in response to specific requests.

- ❑ Prepare an evaluation of the disaster situation and a forecast on the potential course of the disaster event(s) at periodic intervals or upon request of the Planning/Intelligence Section Coordinator.
- ❑ Prepare required Ventura County Operational Area reports. Obtain approval from the Planning/Intelligence Section Coordinator and transmit to the Ventura County Operational Area.
- ❑ Prepare written situation reports at periodic intervals at the direction of the Planning/Intelligence Section Coordinator.
- ❑ Assist at planning meetings as required.
- ❑ During a radiological incident, activate the Radiological Protection Procedures as needed for reporting and documentation. **(Part Two – Operations Support Documentation – Radiological Protection).**
- ❑ As appropriate, assign "field observers" to gather information.

Page intended to be blank.

DOCUMENTATION UNIT

SUPERVISOR: **Planning/Intelligence Section Coordinator**

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.
- 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 sections/units.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ❑ See Common EOC responsibilities on P-11.

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/Correction Action are compiled, approved, copied and distributed to EOC Sections and Units. **(See Part Two-Planning/Intel. Support Documentation-Action Planning After Action/Corrective Action Reports.)**
- ❑ Ensure the development of a filing system to collect, log and compile copies of forms and reports according to procedures approved by the Planning/Intelligence Section Coordinator.
- ❑ Establish copying service and respond to authorize copying requests.
- ❑ Establish a system for collecting and/or printing from WebEOC all section and unit journal/logs at completion of each operational period for the official record.
- ❑ Verify accuracy/completeness of records submitted for file – to greatest extent possible; correct errors by checking with EOC personnel as appropriate.

- ❑ Prepare an overview of the documented disaster events at periodic intervals or upon request from the Planning/Intelligence Section Coordinator.

DAMAGE ASSESSMENT UNIT

SUPERVISOR: **Planning/Intelligence Section Coordinator**

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 and Public Works Branches of the Operations Section for exchange of information.

❑ See Common EOC responsibilities on P-11.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Duties:

❑ Coordinate collection of safety/damage assessment information.
❑ Coordinate assessment with private sector utilities and special districts, as appropriate.
❑ Prepare safety/damage assessment information and provide to the Planning/Intelligence Section Coordinator for approval.
❑ Coordinate with Public Works Branch in gathering safety/damage assessment information on:
  – Roads, bridges and highways
  – Utilities: water and waste water, electricity, and gas
❑ Coordinate with all Operations branches (Law Enforcement, Fire, Public Works, Care and Shelter, and Building and Safety) for possible information on damage to structures.
❑ Coordinate with the American Red Cross, Police/Fire volunteers and other sources for additional safety/damage assessment information.
❑ Coordinate with the Logistics Section Information Branch to gather damage assessment information on the communications infrastructure: wired, data, cable, and wireless.
❑ Coordinate with Community Services in gathering safety/damage assessment information on parks and recreation facilities.
❑ 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, etcetera
❑ Provide documentation to the Legal Advisor on those structures, which may need to be demolished in the interest of public safety.

- ❑ Provide final safety/damage assessment reports to the Documentation Unit.

Page intended to be blank

ADVANCE PLANNING UNIT

SUPERVISOR: **Planning/Intelligence Section Coordinator**

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. **(See Planning Support Documentation – Action Planning)**

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ❑ See Common EOC responsibilities on P-11.

Duties:

- ❑ Obtain current briefing on the operational situation from the Situation Status Unit.
- ❑ Determine 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.
  - 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 36-72 hours.
- ❑ Provide reports to the EOC Planning/Intelligence Section Coordinator and/or EOC Director and others as directed.
- ❑ Develop specific recommendations on areas and issues that will require continuing and/or expanded City involvement.
- ❑ Identify potential problem areas along evacuation routes, i.e., weight restrictions, narrow bridges, road sections susceptible to secondary effects of an incident, etcetera.

- ❑ Ensure evacuation route methods properly accommodate persons with access and functional needs, i.e. specialized vehicles for wheelchairs, buses, or similar for those without transportation.
- ❑ 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.
- ❑ Coordinate with the Operations Section on the movement of persons with access and functional needs. Coordinate with Paratransit companies as necessary.
- ❑ As needed, develop methods for countering potential impediments (physical barrier, time, lack of transportation resources, etcetera) to evacuation.

RECOVERY PLANNING UNIT

SUPERVISOR: **Planning/Intelligence Section Coordinator**

RESPONSIBILITIES:

- 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. Ensure that the City is prepared to participate jointly with FEMA, Cal OES, Ventura County Operational Area, and non-profit organizations to expedite disaster assistance for individuals, families, businesses, public entities, and others entitled to disaster assistance. **(See Types of Recovery Programs in the Planning/ Intelligence Support Documentation).**
- 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.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ❑ See Common EOC responsibilities on P-11.

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.
- ❑ 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.
- ❑ 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".
- ❑ 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 considered to the fullest extent and those arrangements 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 which should be adopted as part of the emergency procedures. (Demolition of historic structures requires a "Certificate of

Appropriateness" from the Planning Commission. An alternate process should be adopted after declaration of a disaster giving this authority to the City Planner.)

- ❑ With Section Coordinators, develop a plan for initial recovery operations.
- ❑ Prepare the EOC organization for transition to Recovery Operations.
- ❑ Coordinate with Planning and Development for all land use and zoning variance issues; permits and controls for new development; revision of building regulations and codes; code enforcement; plan review; and building and safety inspections.
- ❑ Coordinate with Ventura County Health Care Agency for restoration of medical facilities and associated services; and perform environmental reviews.
- ❑ Coordinate with Public Works Department for debris removal; demolition; construction; management of and liaison with construction contractors; and restoration of utility services.
- ❑ Coordinate with Care and Shelter for housing for persons with access and functional needs and the needy; oversight of care facility property management; and low income and special housing needs.
- ❑ Coordinate with Finance Department for public finance; budgeting; contracting; accounting and claims processing; taxation; and insurance settlements.
- ❑ Coordinate with Planning and Community Development for redevelopment of existing areas; planning of new redevelopment projects; and financing new projects.
- ❑ Coordinate with City Attorney (Legal Advisor) on emergency authorities; actions, and associated liabilities; preparation of legal opinions; and preparation of new ordinances and resolutions.
- ❑ Coordinate with FEMA, Cal OES, Ventura County Operational Area, and non-profit organizations to expedite disaster assistance for individuals, families, businesses, public entities and others entitled to disaster assistance.
- ❑ Coordinate with City Manager's Office for continuity of operations and communications; space acquisition; supplies and equipment; vehicles; personnel; and related support.

GEOGRAPHIC INFORMATION SYSTEMS (GIS) UNIT

SUPERVISOR: **Planning/Intelligence Section Coordinator**

RESPONSIBILITIES:

- Review geographic area of incident and inventory available spatial data.
- Determine planning unit needs for maps and GIS products and services.
- Participate in planning meetings in order to stay abreast of changing map requirements.
- Gather and compile spatial data from the different incident-sections.
- Develop and maintain current maps (locations and types of incidents) for various components of the incident. Work in coordination with the Situation Status Unit.
- Transmit approved reports to the Ventura County Operational Area.
- Provide status reports and workflow information to appropriate requesters.
- Maintain Unit/Activity Log.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

❑ See Common EOC responsibilities on P-11.

Duties:

❑ Coordinate with the Situation Status Unit with the collection, mapping 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.
- Road closures and disaster routes.
- Structural property damage (estimated dollar value).
- Personal property damage (estimated dollar value).
- City resources committed to the disaster/emergency.
- City resources available.
- Assistance provided by outside agencies and resources committed.
- Shelters, type, location and number of people that can be accommodated.

❑ Possible Information Sources include:
- City GIS layers.
- CalOES, Sheriff OES, CASIL, California Fire and Resource Assessment Program, Ventura County, and other cities.

- Disaster briefings.
- EOC Action Plan.
- Section Reports.
- Intelligence Reports.
- Field Observations.
- Resource Status Reports.
- Aerial Reports and Photographs.
- Values and Hazards Information.
- On Duty Personnel from other Sections.
- WebEOC.

❑ Direct the collection of maps and spatial data of disaster events, as appropriate.

❑ Prepare and maintain EOC map displays. Clearly identify incidents. Ensure that all displays reflect the most current and correct information.

❑ Post to the significant events log maps that describe changes in the spatial character of the incident.

❑ Develop sources of information and assist the Planning/Intelligence Section Coordinator in collecting, organizing and analyzing mapping data from the following:
- Management Team
- Operations Section
- Logistics Section
- Finance/Administration Section

❑ Provide for an authentication process in case of conflicting location reports on events.

❑ Meet with the Planning/Intelligence Section Coordinator and 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 location information.

❑ Provide mapping information to the PIO for use in developing media and other briefings.

❑ Establish and maintain an open file of location reports and major incident reports for review by other sections/units.

❑ Identify potential problem areas along evacuation routes, i.e., weight restrictions, narrow bridges, road sections susceptible to secondary effects of an incident, etcetera.

❑ Provide maps and location information in response to specific requests.

❑ Prepare required standard map products. Obtain approval from the Planning/Intelligence Section Coordinator and transmit to the Ventura County Operational Area.

❑ Prepare written situation reports at periodic intervals at the direction of the Planning/Intelligence Section Coordinator.

❑ Assist at planning meetings as required.

❑ As appropriate, assign “field observers” to gather information.

DEMOBILIZATION UNIT

SUPERVISOR: **Planning/Intelligence Section Coordinator**

RESPONSIBILITIES:

- Provide assistance to the EOC Planning/Intelligence Section Coordinator and EOC Director in planning for the EOC demobilization.
- Develop demobilization strategy and plan with Section Coordinators.
- Prepare 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.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ❑ See Common EOC responsibilities on P-11.

Duties:

- ❑ Coordinate with the field level Demobilization Unit Leaders.
- ❑ 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 Representatives 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 EOC Planning/Intelligence Section Coordinator on demobilization progress.
- ❑ Obtain identification and description of surplus resources.
- ❑ Establish “check-in” stations, as required, to facilitate the return of supplies, equipment and other resources.
- ❑ Ensure a debriefing is conducted prior to release of personnel.
- ❑ Ensure unresolved issues are assigned for resolution following deactivation.

PLANNING/INTELLIGENCE SECTION

SUPPORTING DOCUMENTATION

REFERENCE DOCUMENTS

PLANNING/INTELLIGENCE SECTION COORDINATOR (Look in Forms Section also)

ACTION PLANNING ..... Part Two PS-3
"Planning P" ..... Part Two PS-6

DOCUMENTATION UNIT (Look in Forms Section also)

AFTER ACTION/CORRECTIVE ACTION PLANS ..... Part Two PS-7

RECOVERY UNIT (Look in Forms Section also)

TYPES OF RECOVERY PROGRAMS ..... Part Two PS-13

FORMS

EOC ACTION PLAN TEMPLATE ..... Part Two PS-14
EOC Assignment List ..... Part Two PS-22
EOC Radio Communications Plan ..... Part Two PS-23

INITIAL DAMAGE ESTIMATE FORM ..... Part Two PS-24

EVENT/MAJOR INCIDENT REPORT ..... Part Two PS-28

SITUATION REPORT ..... Part Two PS-30

AFTER ACTION/CORRECTIVE ACTION PLAN TEMPLATE ..... Part Two PS-32

ACTIVITY LOG ..... Part Two PS-43

Page intended to be blank.

ACTION PLANNING

Action plans are an essential part of SEMS/NIMS 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.
- A basis for measuring work and cost effectiveness, work progress and providing accountability.

There are two kinds of action plans: Incident Action Plans (IAP) and EOC Action Plans. EOC Action Plans should focus on citywide 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 IAP. IAP 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.) IAPs may be either verbal or written.

Written IAPs are recommended for:

- Any multi-department 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 IAPs. These forms should be used whenever possible. The format for an IAP 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, etcetera? Is current resource availability a limiting or dictating factor in strategy selection?).
- Tactics appropriate to the selected strategy (given a selected strategy, what are the specific tactics necessary to implement the strategy?).
- 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, etcetera; a medical support plan, etcetera.

EOC ACTION PLANNING

The Action Planning process is an essential tool for the City, particularly in managing sustained emergency operations.

It is important that common City organizational goals are maintained and pursued as determined by Management. For the Management Section to draft appropriate goals, it must have a good understanding of the current situation and some idea of where the situation is going. They need to know not only what has happened in the last operational period, but also what is likely to occur in the next and future operational periods. **The overall EOC Action Plan should be developed by the Planning/Intelligence Section and provided to the Emergency Operations Director.**

Once the EOC Action Plan has been delivered, the Management Section shall determine the Strategic Goals for the next operational period. These may or may not be different from the operational goals from the last period. This short list of organizational goals must be verifiable and measurable.

Once the City goals are set, they should be communicated to the other sections, which in turn should communicate to their departments! <u>The policy group must receive copies of the EOC Action Plan.</u>

SUMMARY OF ACTIVITIES BY SECTION

1.	**PLANNING/INTELLIGENCE**	Presents the verbal EOC Action Report or the situation status report
2.	**MANAGEMENT**	Sets goals
3.	**PLANNING/INTELLIGENCE**	Posts goals for organization's use
4.	**OPERATIONS**	Determines tactics to achieve goals
5.	**LOGISTICS**	Determines how it will support operations
6.	**FINANCE/ADMINISTRATION**	Determines how it will support operations
7.	**PLANNING/INTELLIGENCE**	Prepares EOC Action Plan (document); continues collecting, analyzing and displaying information and continues Action Planning process

ACTION PLANNING AT SEMS/NIMS LEVELS

Action Planning at all SEMS 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.

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 activation. 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 SEMS/NIMS levels, but the EOC Action Plan should generally cover the following elements:

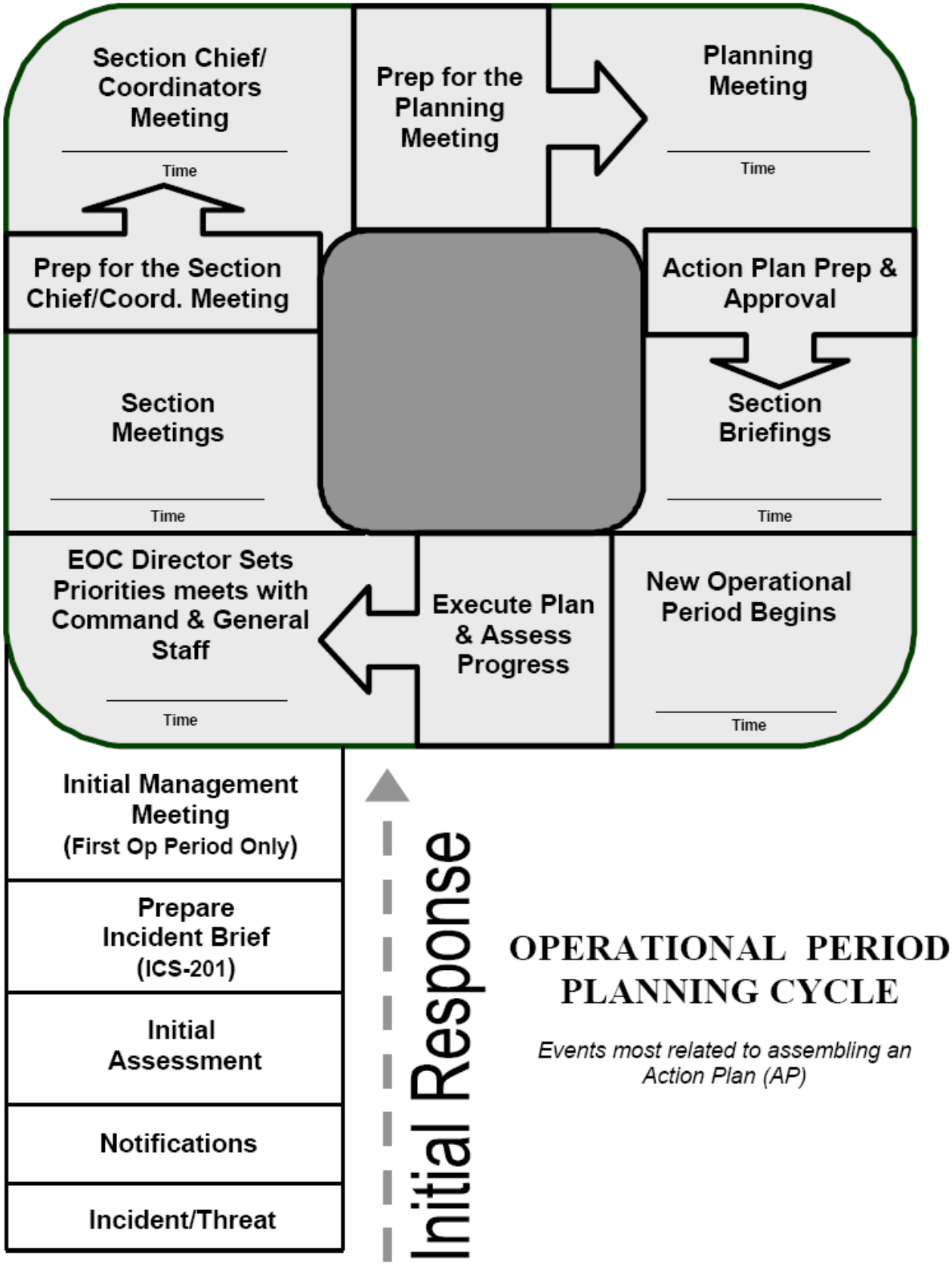
- Listing of objectives to be accomplished (should be measurable).
- Statement of current priorities related to objectives.
- Statement of strategy to achieve the objectives (identify if there is more than one way to accomplish the objective, and which way is preferred.).
- Assignments and actions necessary 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 Citywide issues. The EOC Action Plan sets overall objectives for the City as determined by the Emergency Operations Director. It can also include mission assignments for departments, provide policy and cost constraints, inter-agency considerations, etcetera. Properly prepared, the EOC Action Plan becomes an essential input to developing departmental action plans.

ACTION PLAN MEETING

This meeting is critical. The status of the incident and action plan should be discussed. The Planning & Intelligence Section Chief is responsible for holding this meeting.


Section Chief/ Coordinators Meeting
Time
Prep for the Planning Meeting
Planning Meeting
Time
Prep for the Section Chief/Coord. Meeting
Action Plan Prep & Approval
Section Meetings
Time
Section Briefings
Time
EOC Director Sets Priorities meets with Command & General Staff
Time
Execute Plan & Assess Progress
New Operational Period Begins
Time
Initial Management Meeting (First Op Period Only)
Prepare Incident Brief (ICS-201)
Initial Assessment
Notifications
Incident/Threat
Initial Response
OPERATIONAL PERIOD PLANNING CYCLE
Events most related to assembling an Action Plan (AP)

After Action/Corrective Action

(This information is based on the *California Implementation Guidelines for the National Incident Management System, Workbook and User Manual*, May, 10 2006)

Introduction

The SEMS Technical Group established the After Action/Corrective Action (AA/CA), SEMS Specialist Committee to address the NIMS requirements for AA/CA, and plans within the framework of SEMS. Products developed by this committee will be for use by state, local and tribal governments in order to support efforts towards NIMS compliance.

Legal Authorities

Local and State Agency requirement to transmit After Action Report (AAR) to Cal OES for declared events. Section 2450 (a) of the SEMS Regulations states "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 CAL OES within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, Title 19, §2900(j)."

The completion of an AAR is a part of the required SEMS reporting process. The Emergency Services Act (*Chapter 7 of Division 1 of Title 2of the Government Code*), Section 8607 (f) specifies that the Office of Emergency Services (CAL OES) (now known as Cal OES) shall in cooperation with involved state and local agencies complete an AAR within 120 days after each declared disaster. It also states "This report shall review public safety response and disaster recovery activities and shall be made available to all interested public safety and emergency management organizations."

Tribal Governments

While tribal governments are not required by law to comply with SEMS, they are encouraged to submit AARs to Cal OES; this provides for the statewide AAR to reflect a comprehensive collective response of local, state, and Tribal governments. As such, tribal governments have been included in this guidance.

AAR Contents

Section 2450 (b) of the SEMS Regulations states, "The after action report shall, at a minimum, be a review of response actions taken, application of SEMS, suggested modifications to SEMS, necessary modifications to plans and procedures, identified training needs, and recovery activities to date."

AARs for non-declared disasters / AARs as tools

AARs are used to document an event and to identify "corrective actions" that need to be completed. Overall, the AA/CA process improves the quality of emergency management in California. AA/CA reports should be completed for both declared and non-declared disasters, for training/ exercises, and pre-identified planned events consistent with NIMS requirements.

For exercises conducted using federal funding, such as DHS Grants and Training funding, complete an AAR and Improvement Plan within the grant required timeframe of the event, and post the report on the Office for Domestic Grants and Training secure portal, or attach the Word version of the AA/CA Report to the portal.

AAR/CA Process

The complete AAR/CA process involves five (5) basic components:

1. Compile and sort all documentation from the response and recovery activities.
2. Analyze and triage emergency response and recovery activities data by SEMS functions.
3. Prepare and submit the AAR, including corrective actions. [In many cases, the AAR will have corrective actions. These may not be final corrective actions, and they may not be the ones that become action items in a corrective action plan.]
4. Identify corrective action planning activities necessary based on the AAR.
5. Implement and track to completion the identified Corrective Actions.

Function of AA/CA Reports

The SEMS required Cal OES AAR is the only one mandated to be available to state and local agencies. Non-CAL OES agencies have no mandated need to share their reports with any agency except Cal OES. It should be noted that state and local government agencies are required to comply with requests under the California Public Records Act.

Cal OES's AA/CA reports are available to all interested public safety and emergency management organizations and serve the following important functions:

- Provide a source for documentation of response and recovery activities.
- Identify problems and successes that occurred during emergency operations.
- Analyze the effectiveness of components of the SEMS.
- Describe and defines a plan of action for implementing improvements, including mitigation activities.

Importance of Documentation

Documentation is critical for developing AARs and must be initiated early in the response phase of a declared or non-declared event, a training/exercise, or a pre-identified planned event. Documentation:

- Is essential to operational decision-making.
- May have future legal ramifications.
- May have implications for determining reimbursement eligibility.
- Is essential for the continual improvement of the emergency management system.

Initiate documentation process

Assign Responsibility for AAR:

- Initiate early during response phase.
  - Assign responsibility to Planning/Intelligence Function.
  - Assign the responsibility for collecting and filing all documents and data pertaining to the event.
  - Emphasizes the importance of documentation.

  - Allows for early identification of possible system improvements and facilitates possible on-the-spot improvements.
  - Allows data to be compiled before too much time has elapsed and participants have returned to their normal duties.
  - Allows for establishing timelines and expedites the actual preparation of the AAR.
- Designated person assigned should have background in:
  - Planning function.
  - Emergency management organizational functions.
  - SEMS.
  - NIMS.
- Continuance of documentation following Field and EOC deactivations.
  - Follow-up AAR function may be assigned to the same person involved early in the event to provide continuity.

Sources of Documentation

Documentation sources include, but are not limited to:

- Planning function reports and forms.
- Data from all functions of the emergency organization.
- Action plans developed to support operational period activities.
- Forms used in the SEMS field level Incident Command Systems.
- Unit activity logs and journals.
- Response Information Management System (RIMS) forms and locally developed forms/reports that support the RIMS forms and Emergency Management Information System (EMIS).
- Written messages.
- Function and position checklists.
- Public information and media reports.
- FEMA-developed forms.
- Other forms or documentation.

Supplemental Documentation

Documentation developed during emergency operations can be supplemented with the following:

- Exit interview or critique forms completed as personnel rotate out of a function.
- Critiques performed at various time frames during and after emergency operational activities.
- Critiques may be conducted informally or with more formal, structured workshops.
- Surveys distributed to individuals and organizations after the event, which can be used either for direct input to the AAR or as a basis for workshop discussions.
- Research teams can gather information and write the applicable portions of the AAR.
- Other AARs prepared by participating agencies and organizations may be utilized as a data-gathering tool.

Data Organization and Structuring

There are many approaches to structuring and organizing compiled data.

Some questions to consider before preparing the AAR include:

- What is the purpose of the critique or survey?
- Who is the survey's audience?
- Have all key "players", for example, all activated personnel, been included in the survey/workshop?
- Does the Cal OES survey/workshop process permit identification of internal and external agency-specific improvements and corrective actions to be taken?
- Do the needed improvements involve the SEMS levels?
- Are the identified issues or problems linked to the appropriate corrective actions?
- Are SEMS functions (planning/intelligence, logistics, etcetera) being assessed?
- Are all phases of emergency management reflected in the data collection process, including response, recovery, mitigation, and preparedness?
- Does the Cal OES critique/survey format coincide with the after action report format?
- Does the Cal OES designated person understand the assignment and tasks?

AAR Preparation

An eight-step process to prepare the AAR is recommended.

1. Compile and sort by SEMS functions the information from surveys, critiques, and after action workshops.
2. Review and analyze documentation based on SEMS functional areas.
3. Evaluate lessons learned, areas needing improvement, corrective action recommendations, and use this information to develop proposed CAs.
4. Prepare draft AA/CA Report and distribute to participating state, local and tribal jurisdictions and private and volunteer organizations for review and comments.
5. Incorporate reviewer's comments as appropriate to develop a final draft report.
6. Redistribute the final draft to all previously identified reviewers for official approval.
7. Review and incorporate final comments from reviewers.
8. Prepare final AA/CA Report, obtain appropriate executive management approval, and forward the report to all participating jurisdictions, private and volunteer organizations, CAL OES Regions, and CAL OES Headquarters. For all events, tribal governments are invited to forward the approved AA/CA report to the next higher SEMS organization level.

Identification of Corrective Action (CA) planning activities

CA planning activities describe the actions that must be completed to alleviate the issue or problem identified in the AAR. This will require a system or method of following through, or tracking, the identified corrective action to ensure its completion. Depending on the complexity and severity of the identified issue or problem in the AAR, CAs could be briefly described in a matrix or may require the development of an integrated plan of action. Regardless of the complexity, each CA should contain:

- Description of the system and method of tracking the CA, that is, spreadsheet, database, etcetera, that will be used to ensure implementation of the CA.
- Brief description of the issue or problem, and the needed corrective action or activity.
- Party or organization(s) responsible for completing the CA.

- Expected end product.
- Expected completion date.
- Funding source and justification of the need for funding in order to carry out CAs.
- Identification of cross-jurisdictional or multi-agency working groups needed to implement the CAs, if appropriate.

Tracking and Implementing CAs
Implementation of CAs frequently requires a significant amount of time and commitment that could continue well into the Recovery stage. In some instances, the corrective action plans may require several years to fully implement. The Director of Emergency Management will have the overall responsibility for following through that the CA plan is implemented and completed as written.

For declared events:
Statewide AAR/CA
Cal OES will compile a consolidated statewide AAR for declared events in compliance with the SEMS statute and regulations. This consolidated AAR will also include proposed CAs, based upon input from the appropriate agencies and jurisdictions**.** This consolidated report is referred to as the AAR.

CAL OES Coordination of Local, Tribal, and State Agency Input
To facilitate timely completion of the Statewide AAR and to provide assistance for state and local agencies with reporting requirements, CAL OES, in accordance with its procedures, will do the following:

1. Notify the appropriate jurisdictions, agencies, and other interested parties of the Statewide AAR requirements and 90-day timeframe for submission of their AARs.
2. Establish a work group and work plan for developing the Statewide AAR.
3. Gather data for the Statewide AAR using a variety of methods, including, but not limited to workshops, hot-washes, interviews, and AARs from the appropriate agencies/departments, and jurisdictions.
4. Prepare a draft Statewide AAR that includes the proposed CAs and circulate it for review and comment among the appropriate interested parties. As part of this review process, state agencies and/or departments may be requested to obtain approval of their AAR input from their agency/department, or branch for their component of the consolidated Statewide AAR.
5. Prepare a final AAR, using comments obtained during the review process. The final AAR will be distributed both electronically and in hardcopy format to the appropriate interested parties. CAs will be shared with the emergency management community and strategies will be developed for implementing the CAs. Strategy development or event specific CA plans will be a collaborative effort among the organizations involved in an event.

For non-declared events:
Note: A similar process as that described in the previous section for declared events, may be followed for non-declared events, exercises/trainings, or pre-identified planned events, based

upon Cal OES's determination that an AAR process is appropriate and would benefit emergency management in California.

After Action/Improvement Plan reporting for federally funded exercises:
For federally funded exercises, follow the applicable grant guidelines/conditions.

CA Components
Plans for improving and/or correcting items identified in the AAR should address multiple areas. For each principal corrective action identified, include the following information:

- Issue Description (identified issue or problem).
- Description of corrective actions to be taken and/or recommendations.
- Identify the SEMS level and function that connects with the CA.
- Assignments – Identify agencies/departments/jurisdictions/positions that would be involved with correcting the issue or problem.
- Associated costs and budget for carrying out corrective actions, if available.
- Timetable for completion of the identified corrective actions, if known.
- Follow-up responsibility (identify agencies/jurisdictions/positions that will be involved with following-up on or tracking the corrective action to completion, if known).
- Documentation to verify the corrective actions taken to completion.

AA/CA in Recovery Phase
SEMS regulations call for identifying "Recovery activities to date." The Recovery activities listed in the AAR are the likely areas that will fall within the 120 day scope. The JFO may develop a separate AAR to address Recovery activities.

It is the responsibility of the key stakeholders to develop the CA measures needed to remedy any problems identified in the JFO AAR.

Recovery Activities
The description of Recovery Activities should include the following information:

- General background and description of recovery activities performed by participating agencies.
- Proclamation/Declaration process.
- JFO (description of locations and services offered to public).
- Damage Assessment (DA) (description of assessed damages).
- Safety Assessment Program activities.
- Public Assistance Programs (description of activities and services provided to government agencies that were adversely impacted by the disaster).
- Applicant Briefings.
- Individual Assistance Program (description of services/programs offered to individuals adversely affected by the disaster).
- Activation of Assistance Centers (description of services offered to public).
- Hazard Mitigation Program (description of services offered).

Based on the number of agencies involved in the response, recovery, and mitigation activities, those activities identified by participating agencies may be displayed in the body of the report, or they may be displayed in an attachment that delineates the information by each participating agency.

Types of Recovery Programs

Program and Type of Assistance	Local	State	Federal	Program Implementation Criteria
Fire Management Assistance Grant: fire suppression	No	No	Yes	The uncontrolled fire must threaten such destruction as would constitute a major disaster.
State PA - Director's Concurrence: restoration of public infrastructure only	Yes	No	No	The event must be beyond the control/capabilities of the local jurisdiction.
State PA - Governor's Proclamation: response and restoration costs	Yes	Yes	No	The event must be beyond the control/capabilities of the local jurisdiction.
Federal PA - Major Disaster: response and restoration costs	Yes	Yes	Yes	The State must request within 30 days of the occurrence; demonstrate that necessary actions are beyond the State's capability and damages must meet the per capita threshold and/or other criteria defined in federal regulations.
Federal PA - Emergency: response costs only	Yes	Yes	Yes	The State must request within 5 days after the need becomes apparent; must demonstrate that effective response is beyond the state's capability and that federal assistance is necessary to save lives and protect health, safety, and property.
Federal IHP: grants to individuals for necessary expenses or serious needs	Yes	Yes	Yes	May be implemented upon a Presidential declaration. There is no set threshold; however, FEMA considers such criteria as concentration of damages, trauma, special populations, etc.
SSGP: supplemental grants beyond IHP	Yes	Yes	Yes	Administered by DSS and only implemented when Federal IHP is activated.
SBA EIDL: working capital loans for small businesses	No	No	Yes	May be independently implemented when at least 5 small businesses have suffered economic injury and other assistance is not otherwise available; may be implemented under an USDA designation; and may be implemented under SBA physical declarations.
SBA Physical Disaster Loan Program: real and personal property loans	No	No	Yes	May be independently implemented when at least 25 homes and/or 3 businesses have suffered 40% uninsured losses; may also be implemented upon a Presidential declaration.
USDA Disaster Designation: crop production loss loans	No	No	Yes	May be made available to farmers/ranchers who have suffered at least 30% crop production loss or a physical loss to livestock products, real estate or chattel property. USDA can implement this program when requested by CAL OES on behalf of a local agricultural commissioner or local government authority.
Crisis Counseling Programs: referral services and short-term counseling	Yes	Yes	Yes	Funded by FEMA and administered by DMH to provide short- or long-term (up to 9 months) benefits.
Disaster Unemployment Assistance: weekly benefits	Yes	Yes	Yes	May be implemented by the Department of Labor upon a Presidential declaration to provide up to 26 weeks of unemployment benefits.

EOC ACTION PLAN

Disaster/Event Name:	**Date**	**Time**	**Prepared:**
Plan Prepared by:			
Plan Reviewed by: **(Plans/Intel Coordinator)**			
Plan Approved by: **(EOC Director)**			
Operational Period:	**From:**	**To:**	**Page** 1 of 7

The City's Emergency Management Policy is to provide effective life safety measures, reduce property loss, and protect the environment; provide a basis for the direction and control of emergency operations; plan for continuity of government, provide for the rapid resumption of impacted businesses and community services; provide accurate documentation and records required for cost recovery efforts; provide for the protection, use and distribution of remaining resources; coordinate operations with the emergency service organizations of other jurisdictions, if necessary.

Current Situation Summary:
•
•
•
•
•
•

Major Events/Incidents:
•
•
•
•
•
•
•

Safety Issues:

Resources Needed:
•
•
•

Other Information:

EOC ACTION PLAN

Summary of Section Objectives for Period # __ (Date and Time)

#	Objective	Branch/Unit/ Position	Est. Completed Date/Time
Management			
1			
2			
3			
4			
5			
Operations Section			
1			
2			
3			
4			
5			
Planning & Intelligence Section			
1			
2			
3			
4			
5			
6			
Logistics Section			
1			
2			
3			
4			
5			
Finance Administration			
1			
2			
3			
4			
5			

Attachments:

( ) Organization Chart ( ) Telephone Numbers ( ) Weather Forecast ( ) Maps
( ) DAC Locations ( ) Incident Map ( ) Safety Plan ( ) Transportation Plan
( ) Medical Plan ( ) Operating Facilities Plan ( ) Communication Plan ( ) Other_____

Based on situation and resources available, develop an Action Plan for each Operational Period.

EOC ACTION PLAN

Disaster/Event Name:			
Plan Prepared by:			
Plan Approved by: **(EOC Director)**			
Operational Period:	**Date:**	**From:**	**To:**

MANAGEMENT			
Objective	**Section, Branch or Unit Assigned**	**Time Required or To Completion**	**Resource Support**
1.			
2			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Attachments: ( ) PIO phone numbers ( ) EOC Organizational Chart			

EOC ACTION PLAN

Disaster/Event Name:			
Plan Prepared by:			
Plan Reviewed by: **(Section Coordinator)**			
Operational Period:	**Date:**	**From:**	**To:**

OPERATIONS			
Objective	**Section, Branch or Unit Assigned**	**Time Required or To Completion**	**Resource Support**
1.			
2			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Attachments: ( ) City Map w/major incidents, street closures, evacuation areas, etc. ( ) Weather			

EOC ACTION PLAN

Disaster/Event Name:			
Plan Prepared by:			
Plan Reviewed by: **(Section Coordinator)**			
Operational Period:	**Date:**	**From:**	**To:**

PLANNING/INTELLIGENCE			
Objective	**Section, Branch or Unit Assigned**	**Time Required or To Completion**	**Resource Support**
1.			
2			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Attachments: ( ) ( )			

EOC ACTION PLAN

Disaster/Event Name:			
Plan Prepared by:			
Plan Reviewed by: **(Section Coordinator)**			
Operational Period:	**Date:**	**From:**	**To:**

LOGISTICS			
Objective	**Section, Branch or Unit Assigned**	**Time Required or To Completion**	**Resource Support**
1.			
2			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Attachments: ( ) ( )			

EOC ACTION PLAN

Disaster/Event Name:			
Plan Prepared by:			
Plan Reviewed by: **(Section Coordinator)**			
Operational Period:	**Date:**	**From:**	**To:**

Finance/Administration			
Objective	**Section, Branch or Unit Assigned**	**Time Required or To Completion**	**Resource Support**
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Attachments: ( ) ( )			

1. Incident Name	2. Operational Period (Date/Time) From:	ORGANIZATION ASSIGNMENT LIST SEMS/NIMS 203-OS	
3. Management Section	**4. Name**	**5. Operations Section**	**6. Name**
EOC Director		Section Coordinator:	
EOC Coordinator:		Law Enforcement:	
Liaison Officer:		Fire/Hazmat/Medical/ Rescue:	
Public Information		Public Works:	
Security Officer:		Care and Shelter:	
Safety Officer:		Building and Safety:	
Legal Advisor:			
7. Planning Section	**8. Name**	**9. Logistics Section**	**10. Name**
Situation Status:		Information Systems:	
Resources Unit		Transportation Unit:	
Documentation:		Personnel Unit:	
Damage Assessment:		Facilities Unit:	
Adv. Planning:		Procurement/Purchasing:	
Recovery:			
GIS Unit			
Demobilization:			
11. Finance Section	**12. Name**	**12.Agency Reps**	**13. Name**
Time Keeping Unit			
Cost Analysis:			
Cost Recovery:			
14. Prepared By: (Resources Unit)		**Date/Time**	
ORGANIZATION ASSIGNMENT LIST SEMS/NIMS 203-OS			April 2003

EOC ACTION PLAN **SEMS/NIMS 205**

EOC Radio Communications Plan

Incident Name:	Date Prepared:	Time Prepared:
Operational Period Date: From: To:	Operational Period Time: From: To:	

Basic Radio Channel Utilization

Assignment	Function	System	Channel/ Frequency	Designated Check-in Time	Remarks

Prepared By:	Title:	SEMS/NIMS Position: **Communications Unit**
Approved By:	Title:	SEMS/NIMS Position: **Logistics Sections Coordinator**

COMMUNICATIONS PLAN **September 2007**
SEMS/NIMS 205

The information in this form should be submitted into the State RIMS or the current state information system. If RIMS or the current state information system is not functioning, this form could be submitted via fax to the Ventura CountyOperational Area.

California Standardized Emergency Management System
***INITIAL DAMAGE ESTIMATE (IDE) REPORT** (2007)*

Select Jurisdiction: ○ City ○ Special District ○ Operational Area ○ CAL OES Region ○CAL OES Headquarters		
Report Jurisdiction: **City:** **Population:**		
Related Event/Incident/Activity: **Date Sent to Op Area:** **Date Sent to City/Local:** **Begin Date/Time:** **Local Declaration:** **EOC Activated:** ○ Yes ○ No **Report as of:** **Report Prepared by:**		
DECLARATIONS	**DATE REQUESTED**	**DATE GRANTED**
Director's Concurrence		
Gubernatorial		
Presidential		
Individual Assistance		
Public Assistance		
SBA		
USDA		
Other		
POINT OF CONTACT FOR IDE REPORT		
Name:	**Phone:**	**Pager:**
Fax Number:	**Alt. Phone Number:**	**E-mail Address**

Considering the Preliminary Damage Assessment (PDA) is an essential step to secure state and federal disaster assistance, enter the earliest date CAL OES and/or federal PDA teams can initiate verification of identified damages.

Local Assistance Center (LAC): Need for opening a LAC? ○ Yes ○ No

Community Relations: Need for special language considerations? ○ Yes ○ No
If "Yes," please describe:

INDIVIDUAL ASSISTANCE (IA) DAMAGES

	Destroy	Major Damage	Minor Damage	Affected (no phys. damage)	Estimated Loss	Estimated % Covered by Insurance
Primary Residence (include mobile homes)						%
Business						%
Other (i.e. outbuildings, etc)						%
Totals:	0	0	0	0	$0	0%

Agricultural Damage:

	a. Acres Impacted	**b. Number Impacted**	**c. Estimated Loss**
Crops/Grazing Land			
Farm Buildings and Machinery			
Livestock			
Totals:			$0

PUBLIC ASSISTANCE DAMAGES
NOTE: CATEGORIES A & B - EXCLUDE NORMAL OPERATING COSTS

Category	No. of Sites	Estimated Loss	Description
CAT A: Debris Removal and Disposal			
CAT B: Emergency Protective Measures			
CAT C: Road and Bridge Systems (non-federal)			
CAT D: Water Control Facilities (levees, dams & channels)			
CAT E: Public Buildings and Equipment			
CAT F: Public Utilities (water and power, etc.)			
CAT G: Park/Recreational/other			
Totals:	0	$0	
Insurance Coverage Amount ($)			
Total Est. Uninsured Amount ($)			
Notes:			

FEDERAL PROGRAM DAMAGES

	Estimated Costs
Federal Highways (Emergency Relief Program) (Damages to federal highway systems)	
U.S. Army Corps of Engineers (PL 84 - 99) (For emergency flood control projects)	
Natural Resources Conservation Service: (For emergency watershed rehabilitation)	
Other (describe):	
Totals	$0

NOTIFICATION:

Send Notification ○ Yes ○ No
Message
Select Recipients
Notification List
Other Email addresses

California SEMS

Event/Major Incident Report

Incident Type:	**Incident Status:**
Location Name:	**Incident Prognosis:**
Date & Time	**Lead Agency**
Incident No.	**Related Event**
Incident Name	**Severity**
Initial Situation Summary	
PERSONNEL AND INFRASTRUCTURE	
No. of Fatalities:	**Building Damage:** (Heavy, Light, etc...)
No. of Injuries:	**Utilities Damage:** (Heavy, Light, etc...)
No. of Evacuations:	**Road Damage:** (Heavy, Light, etc...)
OTHER	
Select a new/another Action Plan: **Related Action Plans:**	
Weather Information:	
Supporting Agencies:	
Contact Info. (Name, Phone, etc.)	
ICP Established? ○ Yes ○ No	

NOTIFICATION

Send Notification ○ Yes ○ No	
Message	
Select Recipients	
Notification List	
Other Email addresses	
LOCATION:	
Site Name:	Site Type:
Street Address:	Apt. or Lot No.
City	

California SEMS *Situation Report*

Select Jurisdiction:
○ City ○ Special District ○ Operational Area ○ CAL OES Region ○CAL OES Hdqtrs.

Report Jurisdiction:

Overall Status:

Prognosis:

Related Event/Incident/Activity:

INITIAL SITUATION SUMMARY

Road Problem Summary's

Communications Problems:

Other Concerns/Problems:

WHAT EMERGENCY DECLARATIONS HAVE BEEN MADE?

	Local	Intermediate	Gubernatorial	Presidential
Date Requested:				
Date Granted:				
Intermediate Level:				

WHAT INFORMATION CAN YOU PROVIDE REGARDING NUMBER OF CASUALTIES

	Estimated	Confirmed	Comments
Fatalities:			
Injuries:			

WHAT DAMAGE INFORMATION CAN YOU PROVIDE

	Destroyed	Major Damage	Minor Damage	Affected	Estimated Cost	Estimated % Covered by Insurance
Residence						%
Business						%
Government						%
Total Estimated Cost:					$0	

PUBLIC ASSISTANCE DAMAGE (Note: Categories A& B exclude normal operating costs)

Category	No. of Sites	Estimated Loss
CAT A: Debris Removal and Disposal		
CAT B: Emergency Protective Measures		
CAT C: Road and Bridge Systems (non-federal)		
CAT D: Water Control Facilities (levees, Dams & channels)		
CAT E: Public Buildings and Equipment		
CAT F: Public Utilities (water and power, etc.)		
CAT G: Park/Recreational/other		
Totals:		

WHAT EVACUATION INFORMATION CAN YOU PROVIDE?

Number of People Evacuated:

Number of People in Shelters:

Comments

EOC(s) ACTIVATED?

Comments:

Contact Info: (Name, Phone, etc.)

ATTACHMENTS

Supporting File(s):
Web Pages:

Sample Reporting Form

AFTER ACTION/CORRECTIVE ACTION (AA/CA) REPORT SURVEY TEMPLATE

(EVENT NAME)

(This AA/CA Report template can be used for a declared, un-declared, or pre-planned event, an exercise, and/or training for SEMS/NIMS compliance).

Federally funded exercises: ***Completed AA/CA reports completed in this Word template can be attached to the Department of Homeland Security, Grants and Training, ODP Secure Portal.***

GENERAL INFORMATION

Information Needed	**Text Cal OES in text boxes below.**
Name of Agency:	
Type of Agency:* (Select one) * City, County, Operational Area (OA), State agency (State), Federal agency (Fed), special district, Tribal Nation Government, UASI City, non-governmental or volunteer organization, other.	
CAL OES Admin Region: (Coastal, Inland, or Southern)	
Completed by:	
Date report completed:	
Position: (Use SEMS/NIMS positions)	
Phone number:	
Email address:	
Dates and Duration of event: (Beginning and ending date of response or exercise activities - using mm/dd/yyyy)	
Type of event, training, or exercise:* * Actual event, table top, functional or full scale exercise, pre-identified planned event, training, seminar, workshop, drill, game.	
Hazard or Exercise Scenario:* *Avalanche, Civil Disorder, Dam Failure, Drought, Earthquake, Fire (structural), Fire (Woodland), Flood, Landslide, Mudslide, Terrorism, Tsunami, Winter Storm, chemical, biological release/threat, radiological release/threat, nuclear release/threat, explosive release/threat, cyber, or other/specify.	

SEMS/NIMS FUNCTION EVALUATION

MANAGEMENT (Public Information, Safety, Liaison, etc.)		
	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If "needs improvement" please briefly describe improvements needed:	
Planning	
Training	
Personnel	
Equipment	
Facilities	

FIELD COMMAND (Use for assessment of field operations, i.e., Fire, Law Enforcement, etc.)		
	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If "needs improvement" please briefly describe improvements needed:	
Planning	
Training	
Personnel	
Equipment	
Facilities	

OPERATIONS (Law enforcement, fire/rescue, medical/health, etc.)		
	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If "needs improvement" please briefly describe improvements needed:	
Planning	
Training	
Personnel	
Equipment	
Facilities	

PLANNING/INTELLIGENCE (Situation analysis, documentation, GIS, etc.)		
	Satisfactory	Needs Improvement

Overall Assessment of Function (check one)		

If "needs improvement" please briefly describe improvements needed:	
Planning	
Training	
Personnel	
Equipment	
Facilities	

LOGISTICS (Services, support, facilities, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If "needs improvement" please briefly describe improvements needed:	
Planning	
Training	
Personnel	
Equipment	
Facilities	

FINANCE/ADMINISTRATION (Purchasing, cost unit, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If "needs improvement" please briefly describe improvements needed:	
Planning	
Training	
Personnel	
Equipment	
Facilities	

AFTER ACTION REPORT QUESTIONNAIRE

(The responses to these questions can be used for additional SEMS/NIMS evaluation)

Response/Performance Assessment Questions	*yes*	*no*	*Comments*
1. Were procedures established and in place for responding to the disaster?			
2. Were procedures used to organize initial and ongoing response activities?			
3. Was the ICS used to manage field response?			
4. Was Unified Command considered or used?			
5. Was the EOC and/or DOC activated?			
6. Was the EOC and/or DOC organized according to SEMS?			
7. Were sub-functions in the EOC/DOC assigned around the five SEMS functions?			
8. Were response personnel in the EOC/DOC trained for their assigned position?			
9. Were action plans used in the EOC/DOC?			
10. Were action planning processes used at the field response level?			
11. Was there coordination with volunteer agencies such as the Red Cross?			
12. Was an Operational Area EOC activated?			
13. Was Mutual Aid requested?			
14. Was Mutual Aid received?			
15. Was Mutual Aid coordinated from the EOC/DOC?			
16. Was an inter-agency group established at the EOC/DOC level? Were they involved with the shift			
17. Were communications established and maintained between agencies?			
18. Was the public alert and warning conducted according to procedure?			
19. Was public safety and disaster information coordinated with the media through the JIC?			
20. Were risk and safety concern addressed?			
21. Did event use Emergency Support Function (ESFs) effectively and did ESF have clear understanding of			
22. Was communications inter-operability an issue?			

Additional Questions

23. What response actions were taken by your agency? Include such things as mutual aid, number of personnel, equipment and other resources. ***Note: Provide statistics on number of personnel and number/type of equipment used during this event. Describe response activities in some detail.***

_____
_____
_____

24. As you responded, was there any part of SEMS/NIMS that did not work for your agency? If so, how would (did) you change the system to meet your needs?

_____
_____
_____

25. As a result of your response, did you identify changes needed in your plans or procedures? Please provide a brief explanation.

_____
_____
_____

26. As a result of your response, please identify any specific areas needing training and guidance that are not covered in the current SEMS Approved Course of Instruction or SEMS Guidelines.

_____
_____
_____

27. If applicable, what recovery activities have you conducted to date? Include such things as damage assessment surveys, hazard mitigation efforts, reconstruction activities, and claims filed.

_____

NARRATIVE
Use this section for additional comments.

_____
_____
_____

POTENTIAL CORRECTIVE ACTIONS
Identify issues, recommended solutions to those issues, and agencies that might be involved in implementing these recommendations. Address any problems noted in the SEMS/NIMS Function Evaluation.

Indicate whether issues are an internal agency specific or have broader implications for emergency management.
(Code: I= Internal; R =Regional, for example, CAL OES Mutual Aid Region, Administrative Regions, geographic regions, S=Statewide implications)

Code	Issue or Problem Statement	Corrective Action / Improvement Plan	Agency(s)/ Depts. To Be Involved	Point of Contact Name / Phone	Estimated Date of Completion

ONLY USE THE FOLLOWING FOR RESPONSE ACTIVITIES RELATED TO EMAC

EMAC / SEMS After Action/Corrective Action Report Survey

NOTE: Please complete the following section **ONLY** if you were involved with EMAC related activities.

1. Did you complete and submit the on-line EMAC After Action Survey form for *(Insert name of the disaster)*?

2. Have you taken an EMAC training class in the last 24 months?

3. Please indicate your work location(s) (State / County / City / Physical Address):

4. Please list the time frame from your dates of service (Example: 09/15/05 to 10/31/05):

5. Please indicate what discipline your deployment is considered (please specify):

6. Please describe your assignment(s):

Questions:
You may answer the following questions with a "yes" or "no" answer, but if there were issues or problems, please identify them along with recommended solutions, and agencies that might be involved in implementing these recommendations.

#	Questions	Issues / Problem Statement	Corrective Action / Improvement Plan	Agency(s)/ Depts. To Be Involved	Point of Contact Name / Phone	Estimated Date of Completion
1	Were you familiar with EMAC processes and procedures prior to your deployment?					
2	Was this your first deployment **outside** of California?					
3	Were your travel arrangements made for you? If yes, by whom?					
4	Were you fully briefed on your assignment prior to deployment?					
5	Were deployment conditions (living conditions and work environment) adequately described to you?					
6	Were mobilization instructions clear?					

#	Questions	Issues / Problem Statement	Corrective Action / Improvement Plan	Agency(s)/ Depts. To Be Involved	Point of Contact Name / Phone	Estimated Date of Completion
7	Were you provided the necessary tools (cell phone, computer, etc.) needed to complete your assignment?					
8	Were you briefed and given instructions upon arrival?					
9	Did you report regularly to a supervisor during deployment? If yes, how often?					
10	Were your mission assignment and tasks made clear?					
11	Was the chain of command clear?					
12	Did you encounter any barriers or obstacles while deployed? If yes, identify.					
13	Did you have communications while in the field?					
14	Were you adequately debriefed after completion of your assignment?					
15	Since your return home, have you identified or experienced any symptoms you feel might require “Critical Stress Management” (i.e., Debriefing)?					
16	Would you want to be deployed via EMAC in the future?					

Please identify any ADDITIONAL issues or problems below:

#	Issues or Problem Statement	Corrective Action / Improvement Plan	Agency(s)/ Depts. To Be Involved	Point of Contact Name / Phone	Estimated Date of Completion

Additional Questions

Identify the areas where EMAC needs improvement (check all that apply):

☐ Executing Deployment
☐ Command and Control
☐ Logistics
☐ Field Operations
☐ Mobilization and Demobilization

Comments: _____
_____
_____

Identify the areas where EMAC worked well:
_____
_____
_____
_____

Identify which EMAC resource needs improvement (check all that applies):
☐ EMAC Education
☐ EMAC Training
☐ Electronic REQ-A forms
☐ Resource Typing
☐ Resource Descriptions
☐ Broadcast Notifications
☐ Website

Comments:
_____
_____
_____
_____

As a responder, was there any part of EMAC that did not work, or needs improvement? If so, what changes would you make to meet your needs?

_____
_____
_____
_____

Please provide any additional comments that should be considered in the After Action Review process (use attachments if necessary):

_____
_____
_____
_____
_____

CAL OES Only: Form received on: _____ Form reviewed on: _____ **Reviewed By: _____**

Page intended to be blank.

EOC ACTIVITY LOG

1. INCIDENT NAME	2. OPERATIONAL PERIOD From: To:	INDIVIDUAL LOG ICS 214a-OS
3. INDIVIDUAL NAME	4. EOC SECTION	5. Assignment/Location
6.ACTIVITY LOG		Page of

TIME	MAJOR EVENTS

TIME	MAJOR EVENTS

PART TWO
LOGISTICS SECTION

CONTENTS

LOGISTICS SECTION

Purpose ..... Part Two L-3
Overview ..... Part Two L-3
Objectives ..... Part Two L-3
Concept of Operations ..... Part Two L-4
Section Activation Procedures ..... Part Two L-4

ORGANIZATION CHART ..... Part Two **L-5**
EOC RESPONSIBILITIES CHART ..... Part Two **L-6**
LOGISTICS SECTION ORGANIZATION CHART ..... Part Two **L-7**

SECTION STAFF ..... Part Two **L-9**

COMMON EOC RESPONSIBILITIES ..... Part Two **L-11**

POSITION CHECKLISTS ..... Part Two **L-13**
- Logistics Section Coordinator ..... Part Two L-13
- Information Systems Branch ..... Part Two L-17
- Transportation Unit ..... Part Two L-19
- Personnel Unit ..... Part Two L-21
- Procurement/Purchasing Unit ..... Part Two L-23
- Facilities Unit ..... Part Two L-27

LOGISTICS SUPPORT DOCUMENTATION ..... Part Two LS-1

REFERENCE DOCUMENTS

INFORMATION SYSTEMS BANCH

Pre-Disaster Telecommunications ..... Part Two LS-3
Communications ..... Part Two LS-3

PERSONNEL UNIT (Look in Forms Section also)

Feeding EOC Support and Field Staff ..... Part Two LS-5
Animal Care ..... Part Two LS-7
Critical Incident Stress Debriefing Procedures ..... Part Two LS-9
Guidelines for Utilization of Volunteers ..... Part Two LS-11
Auxiliary Communications Services (ACS) ..... Part Two LS-15

FORMS

Activity Log ..... Part Two LS-17
City EOC Resource Request (To Be Used For Internal Resource Requests) ..... Part Two LS-19
Resource Request (Mutual Aid) ..... Part Two LS-21
Sample Procurement Form ..... Part Two LS-23
EOC Radio Communications Plan ..... Part Two LS-25

LOGISTICS SECTION

PURPOSE

To enhance the capability of the City to respond to emergencies by establishing logistics protocols in managing personnel and equipment. It is the policy of this section that the priorities of responses are to be:

- Protect life, property, and the environment.
- Provide operational and logistical support for emergency response personnel and optimize the utilization of resources.
- Provide support to the 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, EOC's, etcetera. 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 except for those resources obtained through already established mutual aid agreements.

The Logistics Section 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 Cal OES and FEMA filing requirements.
- Supervise the negotiation and administration of vendor and supply contracts and procedures.

CONCEPT OF OPERATIONS

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

- SEMS and the 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 properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with adopted policies.
- Operational periods will be determined by the EOC Director. Operational periods will be event driven.
- Available and accessible resources from 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 Ventura County Operational Area.

SECTION ACTIVATION PROCEDURES

The EOC Director is authorized to activate the Logistics Section.

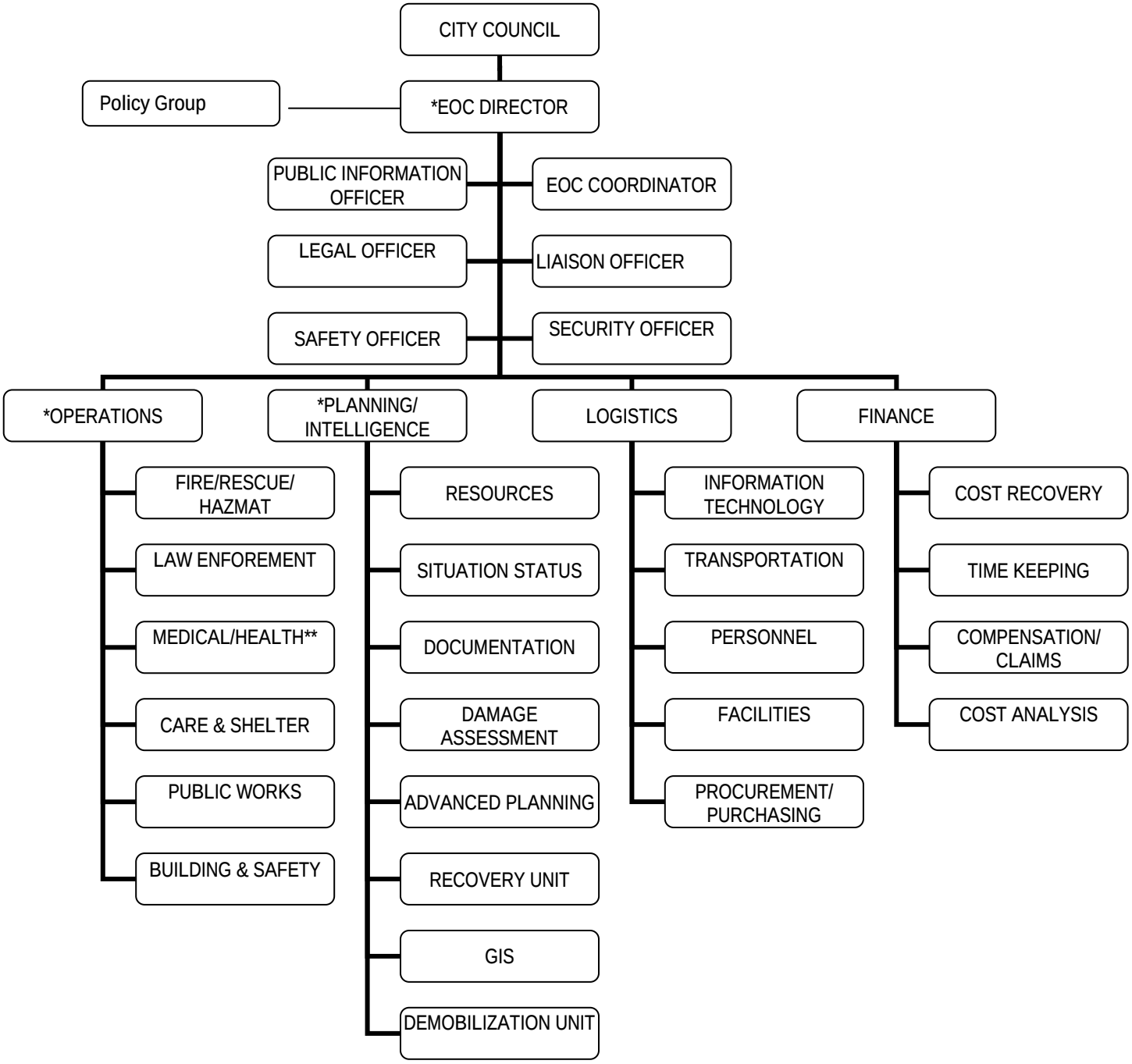
When to Activate

The Logistics Section may be activated when the City's EOC is activated or upon the order of the EOC Director.

Where to Report

Due to the sensitive nature of the location of the EOC, this information regarding the primary and the alternate EOC is found in the restricted use section of this plan, the Appendix.

ORGANIZATION CHART

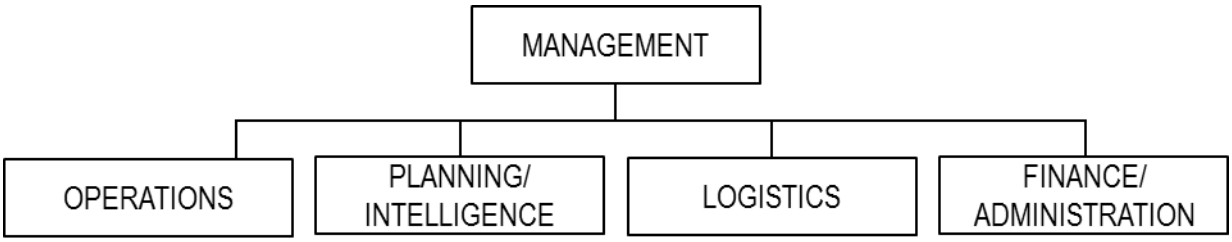


* If all elements are activated, a deputy may be appointed to provide a manageable span of control.

** Position is normally coordinated by the County, but a local coordinator may be designated, if needed

Field Units will be coordinating and communicating with each of the Branches under the Operations Section or through Departmental Operations Centers (DOCs) if activated. The Incident Command System will be used in the field.

RESPONSIBILITIES CHART



Responsibilities:

Management Section
Responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies, non-governmental agencies and private sector organizations. EOC Director will either activate appropriate sections or perform their functions as needed.

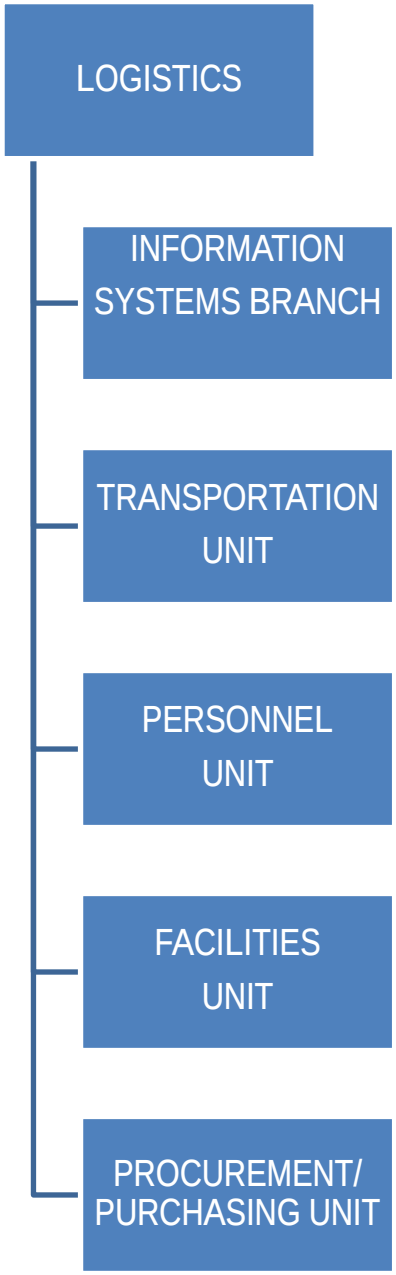
Operations Section
The Operations Section is responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the City's EOC Action Plan.

Planning/Intelligence Section
The Planning/Intelligence Section is responsible for collecting, evaluating and disseminating information, tracking resources, developing the City's EOC Action Plan in coordination with other sections, initiating and preparation of the City's AA/CA Report and maintaining documentation.

Logistics Section
The Logistics Section is responsible for providing communications, facilities, services, personnel, equipment, supplies and materials.

Finance/Administration Section
The Finance/Administration Section is responsible for financial activities and other administrative aspects.

LOGISTICS SECTION
ORGANIZATION CHART



Page intended to be blank.

LOGISTICS SECTION STAFF

The Logistics Section Coordinator will determine, based on present and projected requirements, the need for establishing specific functions. The following functions may be established as the need arises:

- Information Systems Branch
- Transportation Unit
- Personnel Unit
- Procurement/Purchasing Unit
- Facilities Unit

The Logistics Section Coordinator may activate additional functions 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.

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/Purchasing 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. The Procurement Unit is responsible for administering all financial matters pertaining to purchases, vendor contracts, leases, fiscal agreements, and tracking expenditures. The Procurement Unit is responsible for identifying sources of equipment,

preparation, and signing equipment rental agreements, and processing all administrative paperwork associated with equipment rental and supply contracts, including incoming and outgoing mutual aid resources. The Procurement Unit is also responsible for ensuring that all records identify scope of work and site-specific work location

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.

COMMON EOC RESPONSIBILITIES

(The following is a checklist applicable to all EOC positions and is to be used in conjunction with the specific checklist for each EOC position.).

Start-Up Actions:

- ❑ Check-in upon arrival at the EOC.
- ❑ Report to your EOC organizational supervisor.
- ❑ Obtain a briefing on the situation.
- ❑ Determine your personal operating location and set up as necessary.
- ❑ Review your position responsibilities.
- ❑ Identify yourself by putting your title on your person (vest, name tag). 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.
- ❑ Log into WebEOC. **(Procedures can be found in the Appendix).**
- ❑ Open and maintain a position activity log.
- ❑ Determine 24-hour staffing requirements and request additional support as required.
- ❑ Determine the need for group or unit establishment. Make required personnel assignments as staff arrives at the EOC or media center/Joint Information Center.
- ❑ Request additional resources through the appropriate Logistics Section Unit.
- ❑ Based on the situation as known or forecast determine likely future Section needs.
- ❑ Think ahead and *anticipate* situations and problems before they occur.
- ❑ Using WebEOC and activity log, maintain all required records and documentation to support the After-Action/Corrective 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 Cal OES and FEMA***.**

General Operational Duties:

- ❑ Keep up to date on the situation and resources associated with your position.
- ❑ Maintain current status reports and displays.
- ❑ Keep your EOC organizational supervisor advised of your status and activity and on any problem areas that now need or will require solutions.

- ❑ 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 planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ❑ Determine and anticipate support requirements and forward to your EOC organizational supervisor.
- ❑ Monitor your position activities and adjust staffing and organization to meet current needs.
- ❑ Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- ❑ Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your EOC organizational supervisor 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.

Deactivation:

- ❑ Ensure that all required forms or reports are completed prior to your release and departure.
- ❑ Be prepared to provide input to the EOC After-Action/Corrective Action Report.
- ❑ Determine what follow-up to your assignment might be required before you leave.
- ❑ Deactivate your position and close out logs when authorized by your EOC organizational supervisor.
- ❑ Leave forwarding phone number where you can be reached.

LOGISTICS SECTIONS COORDINATOR

SUPERVISOR: **EOC Director**

RESPONSIBILITIES:

- Ensure the logistics function is carried out consistent with SEMS/NIMS guidelines, including:
  - 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 Services Workers.
  - Obtaining all materials, equipment and supplies to support emergency operations in the field and in the EOC.
  - Coordinating management of facilities used during disaster response and recovery.
- Support the response effort and oversee the acquisition, transportation and mobilization of resources.
- Coordinate the provision of logistical support for 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 units as dictated by the situation.
- Exercise overall responsibility for the coordination of unit activities within the Section.
- Report to the EOC Director on all matters pertaining to Section activities.
- Ensure any contacts with the media are directed to the Public Information Officer.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ❑ See Common EOC responsibilities on L-11.

Duties:

- ❑ Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements.
  - Information Systems Branch
  - Transportation Unit
  - Personnel Unit
  - Procurement/Purchasing Unit
  - Facilities Unit
- ❑ 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.

❑ Clarify with the Finance Section the level of purchasing authority to be delegated to Logistics Section.

❑ Meet with other Section Coordinators to identify service/support requirements for planned and expected operations.

❑ From Planning/Intelligence Section Coordinator, obtain and review major incident reports and additional field operational information that may pertain to or affect Section operations.

❑ Prepare work objectives for Section staff and make staff assignments.

❑ 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. Arrange debriefings through the Personnel Unit of the Logistics Section.

❑ 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.

❑ Provides situation and resources information to the Situation Status Unit of the Planning/Intelligence Section on a periodic basis or as the situation requires.

❑ Provide briefing to the General Staff on operating procedure for use of telephone, data and radio systems.

❑ From Planning/Intelligence Section and field sources, determine status of transportation system into and within the affected area. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to other Sections.

❑ 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.

❑ 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.

❑ Participate in the EOC Director's action planning meetings.

❑ Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

❑ Following action planning meetings, ensure that orders for additional have been placed and are being coordinated within the EOC.

- ❑ Keep the Ventura County Operational Area Logistics Coordinator apprised of overall situation and status of resource requests.
- ❑ Oversee the allocation of personnel, equipment, services and facilities required to support emergency management activities.

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/Corrective Action Report.
- ❑ Account for all equipment, personnel, and supplies.
- ❑ Deactivate your Section and close out logs when authorized by the EOC Director.
- ❑ Leave forwarding phone number where you can be reached.

Page intended to be blank.

INFORMATION SYSTEMS BRANCH

SUPERVISOR: Logistics Section Coordinator

RESPONSIBILITIES:

- Manage all radio, data, and telephone needs of the EOC staff.
- 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 communications services.
- Copy and log incoming radio, data and telephone reports on situation reports, major incident reports, resource requests and general messages.
- Make special assignment of radio, data and telephone services as directed by the EOC Director.
- Organize, place and oversee the operation of amateur radio services working in support of the EOC.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ❑ See Common EOC responsibilities on L-11.

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, i.e. assistance for persons who are deaf or hard of hearing.
- ❑ Assign computer resources to EOC staff as directed by the EOC Director.
- ❑ Provide communications briefings as requested at action planning meetings.
- ❑ Monitor operational effectiveness of EOC communications systems. Obtain additional communications capability as needed.
- ❑ Coordinate all communications activities.
- ❑ Coordinate frequency and network activities with Ventura County Operational Area.
- ❑ Establish a primary and alternate system for communications. Link with utilities and contracting and cooperating agencies to establish communications as soon as possible.

- ❑ Participate in developing the EOC Communication's Plan to minimize communications issues that include 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, i.e. Auxiliary Communication Services (ACS).
- ❑ Establish a plan to ensure staffing and repair of communications equipment.
- ❑ Protect equipment from weather, after shocks, electromagnetic pulse, etc.
- ❑ Coordinate needed telephone data lines.
- ❑ Support activities for restoration of computer services.
- ❑ Provide assistance with the set up and running of EOC audiovisual equipment.
- ❑ Provide assistance with the setup and running of computer peripherals, i.e. printers, scanners, smart board, etc.
- ❑ Provide assistance with WebEOC administration.
- ❑ Provide assistance with digital archiving of records as needed.

TRANSPORTATION UNIT

SUPERVISOR: Logistics Section Coordinator

RESPONSIBILITIES:

- Coordinate the transportation of emergency personnel and resources within the City by all available means.
- Coordinate all public transportation resources.
- Coordinate the Disaster Route Priority Plan with the Operations Section.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ❑ See Common EOC responsibilities on L-11.

Duties:

- ❑ Coordinate with the Planning/Intelligence and Operations Sections to determine which disaster routes are available for emergency use.
- ❑ 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 Field Treatment Sites (FTSs).
  - Individuals to medical facilities as requested by Operations Section.
  - Emergency workers and volunteers to and from risk area.
  - Dependents and families of emergency workers as requested by the Care and Shelter Branch.
- ❑ Coordinate with local transportation agencies and School Districts to establish availability of resources for use in evacuations and other operations as needed.
- ❑ Coordinate with the Operations Section on the movement of persons with access and functional needs. Coordinate with paratransit companies as necessary.
- ❑ Coordinate transportation of animals with the Animal Care Unit in the Operations Section, as required.
- ❑ As reports are received from field units and EOC sections and as sufficient information develops, analyze the situation and anticipate transportation requirements.
- ❑ Maintain inventory of support and transportation vehicles (staff cars, buses, pick-up trucks, light/heavy trucks).
- ❑ Prepare schedules as required to maximize use of available transportation.

- ❑ Provide Resources Unit of Planning Section with current information regarding transportation vehicles (location and capacity). Notify Resources Unit of all vehicle status change.
- ❑ Arrange for fueling of all transportation resources.
- ❑ Establish mobilization areas for vehicles as directed.
- ❑ Coordinate with staff and other agency representatives to ensure adherence to service and repair policies.
- ❑ Ensure that vehicle usage is documented by activity, date and hours in use.

PERSONNEL UNIT

SUPERVISOR: Logistics Section Coordinator

RESPONSIBILITIES:

- Obtain, coordinate and allocate all non-fire and non-law enforcement mutual aid personnel support requests received.
- 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) or the Tri-County EMMA Agreement through the Ventura County Operational Area EOC.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ❑ See Common EOC responsibilities on L-11.

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:
  - Personnel/volunteers processed.
  - Personnel/volunteers allocated and assigned by agency/location.
  - Personnel/volunteers on standby.
  - Special personnel requests by category not filled.
- ❑ 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. **(See Part Two, Logistics Support Documentation-CISM).**

- ❑ Coordinate feeding, shelter and care of personnel, employee's families and volunteers with the Procurement, Facilities Unit and the Care and Shelter Branch.
- ❑ 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 also disaster victims.
- ❑ Develop a plan for communicating with those agencies and non-governmental agencies having personnel resources capable of meeting special needs, i.e. persons with access and functional needs (AFN). **(See Agencies and Non-Governmental Organizations with Outreach to AFN Communities in the Appendices of this Plan).**
- ❑ Coordinate with the Ventura County Operational Area EOC for additional personnel needs.
- ❑ 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, as appropriate.
- ❑ 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.
- ❑ Request technical expertise resources not available within the jurisdiction (hazardous materials, environmental impact, structural analysis, geotechnical information, etcetera) through established channels, mutual aid channels or the Ventura County Operational Area EOC.

PROCUREMENT/PURCHASING UNIT

SUPERVISOR: Logistics Section Coordinator

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.
- Identify appropriate supply houses, vendors or contractors who can supply the item, product or commodity if City stocks do not exist.
- Provide supplies for the EOC, field operations and other necessary facilities.
- Determine if the required items exist within the City supply system.
- Manage all equipment rental agreements.
- Initiate vendor contracts associated with EOC activities within purchase authority limits established by City Council or EOC Director.
- Purchase items within limits of delegated authority from EOC Director. Coordinate with the EOC Director 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. ***Ensure that all records identify scope of work and site-specific work location***.
- Support activities for restoration of disrupted services and utilities.

PROCUREMENT POLICY:

The procurement of resources will follow the priority outlined below:

1. Resources within the City inventory (City-owned).
2. Other sources that may be obtained without direct cost to the City.
3. Resources that may be leased/purchased within spending authorizations.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ❑ See Common EOC responsibilities on L-11.

Duties:

- ❑ Meet and coordinate activities with EOC Director and determine purchasing authority to be delegated to Procurement/Purchasing Unit. Review emergency purchasing and contracting procedures.
- ❑ Review, verify and process requests from other sections for resources.

- ❑ Maintain information regarding:
  - Resources 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 EOC Director of procurement needs that exceed delegated authority. Obtain needed authorizations and paperwork.
- ❑ Prepare, sign and finalize contracts that are needed for procuring resources. Send documents for payment.
- ❑ Arrange for delivery of procured resources. Coordinate with Transportation and Facilities Units.
- ❑ Identify to the EOC 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 American 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, as needed. Coordinate with EOC Operations Section to avoid duplication. **(See Logistics Support Documentation – Emergency Response Feeding)**
- ❑ Coordinate with the Animal Care Unit in the Operations section to assist them in providing veterinary care and feeding of animals. **(See Logistics Support Documentation - Animal Care.)**
- ❑ Assemble resource documents that 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, etcetera.
- ❑ Provide updated 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 EOC 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, etcetera) as requested by EOC Operations Section.
- ❑ Support activities for restoration of utilities to critical facilities.
- ❑ Coordinate with Public Works Branch in Operations Section to procure water resources for consumption, sanitation and firefighting.
- ❑ Coordinate with the Medical/Health Branch in the Operations Section to obtain necessary medical supplies and equipment for persons with medical needs.
- ❑ Coordinate with the Medical/Health Branch in the Operations Section to identify supply sources to augment and/or satisfy expanded medical needs during emergency operations.
- ❑ 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.
- ❑ Ensure that all records identify scope of work and site-specific locations.
- ❑ Ensure that a system is in place, which meets City's property management requirements.
- ❑ Ensure proper accounting for all new property.
- ❑ Interpret contracts/agreements and resolve claims or disputes within delegated authority.
- ❑ Coordinate with Legal Officer on procedures for handling claims.
- ❑ Verify cost data in pre-established vendor contracts with Cost Analysis Unit.

Page intended to be blank.

FACILITIES UNIT

SUPERVISOR: EOC Logistics Section Coordinator

RESPONSIBILITIES:

- 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.
- 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.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ❑ See Common EOC responsibilities on L-11.

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, local application centers (LACs), etcetera.
- ❑ Identify communications requirements to the Information Systems Branch.
- ❑ Identify equipment, material and supply needs to the Procurement/Purchasing 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 Security Officer.
- ❑ 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, etcetera) are met.
- ❑ Ensure facilities properly accommodate persons with access and functional needs.
- ❑ Consider providing facilities for sheltering essential workers, employee's families and volunteers.
- ❑ Coordinate with the Animal Care Unit of the Operations Section to provide facilities for animal boarding as required. **(See Logistics Support Documentation-Animal Care.)**
- ❑ Ensure all facilities have water resources for consumption, sanitation and firefighting.

LOGISTICS SECTION

SUPPORTING DOCUMENTATION

REFERENCE DOCUMENTS BY POSITION

INFORMATION SYSTEMS BANCH

PRE-DISASTER TELECOMMUNICATIONS ..... Part Two LS-3

COMMUNICATIONS ..... Part Two LS-3

PERSONNEL UNIT (Look in Forms Section also)

FEEDING EOC SUPPORT AND FIELD STAFF ..... Part Two LS-5

ANIMAL CARE ..... Part Two LS-7

CRITICAL INCIDENT STRESS DEBRIEFING PROCEDURES ..... Part Two LS-9

GUIDELINES FOR UTILIZATION OF VOLUNTEERS ..... Part Two LS-11

AUXILIARY COMMUNICATIONS SERVICES (ACS) ..... Part Two LS-15

FORMS

ACTIVITY LOG ..... Part Two LS-17

CITY EOC RESOURCE REQUEST (TO BE USED FOR
INTERNAL RESOURCE REQUESTS) ..... Part Two LS-19

RESOURCE REQUEST (Mutual Aid) ..... Part Two LS-21

SAMPLE PROCUREMENT FORM ..... Part Two LS-23

EOC RADIO COMMUNICATIONS PLAN ..... Part Two LS-25

Page intended to be blank.

PRE-DISASTER CHECKLIST

- Consider establishing an out-of-area (sister city) contact point for employees' and their family members.
- Maintain a list of employee home and cellular phone numbers and home addresses. List the number and location of all fax and direct lines into your facility.
- Develop a list of key vendors, suppliers, and contractors which includes telephone numbers and addresses.
- Plan to maximize the fax machines and scanners. Printed copy is easily shared and not often misunderstood. An outgoing fax or email provides a "briefing" tool for updating incoming staff. These documents will also be helpful in creating the after-action report.
- Survey your organization to find out how many amateur/ham/ACS radio operators you have. Do they have hand-held or mobile radios?
- On all telephone call down lists provide VC Alert emergency notification system instructions.
- Consider establishing emergency notification codes for prioritizing response call ups.

COMMUNICATIONS

- Cellular phones
- E-mail
- Faxes
- Modems utilizing radio frequencies instead of wires connect portable data devices to reliable radio networks (i.e., wireless communications, packet radio).
- Video conferencing
- Text messaging
- Portable satellite telephones
- Fax, data, and secure digitized voice is transmitted directly to a communications satellite.
- Portable two-way radios
  - Get written reciprocal agreements to share the frequencies of other emergency agencies.
  - Verify with your vendor that the two-way radios will be compatible with the frequencies of the other agencies.
  - Consider renting when needed rather than purchase.
    - Ensures access to the latest technology
    - Establish operational requirements with the vendor. Establish billing, shipping and contact information.
    - Ensure that vendor can program rental radios to meet your requirements and ship them out, fully charged on a short notice.
- Phones vs. two-way radios
  - The time consumed by dialing and ringing could make a phone call a slower choice for on-site communications than two-ray radio.
  - The "one-to-one" telephone format is often less efficient than the "one-to-many" concept that two-way radio users are familiar with.

Page intended to be blank.

FEEDING EOC SUPPORT AND FIELD STAFF

- Coordinate all feeding operations for the EOC, support, and field personnel.
- Establish a feeding plan, which identifies cost limits, authorized vendors and catering companies, type of food, etcetera. Ensure everyone is aware of this policy.
- Set meal schedules. Consider the impact of curfews on businesses you may use.
- Set up and manage eating areas for EOC, staff and field personnel. Notify workers of food schedules and locations.
- Pre-identify low-cost vendors and catering companies to maximize efficiency and lower costs (FEMA may question upscale or expensive restaurants or catering).
- Arrange with local catering services or restaurants for in-house feeding.
- Establish a personnel-feeding account for EOC, support, and field personnel at local restaurants.
- Brief all EOC personnel as to location, cost limitations and incident number to be used for each restaurant or caterer.
- Coordinate acquisition, preparation and service of meals.
- Be aware of and provide for special diets.
- Provide for on-site employee child-care needs.
- Arrange for and coordinate cleanup of eating, food preparation and serving areas.
- Provide snacks/water/coffee/beverages for EOC, support and field personnel.
- Consider a chit or voucher system at the location set up for feeding operations to identify those employees' meals, which are reimbursable under FEMA guidelines. FEMA may not reimburse for all feeding operations. **Currently FEMA will not reimburse for meals provided during an employee's normal working hours unless it is stipulated in the employee's MOU. FEMA will reimburse for meals given to volunteers or unpaid workers and employees working overtime. This may be the individual call/interpretation of the disaster adjuster.**
- Document cost of meals and report daily to the Finance/Administration Section for cost recovery purposes.
- Advise disaster workers regarding agency policy for reimbursement of disaster-related meals.
- Encourage all EOC staff to take regular meal and snack breaks.

Page intended to be blank.

ANIMAL CARE

Animals will not be kept where their owners are sheltered. They will be sheltered in various locations depending on the disaster and the area of the city affected. The City will coordinate this activity with the Ventura County Animal Regulation Department.

For assistance with livestock during a disaster, the City can request the Emergency Rescue Team through Ventura County Animal Regulation Department.

Identify within the local jurisdiction:

- Small animal veterinarians
- Large animal veterinarians
- Small animal shelters
- Potential large animal shelters

- ❑ Determine animal shelter needs.
- ❑ Identify appropriate areas to accommodate animals.
- ❑ Manage animal rescue and care activities.
- ❑ Coordinate rescue of trapped animals.
- ❑ Coordinate evacuation of animals, which may become endangered by hazardous conditions.
- ❑ Coordinate transport of animals.
- ❑ Activate an Animal Registration System.
- ❑ Maintain an updated list of animals and their locations.
- ❑ Coordinate disposal of dead animals.
- ❑ Evaluate and relocate any animal shelter areas, which may become endangered by hazardous conditions.
- ❑ Coordinate return of animals to their owners when disaster has ended.

Page intended to be blank.

REQUESTING CRITICAL INCIDENT STRESS MANAGEMENT (CISM) PROCEDURES

PURPOSE:

Case studies by medical groups of work-related incidents where injuries or fatalities occurred have revealed that significant numbers of employees experience some form of stress-related symptoms following the incident. Many of these symptoms were transitory and most personnel had no long-term detrimental effects. These studies, however, have also revealed that a small percentage of personnel do experience continuing, long-term detrimental effects resulting from exposure to such incidents. Some of these effects have been delayed, surfacing later after a period with no apparent symptoms.

Without professional intervention, these personnel have experienced declining work performance and deterioration of family relationships, as well as increased health problems. The objective of this procedure is to provide professional intervention immediately after major critical incidents or crises to minimize stress-related injuries to city personnel and to provide all necessary support to city personnel during a crisis.

Incident debriefing is not a critique of an incident. Performance issues will **not** be discussed during the debriefing. The debriefing process provides a format where personnel can discuss their feelings and reactions and, thus, reduce the stress resulting from exposure to critical incidents and crisis situations. All debriefings will be **strictly** confidential.

Debriefings may be conducted anywhere that provides ample space, privacy and freedom from distractions. Selection of the site will be determined by the CISM coordinator based on the type of debriefing required.

The debriefing team will consist of CISM professionals (mental health counselors specifically trained in stress-related counseling) as well as trained peer counselors. The team members' role in the debriefing process will be to assist and support the professional counselors as necessary. All follow-up care will be approved by Personnel, **prior** to beginning treatment.

ACTIVATION OF CISD

Department directors, managers and supervisors bear the responsibility for identifying/recognizing significant incidents that may qualify for debriefing. When an incident is identified as a critical incident or crisis, a request for debriefing consideration should be made as soon as possible to the CISM coordinator for the City. (Find out who this is for the City. This activity is usually handled by the fire department or police department). Include contact information in Essential Contacts in the Appendices). If additional assistance is required the CISM coordinator will contact Ventura County Fire Protection District Dispatch and request that a CISM team be assembled. **Dispatch 24-hour number is 388-4279.**

Page intended to be blank.

GUIDELINES FOR UTILIZATION OF VOLUNTEERS

INTRODUCTION

As recent disasters have shown, volunteers play a significant role in both the response and recovery phases of a disaster. Volunteers are among the first to arrive on scene following a major event or disaster. They will be essential to the sheltering, mass feeding, and other operations established in the wake of these disasters.

Management of the volunteer function is in the Logistics Section of the EOC. Management of claims for Workers' Compensation Insurance is handled by the Finance/Administration Section.

ELIGIBILITY

A Disaster Service Worker is anyone registered with a Disaster Council certified by the California Emergency Council or any person ordered by a person or body having authority to command the aid of citizens to carry out assigned duties to perform services during a State of War Emergency or any State of Emergency or Local Emergency.

A partial list of Disaster Service Workers includes:

- Reserve law enforcement officer
- Auxiliary firefighter
- Emergency welfare worker
- Communications specialist
- Medical worker
- Clerk

Any Disaster Service Worker is eligible for Workers' Compensation benefits while performing duties or undergoing any authorized training activities. Any injury, under these circumstances is covered no matter where it occurs.

VOLUNTEER DISASTER SERVICE WORKERS

Volunteers active in emergency services and/or disaster relief operations usually belong to one of two categories: organized volunteers or spontaneous (convergent) volunteers. Depending on circumstances, different registration procedures are utilized to serve each group's needs.

ORGANIZED VOLUNTEERS

Organized volunteers are defined as individuals affiliated with specific organizations prior to an emergency or disaster. These organizations are usually chartered to provide volunteer emergency and/or disaster relief services. Members of these organizations usually participate in scheduled exercises to practice their disaster relief skills and integrate with the local community's emergency plan and response effort.
Examples of these organizations include:

- American Radio Relay League
- American Red Cross
- California Rescue Dog Association
- Salvation Army
- Civil Air Patrol

Public safety agencies usually prefer to utilize trained, organized volunteers because their organizations are familiar with working under a unified structure. They also provide their own supervision, transportation and support needs.

Exclusions:
If the Disaster Service Worker is paid for these services, an "employer-employee" relationship exists. A Disaster Service Worker injured while in this relationship would be entitled to Workers' Compensation benefits under their regular employer's program. Members registered as active firefighters of any regularly organized and municipally supported volunteer fire department are excluded from disaster service benefits.

Agency Trained Volunteers:
To ensure that they have an adequate pool of organized volunteers, some jurisdictions organize and train teams of civilian volunteers to act as disaster first responders within their own neighborhoods or jurisdictions. Members of these teams such as CERTs, receive training in such skills as fire extinguishment, search and rescue and shelter operations. These organizations possess several advantages:

- Familiarity with the disaster area, its hazards and resources.
- Knowledge of the jurisdiction's emergency organization.
- Opportunity to regularly exercise and drill with the jurisdiction served.

SPONTANEOUS (CONVERGENT) VOLUNTEERS
Spontaneous (convergent) volunteers are members of the general public who spontaneously volunteer during emergencies. They are not usually involved with organized volunteer organizations and may lack specific disaster relief training when there is very little time and few resources to train them. They come from all walks of life and comprise the majority of volunteer personnel available to local public safety agencies during a disaster response.

Public safety agencies often form volunteer assembly points for recruiting and classifying volunteers during disaster response operations. To be eligible for Workers' Compensation, the spontaneous volunteer must also be registered as a Disaster Services Worker.

CONSIDERATIONS IN VOLUNTEER UTILIZATION
In order to manage volunteers effectively, there are several issues that need to be addressed. For pre-registered volunteers, the process may be fully organized and accomplished over a period of time. Because this process must be accomplished under extreme conditions with convergent volunteers, it is essential that the planning and execution of the process be thoroughly worked out in advance of the disaster.

PURPOSE
The following materials provide guidelines for registering volunteer Disaster Service Workers in the State Workers' Compensation and Safety Program. It also provides general guidance for managing volunteer workers during an emergency.

BACKGROUND
Workers' Compensation Insurance provides benefits for employees injured on the job or who become ill from job related conditions. Damage to artificial limbs, dentures or medical braces, is also considered an injury. Workers' Compensation benefits are set by the legislature and

spelled out in the Labor Code. One section of the Labor Code defines Disaster Service Workers as "employees" under certain conditions and describes their benefits.

Identification:
Once screening is completed, all volunteers must be issued proper I.D. and be required to sign for any equipment issued for their position. Organized volunteers will possess identification issued by their organizations. The jurisdiction is responsible for providing identification to convergent volunteers. Forms of I.D. include armbands, vests, patches, and City I.D. cards.

Training:
Before being deployed, it is essential that volunteers receive an adequate amount of training. At a minimum, volunteers must be thoroughly briefed on the legal aspects of the tasks to which they are to be assigned. They should also fully understand their responsibilities and the limits to which they may go in performing their assigned duties.

Records must be established for each volunteer that reflects the training received. Training records should be maintained as part of the permanent record of the emergency response to the specific disaster.

Supervision:
More so than paid staff, volunteers must be supervised according to the task assigned. Ideally, though not always possible, paid staff personnel should supervise all volunteer effort. When this is not possible, skilled, highly trained volunteers should be assigned as supervisors.

Planning:
The jurisdiction must recognize that volunteers will appear after the onset of a major disaster. Established plans are needed for the proper management of volunteer personnel in order to optimize this resource and prevent convergent volunteers from becoming a problem. Properly managed, volunteer resources may mean the difference between success and failure of the emergency response.

Recognition:
The final requirement of the jurisdiction is to ensure that volunteers are properly recognized for their services. Recognition may be in the form of individual commendation by the elected officials, public acknowledgment by the media, or a letter of appreciation from the local emergency manager.

EMERGENCY VOLUNTEER CENTERS
In Ventura County, Spontaneous Volunteer registration and agency matching will be accomplished through United Way of Ventura County by the establishment of Emergency Volunteer Centers designated in the east and west area of Ventura County.

THESE GUIDELINES DO NOT SUPERSEDE GUIDELINES FOR VOLUNTEER UTILIZATION SET FORTH BY THE CALIFORNIA OFFICE OF EMERGENCY SERVICES. FOR MORE INFORMATION AND REGISTRATION FORMS, SEE "THEY WILL COME—Post-Disaster Volunteers and Local Governments", Dec. 1995 (OES).

Page intended to be blank.

Auxiliary Communication Services (ACS)

The ACS (previously named RACES) organization is a national organization organized at the Federal and State levels, and administrated at the local level. ACS was originally designed to be an auxiliary communications civil defense organization, to be activated in case of a national emergency such as war. However, the ACS function has expanded to include assistance during local emergencies to augment Ventura County's communication capabilities.

Ventura County has over 300 ACS members registered as Disaster Service Workers with the Sheriff OES. These ACS members have committed themselves, their experience and their capabilities to the communities in Ventura County. Each city in the County has a base station and a group of ACS members associated with it. The City must request ACS through the Sheriff OES.

Once ACS is activated in the City, ACS members will set-up in the City's EOC to assist with emergency communications. The Logistics Section, Information Services Branch will oversee ACS operations.

Page intended to be blank.

ACTIVITY LOG

1. INCIDENT NAME	2. OPERATIONAL PERIOD From: To:	INDIVIDUAL LOG ICS 214a-OS
3. INDIVIDUAL NAME	4. EOC SECTION	5. Assignment/Location
6.ACTIVITY LOG		Page of

TIME	MAJOR EVENTS

TIME	MAJOR EVENTS

City of Moorpark - EOC Resource Request

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:	Signature:		
Filled By Operations?		Send to Logistics?	

Section below to be filled out by supplying agency / dept. **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:

Originator: **Any EOC position. Retain copy.**
Routing: **Approval by Section Coordinator; then send to Logistics**.

This form is used to request all resources, for field use and for EOC use.

Additional Notes:

Page intended to be blank.

The information in this form should be submitted into the State Response Information Management System (RIMS) or the current state information system. If RIMS or the current state information system is not functioning, this form could be submitted via fax to the Operational Area.

California Office of Emergency Services
Mission/Request Tasking Form

Mission Number: **Priority**:

Threat:		
Status:		
Mission Number:		
EMAC Mission No.		
WHO IS MAKING THE REQUEST?		
Operational Area:		
If City of Special District Use this Field:		
Requestor's Contact Info:		
Related Event/Incidental Activity:		
WHAT IS BEING REQUESTED?		
Requested Mission:		
Formal EMAC Mission: ● Yes ● No		
Type:		
Needed By Date:		
Resource must come with: ☐ Fuel ☐ Meals ☐ Operator(s) ☐ Water ☐ Maint ☐ Lodging ☐ Power		
Other:		
ASSIGNED RESOURCES		
DELIVER THIS RESOURCE TO:		
Site Name:		**Site Type:**
Street Address:		**Apt or Lot No.**
City	**State**	**Zip**
Country		
Intersection - Street 1	**Intersection - Street 2**	
County:	**Geographic Area:**	
Additional Location Information:		
GEO LOCATION & MAPPING		
Geo Locate: by Lat & Long by Map by Address by Intersection		
Show on Map? ● Yes ● No	Geo Located By:	Lat: Long.:

Contact On Scene: (Name, Phone, etc)
SPECIAL INSTRUCTIONS (E.G. SAFETY MESSAGE, INGRESS/EGRESS ROUTES, ETC.)
Special Instructions:
Cal OES COORDINATOR:
Individual:
Organization/Location:
Position:
Agency:
Summary of Cal OES actions taken:
RESPONDING AGENCY:
Agency Name:
Agency POC:
Phone:
Fax Number:
Pager/Alt #
Other:
Summary of actions taken:
DISTRIBUTION
Group:
Individual:
NOTIFICATION
Send Notification? ● Yes ● No
Message:
Select Recipients: **Notification List:**
Other Email addresses:

(SAMPLE) Procurement Form

Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
		Delivery Location:	
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
		Delivery Location:	
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
		Delivery Location:	
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
		Delivery Location:	
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
		Delivery Location:	
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
		Delivery Location:	
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
		Delivery Location:	
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
		Delivery Location:	

Page intended to be blank.

SEMS/NIMS 205
EOC Radio Communications Plan

Incident Name:	Date Prepared:	Time Prepared:
Operational Period Date: From: To:	Operational Period Time: From: To:	

Basic Radio Channel Utilization

Assignment	Function	System	Channel/ Frequency	Designated Check-in Time	Remarks

Prepared By:	Title:	SEMS Position: **Information Tech. Branch**
Approved By:	Title:	SEMS/NIMS Position: **-Logistics Sections Coordinator**

Page intended to be blank.

PART TWO
FINANCE/ADMINISTRATION SECTION

CONTENTS

Purpose ..... Part Two F-3
Overview Purpose ..... Part Two F-3
Objectives ..... Part Two F-3
Concept of Operations ..... Part Two F-4
Section Activation Procedures ..... Part Two F-5

ORGANIZATION CHART ..... Part Two **F-6**
COMMON EOC RESPONSIBILITIES CHART ..... Part Two **F-7**
FINANCE/ADMINISTRATION SECTION ORGANIZATION CHART ..... Part Two **F-8**

SECTION STAFF ..... Part Two **F-9**

EOC RESPONSIBILITIES ..... Part Two **F-11**

SECTION POSITION CHECKLISTS ..... Part Two **F-13**
- Finance/Administration Section Coordinator ..... Part Two F-13
- Cost Recovery Documentation Unit ..... Part Two F-17
- Time Keeping Unit ..... Part Two F-19
- Cost Analysis Unit ..... Part Two F-21
- Compensation/Claims Unit ..... Part Two F-23

FINANCE/ADMINISTRATION SUPPORT DOCUMENTATION ..... Part Two FS-1

REFERENCE DOCUMENTS BY POSITION

COST RECOVERY UNIT
- Disaster/Emergency Accounting Records ..... Part Two FS-3
- Dos and Don’ts of Using the Disaster Accounting System ..... Part Two FS-5
- Procedures for Applying for Financial Assistance ..... Part Two FS-7
- FEMA Categories of Work ..... Part Two FS-11
- Types of Recovery Programs ..... Part Two FS-13
- Hazard Mitigation ..... Part Two FS-15

FORMS
- Designation of Applicants Agent Resolution – OES FORM 130 ..... Part Two FS-19
- Project Application for Federal Assistance Form ..... Part Two FS-21
- Project Worksheet ..... Part Two FS-23
- EOC Check-In List ..... Part Two FS-25
- Activity Log ..... Part Two FS-27

Disaster Labor Record (Sample)..... Part Two FS-29
Disaster Materials Record (Sample) ..... Part Two FS-30
Disaster Force Account Equipment Record (Sample)..... Part Two FS-31
Disaster Rented Equipment Record (Sample) ..... Part Two FS-32
Disaster Contract Work Record (Sample)..... Part Two FS-33

FINANCE/ADMINISTRATION SECTION

PURPOSE

To enhance the capability of the City to respond to emergencies by providing financial support and coordination to City emergency operations and coordinating the recovery of costs as allowed by Federal and State law. It is the policy of this section that the priorities are to be:

- Protect life, property, and environment.
- Provide continuity of financial support to the City and community.
- Cooperate with the other sections of the City's emergency response team.
- Document the City's 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's primary responsibility is to maintain to the greatest extent possible the financial systems necessary to keep the City functioning during a disaster/emergency. These systems include:

- Payroll
- Payments
- Revenue collection
- Claim processing
- Cost recovery documentation

The extent of the disaster/emergency will determine the extent to which the Finance/Administration Section will mobilize. In a low-level emergency, only part of the section will mobilize. In a wide-spread disaster that damages communications and systems, the entire section will mobilize.

OBJECTIVES

The Finance/Administration Section acts in a support role in all disasters/emergencies to ensure that all required records are preserved for future use and Cal OES and FEMA filing requirements through maintenance of proper and accurate documentation of all actions taken. Depending on the type of emergency, the Fire, Law Enforcement, or Public Works departments will have the principal role in directing the City's overall response efforts. 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 the City's 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, documentation, 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 disasters/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 Units 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/emergency as the situation dictates:

- SEMS and NIMS will be followed.
- All existing City and departmental fiscal operating procedures will be adhered to unless modified by City Council or EOC Director.
- For disasters/emergencies that leave the accounting systems accessible and usable,

normal working hours will be retained for all but the Cost Recovery and the Documentation Units. These units 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.

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 soon 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 if necessary. Invariably, these other conditions will mean that the EOC will also be activated.

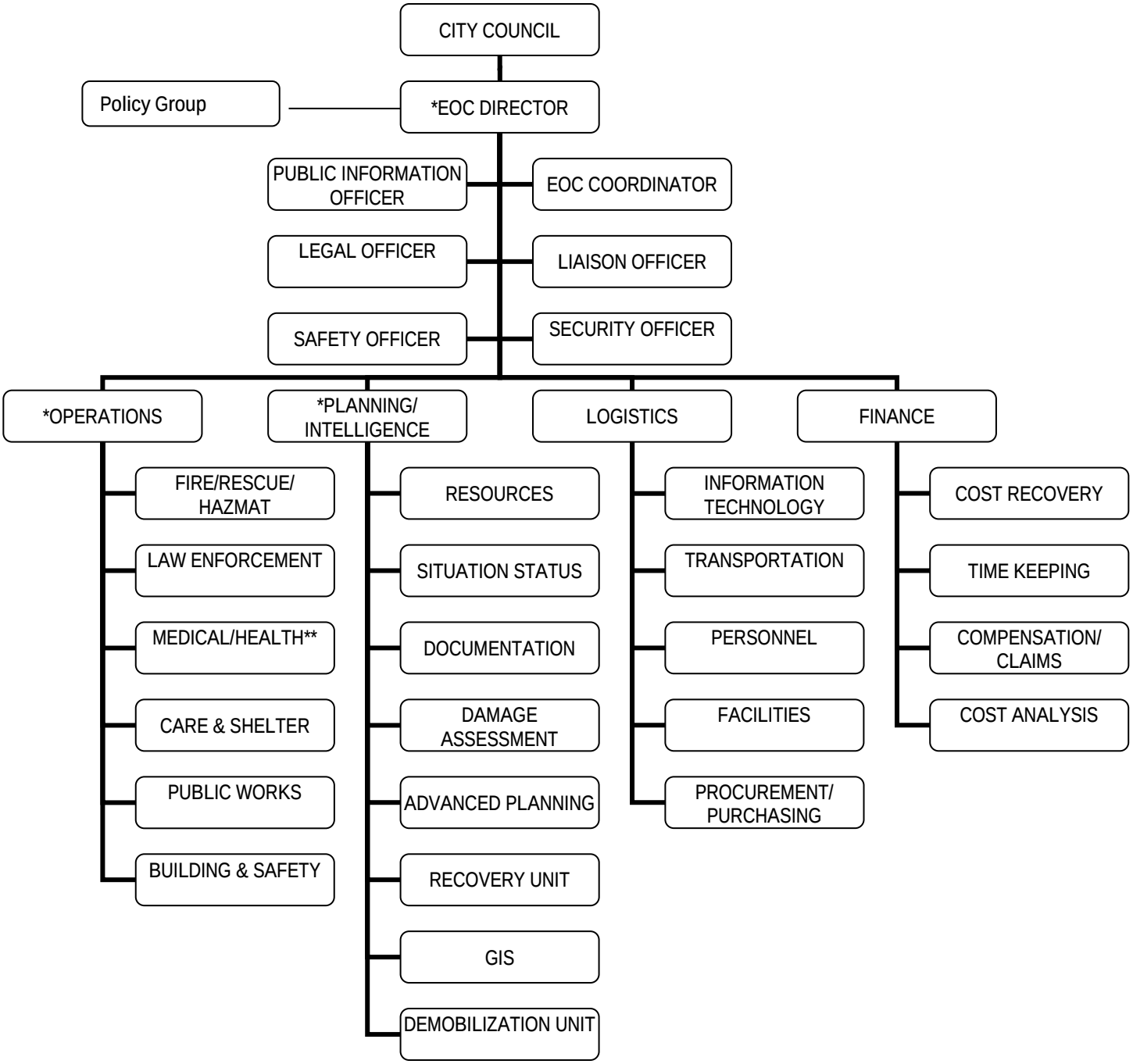
The Finance/Administration Section Coordinator will activate the various units of the Finance/Administration Section as the disaster/emergency situation develops. All units may be placed on an alert basis when there is warning of an impending or developing disaster/emergency.

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

Due to the sensitive nature of the location of the EOC, this information regarding the primary and the alternate EOC is found in the restricted use section of this plan, the Appendix.

ORGANIZATION CHART

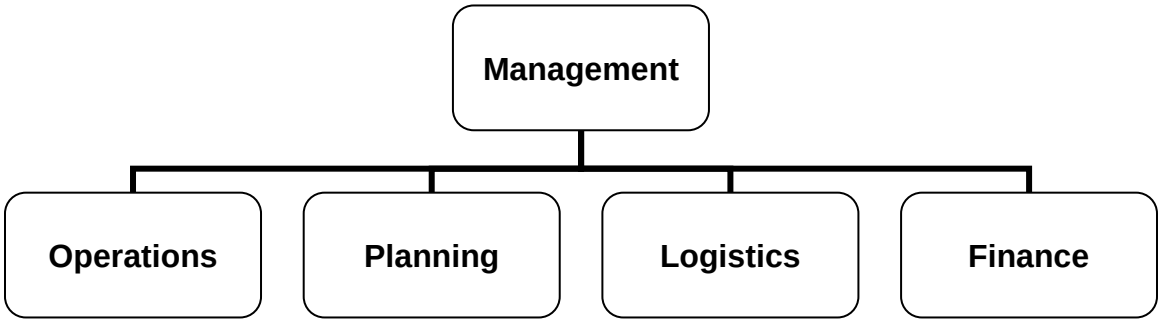


* If all elements are activated, a deputy may be appointed to provide a manageable span of control.

** Position is normally coordinated by the County, but a local coordinator may be designated, if needed

Field Units will be coordinating and communication with each of the Branches under the Operations Section. The Incident Command System will be used in the field.

EOC RESPONSIBILITIES CHART



Responsibilities:

EOC Director (Management Section)
The EOC Director is 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
The Operations Section is responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the City's EOC Action Plan.

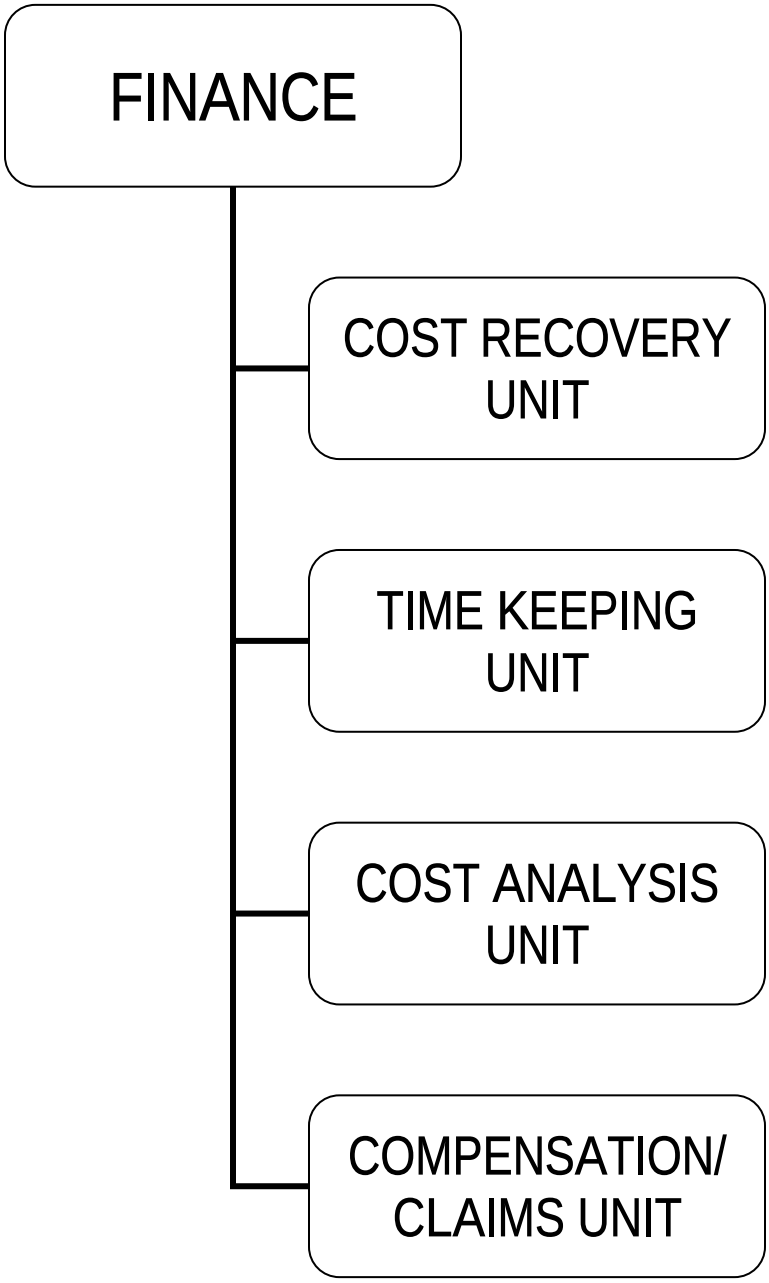
Planning/Intelligence Section
The Planning/Intelligence Section is responsible for collecting, evaluating and disseminating information; developing the City's EOC Action Plan in coordination with other sections; tracking resources, initiating and preparation of the City's AA/AC and maintaining documentation.

Logistics Section
The Logistics Section is responsible for providing communications, facilities, services, personnel, equipment, supplies and materials.

Finance/Administration Section
The Finance/Administration Section is responsible for financial activities and other

administrative aspects, including activating and maintaining a Disaster Accounting System, providing financial resources necessary for recovery, maintaining payroll and payments, coordinating documentation for cost recovery and working with disaster agencies on cost recovery.

FINANCE/ADMINISTRATION SECTION
ORGANIZATION CHART



FINANCE/ADMINISTRATION SECTION STAFF

The Finance/Administration Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches/groups/units.

- Cost Recovery Documentation Unit
- Time Keeping Unit
- Cost Analysis Unit
- Compensation/Claims Unit

The Finance/Administration Section Coordinator may activate additional units to fulfill an expanded role if necessary.

Finance/Administration Section Coordinator
The Finance/Administration Section Coordinator supervises the financial support, response and recovery for the disaster/emergency; ensures that the payroll and revenue collection process continues and activates the Disaster Accounting System.

Cost Recovery Documentation Unit
The Cost Recovery Documentation Unit should be activated at the onset of any disaster/emergency and is responsible for maintaining the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments. The Unit also acts as liaison with the disaster assistance agencies and coordinates the recovery of costs as allowed by law. Maintenance of records in such a manner that will pass audit is also an extremely important task of this Unit. **Accurate and timely documentation is essential to financial recovery.**

Time Keeping Unit
The Time Keeping Unit is responsible for tracking hours worked by paid personnel, volunteers, contract labor, mutual aid, and all others and ensuring that daily personnel time recording documents are prepared and compliance to agency's time policy is being met. The Time Keeping Unit is responsible for ensuring that time and equipment use records identify scope of work and site-specific work location consistent with initial safety/damage assessment records, sites and Project Worksheets (PW, formerly known as Disaster Survey Reports).

Personnel time and equipment use records should be collected and processed for each operational period as necessary. Records must be verified, checked for accuracy and posted according to existing policy. Excess hours worked must also be determined and separate logs will be maintained. Time and equipment use records must be compiled in appropriate format for cost recovery purposes.

Cost Analysis Unit
The Cost Analysis Unit is responsible for providing cost analysis data for the incident to help the

planning and recovery efforts. The Cost Analysis Unit must ensure that all pieces of equipment and personnel that require payment are properly identified; obtain and record all cost data; analyze and prepare estimates of incident costs and maintain accurate records of incident costs.

The Cost Analysis Unit will be increasingly tasked to support the planning function in terms of cost estimates of resources used. The Cost Analysis Unit must maintain accurate information on the actual costs for the use of all assigned resources.

Compensation/Claims Unit

The Compensation/Claims Unit is responsible for managing the investigation and compensation of physical injuries and property damage claims involving the City arising out of an emergency/disaster, including completing all forms required by worker's compensations programs, insurers, and local agencies, maintaining a file of injuries and illnesses associated with the incident and for providing investigative support of claims, coordination with claims adjustors under contract to the City's insurers, and for issuing or verifying insurer issuance of checks upon settlement of claims.

COMMON EOC RESPONSIBILITIES

(The following is a checklist applicable to all EOC positions and is to be used in conjunction with the specific checklist for each EOC position.)

Start-Up Actions:

- ❑ Check-in upon arrival at the EOC.
- ❑ Report to your EOC organizational supervisor.
- ❑ Obtain a briefing on the situation.
- ❑ Determine your personal operating location and set up as necessary.
- ❑ Review your position responsibilities.
- ❑ Identify yourself by putting your title on your person (vest, name tag). 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.
- ❑ Log into WebEOC. **(Procedures can be found in the Appendix).**
- ❑ Open and maintain a position activity log.
- ❑ Determine 24-hour staffing requirements and request additional support as required.
- ❑ Determine the need for group or unit establishment. Make required personnel assignments as staff arrives at the EOC or media center/Joint Information Center.
- ❑ Request additional resources through the appropriate Logistics Section Unit.
- ❑ Based on the situation as known or forecast determine likely future Section needs.
- ❑ Think ahead and *anticipate* situations and problems before they occur.
- ❑ Using WebEOC and activity log, maintain all required records and documentation to support the After-Action/Corrective 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 Cal OES and FEMA.

General Operational Duties:

- ❑ Keep up to date on the situation and resources associated with your position.
- ❑ Maintain current status reports and displays.
- ❑ Keep your EOC organizational supervisor advised of your status and activity and on any problem areas that now need or will require solutions.

- ❑ 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 planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ❑ Determine and **anticipate** support requirements and forward to your EOC organizational supervisor.
- ❑ Monitor your position activities and adjust staffing and organization to meet current needs.
- ❑ Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- ❑ Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your EOC organizational supervisor 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.

Deactivation:

- ❑ Ensure that all required forms or reports are completed prior to your release and departure.
- ❑ Be prepared to provide input to the EOC After-Action/Corrective Action Report.
- ❑ Determine what follow-up to your assignment might be required before you leave.
- ❑ Deactivate your position and close out logs when authorized by your EOC organizational supervisor.
- ❑ Leave forwarding phone number where you can be reached.

FINANCE/ADMINISTRATION SECTION COORDINATOR

SUPERVISOR: EOC Director

DUTIES:

- Ensure that the Finance/Administration function is performed consistent with SEMS/NIMS Guidelines, including:
  - Implementing a Disaster Accounting System- **(See Finance/Administration Support Documentation.)**
  - Maintaining financial records of the emergency.
  - Tracking and recording of all agency staff time.
  - Processing worker's compensation claims received at the EOC.
  - Handling travel and expense claims.
  - Providing administrative support to the EOC.
- Supervise the Finance/Administration Section staff.
- 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 units as dictated by the situation.
- Exercise overall responsibility for the coordination of unit activities within the Section.
- Ensure that the Section is supporting other EOC sections consistent with priorities established in the EOC Action Plan.
- Keep the EOC Director updated on all significant financial developments.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ❑ See Common EOC responsibilities on F-11.

Duties:

- ❑ Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements.
  - Cost Recovery Documentation Unit
  - Time Keeping Unit
  - Cost Analysis Unit
  - Compensation/Claims Unit
- ❑ 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.
- ❑ Meet with other Section Coordinators.
- ❑ From Planning/Intelligence Section Coordinator, obtain and review major incident reports and additional field operational information that may pertain to or affect Section operations.
- ❑ Prepare work objectives for Section staff and make assignments.
- ❑ Carry out responsibilities of the Finance 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.
- ❑ Provide situation and resources information to the Situation Status Unit of the Planning/Intelligence Section on a periodic basis or as the situation requires.
- ❑ 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.
- ❑ Develop a backup plan for all plans and procedures requiring off-site communications.
- ❑ 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.
- ❑ Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- ❑ Authorize use of the Disaster Accounting System. **(See Finance/Administration Support Documentation – Disaster Accounting.)**
- ❑ Ensure that the payroll process continues.
- ❑ Ensure that the revenue collection process continues.
- ❑ Collect your Section personnel and equipment time records and record of expendable materials used and provide copies to the Time Keeping Unit at the end of each operational period.
- ❑ Ensure that all personnel and equipment time records and record of expendable materials used are received from other Sections and submitted to the Time Keeping Unit at the end of each operational period.
- ❑ Organize, manage, coordinate, and channel the donations of money received during and following the emergency from individual citizens and volunteer groups.
- ❑ Coordinate with the Cost Analysis Unit to make recommendations for cost savings to the

General Staff.

- ❑ Meet with assisting and cooperating agency representatives as required.
- ❑ Provide input in all planning sessions on finance and cost analysis matters.
- ❑ Ensure that all obligation documents initiated during the emergency/disaster are properly prepared and completed.
- ❑ Keep the General Staff apprised of overall financial situation.

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 AA/AC Report.
- ❑ Account for all equipment, personnel, and supplies.
- ❑ Deactivate your Section and close out logs when authorized by the EOC Director.
- ❑ Leave forwarding phone number where you can be reached.

Page intended to be blank.

COST RECOVERY UNIT

SUPERVISOR: Finance/Administration Section Coordinator

RESPONSIBILITIES:

- Receive and allocate payments.
- Document information for reimbursement from the state and federal governments.
- Activate and maintain Disaster Accounting System. **(See Finance/Administration Support Documentation – Disaster Accounting Procedures.)**
- Act as liaison with the disaster assistance agencies and insurance companies, and coordinate the recovery of costs as allowed by law and ensure records are maintained in such a manner that will pass audit.
- Coordinate documentation of costs with other sections and departments.
- Coordinate cost recovery with disaster assistance agencies.

The Cost Recovery Unit should be activated at the onset of any disaster/emergency. Accurate and timely documentation is essential to financial recovery.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ❑ See Common EOC responsibilities on F-11.

Duties:

- ❑ Activate and maintain the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments. **(See Finance/Administration Support Documentation – Disaster Accounting Procedures.)**
- ❑ Inform all sections and departments that the Disaster Accounting System is to be used.
- ❑ Make decisions on cost codes and items to be tracked by the Disaster Cost Accounting System.
- ❑ Coordinate cost documentation and make decisions on costs codes and items to be tracked by the Disaster Accounting System.
- ❑ Receive and allocate payments.
- ❑ Act as liaison with the disaster assistance agencies and coordinate the recovery of costs as allowed by law.
- ❑ Prepare all required state and federal documentation as necessary to recover all allowable disaster costs.
- ❑ Coordinate with the Documentation Unit of the Planning/Intelligence Section.

- ❑ Provide analyses, summaries and estimates of costs for the Finance/Administration Section Coordinator, EOC Director, and the Ventura County Operational Area as required.
- ❑ Work with EOC sections and appropriate departments to collect all required documentation.
- ❑ Organize and prepare records for final audit.
- ❑ Prepare recommendations as necessary.

TIME KEEPING UNIT

SUPERVISOR: Finance/Administration Section Coordinator

RESPONSIBILITIES:

- Track, record, and report staff time for all personnel/volunteers, contract labor, and mutual aid respondersworking at the emergency/disaster.
- Establish and maintain a file for all personnel working at the emergency/disaster.
- Ensure that daily personnel time recording documents are prepared and are in compliance with specific City, CAL OES, and FEMA time recording policies.
- Track, record, and report equipment use and time.

Ensure that time and equipment use records identify scope of work and site-specific work location consistent with initial safety/damage assessment records, sites and PWs.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ❑ See Common EOC responsibilities on F-11.

Duties – PERSONNEL TIME RECORDER:

- ❑ 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 operational period. **(See Finance/Administration – Disaster Labor Record - Sample.)**
- ❑ Ensure that all records identify scope of work and site-specific work location.
- ❑ Post personnel travel and work hours, assignment to a specific incident (location by address when possible), transfers, promotions, specific pay provisions, and terminations to personnel time documents.
- ❑ Track all travel requests, forms, and claims.
- ❑ Ensure that daily personnel time recording documents are accurate and prepared in compliance with City policy(ies).
- ❑ Ensure that all employee identification information is verified to be correct on the time report.
- ❑ Ensure that all volunteers assigned as Disaster Service Workers maintain detailed and accurate time cards.
- ❑ Ensure that time reports are signed.
- ❑ Maintain separate logs for overtime hours.
- ❑ Establish and maintain a file for employee time records within the first operational period for each person.
- ❑ Maintain records security.

- ❑ Close out time documents prior to personnel leaving emergency assignment.
- ❑ Keep records on each shift (*Twelve-hour shifts recommended).*
- ❑ Coordinate with the Personnel Unit of the Logistics Section.

Duties – EQUIPMENT TIME RECORDER:

- ❑ Assist sections and branches/groups/units in establishing a system for collecting equipment time reports.
- ❑ Ensure that all records identify scope of work and site-specific work location. **(See Finance/Administration – Disaster Equipment Records - Sample.)**
- ❑ Establish and maintain a file of time reports on owned, rented, donated and mutual aid equipment (including charges for fuel, parts, services, and operators). Track the type of equipment used, make/model numbers, date and time of usage, operator name/agency affiliation, and charges for fuel, parts, and services. Track City-owned equipment separate from rented equipment.
- ❑ Maintain records security.

COST ANALYSIS UNIT

SUPERVISOR: Finance/Administration Section Coordinator

RESPONSIBILITIES:

- Provide all cost analysis activity associated with EOC operation.
- Obtain and record all cost data for the emergency/disaster.
- Ensure the proper identification of all equipment and personnel requiring payment.
- Analyze and prepare estimates of EOC costs.
- Maintain accurate record of EOC costs.
- Maintain actual costs for the use of all assigned resources.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ❑ See Common EOC responsibilities on F-11.

Duties:

- ❑ Collect and record all cost data. **(See Finance/Administration Support Documentation – Disaster Records and Forms).**
- ❑ Maintain a fiscal record of all expenditures related to the emergency/disaster.
- ❑ Prepare and provide periodic cost summaries for the Finance/Administration Section Coordinator and the EOC Director.
- ❑ Maintain cumulative emergency/disaster cost records.
- ❑ Ensure that all financial obligation documents are accurately prepared.
- ❑ Prepare resources-use cost estimates.
- ❑ Maintain accurate information on the actual cost for the use of all assigned resources.
- ❑ With the Time Keeping Unit, ensure that all pieces of equipment under contract and dedicated personnel are properly identified.
- ❑ Ensure that all EOC sections maintain proper supporting records and documentation to support claims.
- ❑ Make recommendations for cost savings to the Finance/Administration Section Coordinator.

Page intended to be blank.

COMPENSATION/CLAIMS UNIT

SUPERVISOR: Finance/Administration Section Coordinator

RESPONSIBILITIES:

- Accept as agent for the City claims resulting from an emergency/disaster.
- Manage the investigation and compensation of physical injuries and property damage claims involving the City, including completing all forms required by Workers' Compensation programs and local agencies, and coordination with insurers and claims adjusters.
- Collects information for all forms required by Workers' Compensation and local agencies.
- Maintain a file of injuries and illness associated with the personnel activity at the EOC and maintains a file of written witness statements on injuries.
- Manage and direct all compensation for injury specialists and claims specialists assigned to the emergency/disaster.
- Provide investigative support in areas of claims for bodily injury and property damage compensation presented to the City.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- ❑ See Common EOC responsibilities on F-11.

Duties:

- ❑ Coordinate with the Safety Officer, Liaison Officer, Agency Representatives, Personnel Unit of the Logistics Section, and ICS Field Level Compensation/Claims Unit Leader.
- ❑ Maintain a log of all injuries occurring during the disaster/emergency.
- ❑ Develop and maintain a log of potential and existing claims.
- ❑ Prepare claims relative to damage to City property and notify and file the claims with insurers.
- ❑ Periodically review all logs and forms produced by Compensation/Claims Unit to ensure:
  - Work is complete.
  - Entries are accurate and timely.
  - Work is in compliance with City requirements and policies.
- ❑ Determine if there is a need for Compensation-for-Injury and Claims Specialists and order personnel as needed.
- ❑ Ensure that all Compensation-for-Injury and Claims logs and forms are complete and routed to the appropriate department for post-EOC processing.
- ❑ Ensure the investigation of all accidents, if possible.
- ❑ Ensure that the Personnel Unit of the Logistics Section completes claims for any injured personnel or volunteers working at the emergency.
- ❑ 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.

FINANCE/ADMINISTRATION SECTION
SUPPORTING DOCUMENTATION

REFERENCE DOCUMENTS

COST RECOVERY UNIT

DISASTER/EMERGENCY ACCOUNTING RECORDS ..... Part Two FS - 3

DOS AND DON'TS OF USING THE DISASTER ACCOUNTING SYSTEM ..... Part Two FS - 5

PROCEDURES FOR APPLYING FOR FINANCIAL ASSISTANCE ..... Part Two FS - 7

FEMA CATEGORIES OF WORK ..... Part Two FS-11

TYPES OF RECOVERY PROGRAMS ..... Part Two FS-13

HAZARD MITIGATION ..... Part Two FS-15

FORMS

DESIGNATION OF APPLICANTS AGENT RESOLUTION – CAL OES FORM 130 ..... Part Two FS-19

PROJECT APPLICATION FOR FEDERAL ASSISTANCE FORM ..... Part Two FS-21

PROJECT WORKSHEET ..... Part Two FS-23

EOC CHECK-IN LIST ..... Part Two FS-25

ACTIVITY LOG ..... Part Two FS-27

DISASTER LABOR RECORD (Sample) ..... Part Two FS-29

DISASTER MATERIALS RECORD (Sample) ..... Part Two FS-30

DISASTER FORCE ACCOUNT EQUIPMENT RECORD (Sample) ..... Part Two FS-31

DISASTER RENTED EQUIPMENT RECORD (Sample) ..... Part Two FS-32

DISASTER CONTRACT WORK RECORD (Sample) ..... Part Two FS-33

Page intended to be blank.

DISASTER/EMERGENCY ACCOUNTING RECORDS

When a disaster or an emergency strikes the City, it may be in the form of an earthquake, storm damage, major oil or chemical/hazardous waste spill, civil disturbance, or fire emergency. Those employees who are assigned work directly associated with the disaster/emergency are to use the Disaster Cost Accounting System numbers for their department. The use of these numbers will enable the City to collect, sort, and document costs associated with the disaster/emergency.

The purpose of separate accounting for these costs is to obtain sufficient backup data in the event the city qualifies for federal and/or state assistance.

Obtaining federal and state assistance requires the City to collect and retain a broad range of original documents that clearly demonstrate that they were used for the disaster/emergency including:

- Employee time cards showing hours (regular and overtime) worked and which indicate the type and location of the work.
- Use of City-owned equipment supported by equipment identification, dates, and number of hours used each day, location and purpose for using the equipment.
- Use of City-owned supplies supported by a reasonable basis for determining costs, why the material was necessary, and location of where the material was used.
- Purchases of material supported by invoices showing quantity, description, unit cost, where, when, and how the material was used.
- Rental of equipment supported by invoices identifying the type and description of equipment, rate per hour indicating with or without operator, dates and hours used each day, where and why the equipment was used.
- Invoices for work performed by contract must provide detailed breakdown of cost, where, when and why the work was performed.

The above records and documentation must be retained for **AT LEAST THREE YEARS** from the date of final settlement of claim. All such records should be forwarded to the Cost Recovery Unit for audit follow-up.

Page intended to be blank.

DISASTER ACCOUNTING SYSTEM
DO'S AND DON'TS

DO:	DO:	DO:	DO:	DO:	DO:

- **DO** record all regular and overtime hours **WORKED** on the disaster/emergency**,** categories C through G.
- **DO** record all overtime hours **WORKED** on the disaster/emergency, categories A and B, including Management employee overtime during a declared disaster, consistent with City Council adopted policy.
- **DO** write on time card the location and brief description of work performed.
- **DO** charge vehicles and equipment used and indicate when and where they were used.
- **DO** charge equipment rentals to the appropriate charge points.
- **DO** charge outside contracts to the appropriate charge points.
- **DO** document how contracts were awarded.
- **DO** place limits on contract with, "Amount not to exceed". If more work needs to be done, then amend contract.
- **DO** use terms such as "Assess risk to public Health and Safety" instead of "Survey damage".
- **DO** use terms such as "Direct", "Control", "Assign", and "Dispatch" instead of "Administer".
- **DO** report all damage to Cost Recovery Unit.
- **DO** keep all records and unit logs accurately and up to date.
- **DO** ask questions of the Cost Recovery Unit for clarifications.

DO NOT:	DO NOT:	DO NOT:	DO NOT:	DO NOT:	DO NOT:

- **DO NOT** order **everyone** to charge **all** time to the disaster. Only charge those people and hours actually **WORKED. (See above 1st and 2nd Do's)**
- **DO NOT** charge stand-by time to the system. FEMA will only pay for time worked.
- **DO NOT** charge Management employee overtime to the system, with the exception of Management employee overtime during a declared disaster, consistent with City Council adopted policy. (If the City does compensate management overtime, **DO** record this time.)
- **DO NOT** use terms such as "Damage Survey", use "Assess for risk to health and safety".
- **DO NOT** use the term "Administer" in place of "Direct", "Control", "Assign", or "Dispatch".
- **DO NOT** assume damage to a City facility is not recoverable. It may be, but let the disaster assistance agencies make that decision. Let's not make it for them.
- **DO NOT** throw away records.
- **DO NOT** forget to ask questions.

NOTE:
While recent FEMA regulations do not allow recovery of straight time for emergency response activities (Categories A and B), **record it anyway.** Allocation for straight time shall be charged to your home function (program) covering categories A and B. The City can recover straight time for other categories and in some cases where we assist other agencies, therefore charge

all **Force Account Labor** to the disaster function (program). Better to record and not use, than not record and try to recreate.

Page intended to be blank.

PROCEDURES FOR APPLYING FOR FINANCIAL ASSISTANCE

GENERAL INFORMATION

Financial assistance may come from the state alone or both the state and federal governments. For state assistance, it is necessary for the Governor to proclaim a "**Disaster"** in specified counties. For federal assistance, it is necessary for the President to declare a "**Disaster"** in those same locations.

In both cases the lead agency is the Cal OES. Their address and phone number is:

California Office of Emergency Services
Disaster Assistance Division
3650 Schriver Avenue
Mather, California 95655
Phone: (916) 845-8100

PRE-DISASTER DECLARATION STEPS

Following a disaster/emergency, the City will report damage and a rough estimate of costs to the Ventura County Operational Area.

These estimates should include City personnel and equipment costs, damage to facilities with cost to repair, and cost to replace facilities and equipment damaged beyond repair.

The Ventura County Operational Area will transmit the estimates to Cal OES and then the Governor will decide whether to proclaim a State of Emergency in Ventura County. If the Governor does proclaim a State of Emergency, then the State will request a Presidential declaration. If the President declares a Major Disaster, then FEMA will be involved.

POST DISASTER DECLARATION STEPS

At this point, Cal OES will notify the Ventura County Operational Area, who will in turn notify the City. There will usually be an orientation meeting where all agencies desiring to participate will be briefed on the application procedures. The Public Assistance Coordinator (PAC) will be introduced to assist the applicants through the reimbursement process.

Several Forms must be submitted. These are:

1.	**Request for Public Assistance Form**	This indicates that the City will be applying for assistance. Does not restrict City from making changes, but must be sent within 30 days of the declaration date.

2.	**Project Listing (Cal OES Form)**	This indicates the categories and projects which the City is asking assistance for. It may be revised later on. It gives Cal OES an idea of the scope of the damage.
3.	**Designation of Applicants' Agency Resolution (Cal OES Form 130)**	This is a resolution passed by the City Council authorizing specified individuals to act as the City's agent in dealing with CAL OES and FEMA. There is no deadline, but payments cannot be made until CAL OES receives it. A City usually designates as agents one or more of the following: • Director of Finance Services • Assistant City Manager
4.	**Vendor Data Record (Form STD 204)**	For State's 1099 purposes. No deadline, but no payment until submitted.
5.	**Project Application for Federal Assistance (Cal OES Form 89)**	Formal application for FEMA funding. No specific deadline, but no payment until submitted.
6.	**Project Worksheet (PW)**	The City will fill out this form for all small projects and submit to the PAC. The PAC will assist the city to write the large project PW. The PWs are prepared based on Permanent Work or Emergency Work.

ON-SITE INSPECTIONS

Cal OES and FEMA may send an inspector to visit each applicant. You may get one inspector from one of the organizations or two to make up a team approach. The inspector(s) will meet with the City's Designated Agent who will arrange meetings with other City personnel as necessary. These local representatives should be people who have detailed knowledge of damaged facilities, cost estimates and potential mitigation work that may prevent future damage.

Past experience has been that these meetings will be on short notice. Cal OES usually sets up a field office and starts scheduling visits soon after. **A week's notice is the best that can be expected.**

The team may want to see:

- Damaged facilities.
- Pictures or videos of damage/destruction.
- Narratives on work done.
- A broad summary of costs to date with estimates of work to be completed.
- Proposals on repair, reconstruction and mitigation projects.
- These need not be final, they can be changed.

The team will want to discuss:

- How payroll costs are organized and developed.
- How payroll cost relates to time worked.
- How fringe benefit rates are made up.

These last items are why it is so important to use the Disaster Accounting System. When used, it automatically provides a record of who worked for how many hours on which day on what type of task. The Labor Distribution reports can be merged with payroll data to provide the time records that Cal OES and FEMA want. They can also be used to create summary schedules for the inspectors.

There is a 60-day period in which to bring new damage sites to the attention of the disaster assistance agencies from the date of the team's first on-site visit.

POST PW PROCEDURES

All documentation and costs must be gathered and sorted to support their respective PWs. Thus, if there is one PW for Debris Clearance, all payroll overtime costs and time cards for those personnel working on Debris Clearance must be sorted and organized to document these costs on that PW. Also all equipment costs (use FEMA rates), dump fees, etc. for this work becomes part of the documentation package for this PW.

The PWs for construction projects will require the same specific documentation. Each will require, as appropriate: engineering studies, architectural plans, bid packages, selection records, contracts, contractor's invoices, payment records, and all other costs. Also note that since government money is involved that the Davis Bacon Act and/or state prevailing wage clauses will apply and must also be documented.

HOW PAYMENT IS MADE

The State Public Assistance program is authorized under the California Disaster Assistance Act (CDAA). CAL OES administers this program. CDAA assistance may be obtained following a Local Emergency with the concurrence of the Secretary of Cal OES for permanent repairs only or for all eligible costs including personnel costs following the Governor's proclamation of a State of Emergency. The cost share on eligible costs may be 75% state share and 25% local government share. For example: CAL OES determines that there is $100,000 in eligible emergency response costs for the City. CAL OES pays $75,000 and the City must handle the remaining $25,000. **Failure to follow SEMS, however, may disqualify the City from receiving all or part of the**

state's share and accordingly change a $25,000 loss back to $100,000. The CDAA program is coordinated as supplemental to the federal program following the Declaration of a Major Disaster by the President of the United States.

The Federal Public Assistance program is authorized under the Stafford Act and is administered by FEMA in coordination with CAL OES at the request of the Governor, who has designated the Secretary of Cal OES as his representative. FEMA will pay eligible costs to local governments on a 75% federal share and a 25% state and/or local share. If CAL OES finds that the costs covered by FEMA are also eligible under CDAA criteria, then the state may cover 75% of that 25% share. For example: a city is determined to have $100,000 of eligible emergency personnel costs by FEMA. FEMA will reimburse up to $75,000, leaving $25,000 for the state and local governments to handle. CAL OES determines that the costs are eligible under NDAA and may pay $18,750 which leaves $6,250 for the local government to handle. **Failure to follow SEMS may jeopardize the state share and cause the $6,250 loss to increase up to the full $25,000 state local share.**

State and federal assistance are based upon reimbursements of eligible costs incurred. There are provisions for partial advances for emergency work; however, the amounts and conditions may change. Assistance is based upon uninsured loss and is not a substitute for insurance. The reimbursement process is a lengthy one involving the complete review of damage estimates and documentation. Actual receipt of funds may take weeks or months.

Sometime later, perhaps two years, the State Controller may audit the project. If discrepancies are found, they will require reimbursement of the disallowed costs if the allowable costs are less than what was already paid. If allowable costs are greater than prior payments, then the balance will follow after official sign off on the claim by FEMA and/or CAL OES. This also is a long process.

Remember:

1. **DOCUMENT EACH COST TO A SPECIFIC DISASTER ACTION AND LOCATION.**

2. **FAILURE TO FOLLOW SEMS MAY COST YOU CDAA ASSISTANCE ON ELIGIBLE EMERGENCY PERSONNEL COSTS.**

FEMA WORK CATEGORIES

To facilitate the processing of Public Assistance Program grants, FEMA has divided disaster related work into seven Categories of Work. These categories are listed below and are described in more detail elsewhere in FEMA's *Public Assistance Policy Digest* and other Public Assistance documents.

Emergency Work

Category A: Debris Removal

Clearance of trees and woody debris; building wreckage; sand, mud, silt, and gravel; vehicles; and other disaster-related material deposited on public and, in very limited cases, private property.

Category B: Emergency Protective Measures

Measures taken before, during, and after a disaster to save lives, protect public health and safety, and protect improved public and private property.

Permanent Work

Category C: Roads and Bridges

Repair of roads, bridges, and associated features, such as shoulders, ditches, culverts, lighting, **and signs.**

Category D: Water Control Facilities

Repair of irrigation systems, drainage channels, and pumping facilities. Repair of levees, dams, and flood control channels fall under Category D, but the eligibility of these facilities is restricted.

Category E: Buildings and Equipment

Repair or replacement of buildings, including their contents and systems; heavy equipment; and vehicles.

Category F: Utilities

Repair of water treatment and delivery systems; power generation facilities and distribution lines; and sewage collection and treatment facilities.

Category G: Parks, Recreational Facilities, and Other Items

Repair and restoration of parks, playgrounds, pools, cemeteries, and beaches. This category also is used for any work or facility that cannot be characterized adequately by Categories A-F

Page intended to be blank.

TYPES OF RECOVERY PROGRAMS

The matrix below depicts some of the recovery programs that may become available during the recovery phase.

NO PROCLAMATION REQUIRED:			
Emergency Loan Program	Farmers Ranchers Aquaculturists	U.S.D.A. Farm Services Agency	At least 30 percent crop production or physical loss. US Secretary of Agriculture has discretionary authority to consider other factors.
Physical Loss Loans	Individuals Businesses	U.S. Small Business Administration (SBA)	A minimum of 25 homes and/or businesses, each sustaining uninsured losses of 40 percent or more of value.
Economic Injury Loans	Businesses	SBA	Governor (or designee) must certify that at least five business concerns have experienced substantial economic injury as a result of disaster.
Fire Management Assistance Grant	State and Local Government	Federal Emergency Management Agency (FEMA)	Reimbursement of fire suppression costs that exceed state threshold.
LOCAL EMERGENCY PROCLAMATION REQUIRED:			
California Disaster Assistance Act - Director's Concurrence	Local Governments	CAL OES	Requires concurrence of the CAL OES Secretary. Reimbursement limited to Permanent restoration costs.
GOVERNOR'S STATE OF EMERGENCY PROCLAMATION REQUIRED:			
California Disaster Assistance Act	Local Governments	CAL OES	Permanent restoration and emergency work reimbursed.
PRESIDENTIAL EMERGENCY DECLARATION REQUIRED:			
Public Assistance - Emergency Declaration	Local Governments, State agencies, Certain Non-Profits, Indian Tribes	FEMA	Reimbursement limited to emergency work costs and to $5 million per event.
PRESIDENTIAL MAJOR DISASTER DECLARATION REQUIRED:			
Assistance to Individuals and Households Program (IHP)	Individuals	FEMA/State cost share	Significant impacts to real and personal property when financial assistance cannot be addressed by other means (i.e., personal insurance).
State Supplemental Grant Program	Individuals	State of California	Significant impacts to real and personal property when financial assistance cannot be addressed by other means (i.e., IHP assistance, personal insurance).
Crisis Counseling	County Mental Health	FEMA	Disaster-related mental health needs beyond local government resources.
Disaster Unemployment Assistance	Individuals	U.S. Department of Labor	Significant impacts to employment or place of work as a result of a major disaster (including self-employed and farmers)
Public Assistance - Major Disaster Declaration	Local Governments, State agencies, Certain Non-Profits, Indian Tribes	FEMA	Reimbursement for permanent restoration and emergency work.

Individual Assistance Section

The CAL OES Individual Assistance Section coordinates with local, state, and federal entities to provide recovery assistance following a disaster that impacts individuals, businesses, and/or the agricultural community in the State. This may include:

- Providing pre-disaster guidance and training to public entities in order to maximize assistance.
- Facilitating and coordinating preliminary damage assessments to determine the impact of disaster.
- Coordinating the implementation of local, state, and federal assistance programs to address disaster-related needs.
- Monitoring programmatic progress and in certain circumstances provide oversight in program administration.
- Establishing local assistance centers in partnership with local, state, and federal entities to facilitate disaster recovery.

Types of Assistance Individual Assistance Program assistance may include:

- Loans or grants for real and/or personal property losses.
- Tax relief.
- Crisis counseling.
- Information on veteran's, Social Security, contractor, or insurance services.
- Housing assistance.
- Repair or replacement of real and personal property.
- Unemployment and job training.
- Assistance for agricultural losses.
- Food commodities.
- Business and personal tax relief.
- Legal services.
- Contractor information.
- Insurance information.
- Other unmet emergency needs.

Programs The following Individual Assistance (IA) programs are examples of assistance that may become available, dependent on the size and scope of the event.

- Assistance to Individuals and Households Program (IHP)
- State Supplemental Grant Program
- U.S. Department of Agriculture Emergency Loans
- U.S. Small Business Administration (SBA) Disaster Loan Programs
- Disaster Unemployment Assistance
- Mental Health services

HAZARD MITIGATION

PURPOSE

This section establishes actions, policies and procedures for implementing Section 409 (Minimum Standards for Public and Private Structures) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended), following a Presidentially declared Emergency or Major Disaster. It also assigns hazard mitigation responsibilities to various elements of federal, state, and local governments in California.

AUTHORITIES AND REFERENCES

Activities enumerated in this enclosure will be conducted in accordance with the enabling legislation, plans, and agreements listed in **Part One, Section Four -Authorities and References.**

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.

Pre-Disaster Mitigation

The 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 PDM grants are announced once a year by Cal OES.

Hazard Mitigation Grant Program

Following a disaster, mitigation opportunities and financial assistance may be available through the HMGP. The HMGP 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 FEMA's 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 government 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

FEMA's 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 FMA 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 match funding 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 FEMA and the Governor execute a document called the Federal/State Agreement. This agreement includes appropriate provisions for hazard mitigation. Under the "typical paragraph" set out to serve this purpose, the State agrees to:

- 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 plan or plans are developed and submitted to the FEMA Regional Director for concurrence.
- Review and update as necessary disaster mitigation portions of emergency plans.

A hazard mitigation officer is appointed for the state and local applicant. These individuals will 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 PWs and visits selected sites where significant damage has occurred. The state and local representatives on the hazard mitigation survey team are responsible for ensuring that there is adequate consultation among interested federal, state, and local parties.

The hazard mitigation 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.

Reference: Ventura County Hazard Mitigation Plan, 2010

Page intended to be blank.

STATE OF CALIFORNIA
CALIFORNIA EMERGENCY MANAGEMENT AGENCY
Cal EMA 130

Disaster No: _____
Cal EMA ID No: _____

DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES

BE IT RESOLVED BY THE _____ OF THE _____
(Governing Body) (Name of Applicant)

THAT _____, OR
(Title of Authorized Agent)

_____, OR
(Title of Authorized Agent)

_____
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the _____, a public entity
(Name of Applicant)
established under the laws of the State of California, this application and to file it with the California Emergency Management Agency for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the _____, a public entity established under the laws of the State of California,
(Name of Applicant)
hereby authorizes its agent(s) to provide to the California Emergency Management Agency for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

☐ This is a universal resolution and is effective for all open and futures disasters up to three (3) years following the date of approval below.
☐ This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this _____ day of _____, 20_____

_____
(Name and Title of Governing Body Representative)

_____
(Name and Title of Governing Body Representative)

_____
(Name and Title of Governing Body Representative)

CERTIFICATION

I, _____, duly appointed and _____ of
(Name) (Title)
_____, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the _____ of the _____
(Governing Body) (Name of Applicant)

on the _____ day of _____, 20___.

_____ _____
(Signature) (Title)

Cal EMA 130 (Rev.4/11) Page 1

Page intended to be blank.

STATE OF CALIFORNIA
CALIFORNIA EMERGENCY MANAGEMENT AGENCY
Cal EMA 89

Disaster No: _____

Cal EMA ID No: _____

DUNS No: _____

PROJECT ASSURANCES FOR FEDERAL ASSISTANCE

SUBGRANTEE'S NAME: _____
(Name of Organization)

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE: _____ FAX NUMBER: _____

AUTHORIZED AGENT: _____ TITLE: _____

EMAIL ADDRESS: _____

ASSURANCES – CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to al of your projects. If you have questions, please contact the California Emergency Management Agency. Further, certain federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the subgrantee named above:

1. Has the legal authority to apply for federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the Unites States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure nondiscrimination during the useful life of the project.

4. Will comply with the requirements of the assistance-awarding agency with regard to the drafting, review and approval of construction plans and specifications.

5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or state.

6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gains.

8. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.), which prohibits the use of lead based pain in construction or rehabilitation of residence structures.

9. Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C §§ 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the rehabilitation Act of 1973, as amended (29 U.S.C. § 794) which prohibit discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107) which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 93-

Cal EMA 89 (Rev 4/11) (Page 1 of 2)

255) as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3) as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) which may apply to the application.

10. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal and federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.

11. Will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $5,000 or more.

12. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.O 91-190) and Executive Order (E0) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.O. 93-205).

13. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

14. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and preservation of historic properties), and the Archeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).

15. Will comply with Standardized Emergency Management (SEMS) requirements as stated in the California Emergency Services Act, Government Code, Chapter 7 of Division 1 of Title 2, Section 8607.1(e) and CCR Title 19, Sections 2445, 2446, 2447, and 2448.

16. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996.

17. Will comply with all applicable requirements of all other federal laws, Executive Orders, regulations and policies governing this program.

18. Has requested through the State of California, federal financial assistance to be used to perform eligible work approved in the subgrantee application for federal assistance. Will, after the receipt of federal financial assistance, through the State of California, agree to the following:

    a. The state warrant covering federal financial assistance will be deposited in a special and separate account, and will be used to pay only eligible costs for projects described above;

    b. To return to the State of California such part of the funds so reimbursed pursuant to the above numbered application, which are excess to the approved actual expenditures as accepted by final audit of the federal or state government.

    c. In the event the approved amount of the above numbered project application is reduced, the reimbursement applicable to the amount of the reduction will be promptly refunded to the State of California.

19. Will not make any award or permit any award (subgrant or contract) to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689, "Debarment and Suspension."

"I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized by the above named subgrantee to enter into this agreement for and on behalf of the said subgrantee, and by my signature do bind the subgrantee to the terms thereof."

_____
SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

_____
TITLE DATE

Cal EMA 89 (Rev.4/11) (Page 2 of 2)

U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET

O.M.B. No. 1660-0017
Expires October 31, 2008

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 90 minutes per response. Burden means the time, effort and financial resources expended by persons to generate, maintain, disclose, or to provide information to us. You may send comments regarding the burden estimate or any aspect of the collection, including suggestions for reducing the burden to: Information Collections Management, U.S. Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (OMB Control Number 1660-0017). You are not required to respond to this collection of information unless a valid OMB number appears in the upper right corner of this form. **NOTE: Do not send your completed questionnaire to this address.**

DISASTER	PROJECT NO.	PA ID NO.	DATE	CATEGORY
FEMA-_____-DR-____				

DAMAGED FACILITY	WORK COMPLETE AS OF
	_____ : _____ %

APPLICANT	COUNTY

LOCATION	LATITUDE	LONGITUDE

DAMAGE DESCRIPTION AND DIMENSIONS

SCOPE OF WORK

Does the Scope of Work change the pre-disaster conditions at the site? ☐ Yes ☐ No

Special Considerations issues included? ☐ Yes ☐ No Hazard Mitigation proposal included? ☐ Yes ☐ No

Is there insurance coverage on this facility? ☐ Yes ☐ No

PROJECT COST

ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST
				TOTAL COST ➡	

PREPARED BY	TITLE	SIGNATURE
APPLICANT REP.	TITLE	SIGNATURE

FEMA Form 90-91, FEB 06 REPLACES ALL PREVIOUS EDITIONS.

PROJECT WORKSHEET
INSTRUCTIONS

The Project Worksheet must be completed for each identified damaged project. A project may include damages more than one site.

After completing all Project Worksheets, submit the worksheets to your Public Assistance Coordinator.

Identifying Information

Disaster: Indicate the disaster declaration number as established by FEMA (i.e. "FEMA 1136-DR-TN", etc.).
Project No.: Indicate the project designation number you established to track the project in your system (i.e. 1,2,3, etc.).
PA ID No.: Indicate your Public Assistance identification number on this space. This is optional.
Date: Indicate the date the worksheet was prepared in MM/DD/YY format.
Category: Indicate the category of the project according to FEMA specified work categories (i.e., A,B,C,D,E,F,G). This is optional.
Applicant: Name of the government or other legal entity to which the funds will be awarded.
County: Name of the county where the damaged facility is located. If located in multiple counties, indicate "Multi-County."
Damage facility: Identify the facility and describe its basic function and pre-disaster condition.
Work Complete as of: Indicate the date the work was assessed in the format of MM/DD/YY and the percentage of work completed to that date.
Location: This item can range anywhere from an "address," "intersection of...," "1 mile south of...on..." to "county wide." If damages are in different locations or different counties please list each location. Include latitude and longitude of the project if known.
Damage Description and Dimensions: Describe the disaster-related damage to the facility, including the cause of the damage and the area or components affected.
Scope of Work: List work that has been completed, and work to be completed, which, is necessary to repair disaster-related damage.
Does the Scope of Work change the pre-disaster conditions of the site: If the work described under the Scope of Work changes the site conditions (i.e. increases/decreases the size or function of the facility or does not replace damage components in kind with like materials), check (x) yes. If the Scope of Work returns the site to its pre-disaster configuration, capacity and dimensions check (x) no.
Special Considerations: If the project includes insurable work, and/or is affected by environmental (NEPA) or historic concerns, check (x) either the Yes or No box so that appropriate action can be initiated to avoid delays in funding. Refer to *Applicant Handbook* for further information.
Hazard Mitigation: If the pre-disaster conditions at the site can be changed to prevent or reduce the disaster-related damage, check (x) Yes. If no opportunities for hazard mitigation exist check (x) no. Appropriate action will be initiated and avoid delays in funding. Refer to *Applicant Handbook* for further information.
Is there insurance coverage on this facility: Federal law requires that FEMA be notified of any entitlement for proceeds to repair disaster-related damages from insurance or any other source. Check (x) yes if any funding or proceeds can be received for the work within the Scope of Work from any source besides FEMA.

Project Cost

Item: Indicate the item number on the column (i.e. 1, 2, 3, etc.). Use additional forms as necessary to include all items.
Code: If using the FEMA cost codes, place the appropriate number here.
Narrative: Indicate the work, material or service that best describes the work (i.e. "force account labor overtime", "42 in. RCP", "sheet rock replacement", etc.).
Quantity/Unit: List the amount of units and the unit of measure ("48/cy", "32/lf", "6/ea", etc.).
Unit Price: Indicate the price per unit.
Cost: This item can be developed from cost to date, contracts, bids, applicant's experience in that particular repair work, books which lend themselves to work estimates, such as RS Means, or by using cost codes supplied by FEMA.
Total Cost: Record total cost of the project.

Prepared By: Record the name, title, and signature of the person completing the Project Worksheet.
Applicant Rep.: Record the name, title, and signature of Applicant's representative.

Records Requirements

Please review the *Applicant Handbook, FEMA 323* for detailed instructions and examples.
For all completed work, the applicant must keep the following records:

*Force account labor documentation sheets identifying the employee, hours worked, date and location;
*Force account equipment documentation sheets identifying specific equipment, operator, usage by hour/mile and cost used;
*Material documentation sheets identifying the type of material, quantity used and cost;
*Copies of all contracts for work and any lease/rental equipment costs.

For all estimated work, keep calculations, quantity estimates, pricing information, etc. as part of the records to document the "cost/estimate" for which funding is being requested.

EOC CHECK-IN LIST

Name	Title	EOC Position	Date & Time In	Date & Time Out	Total Hours

Page intended to be blank.

ACTIVITY LOG

1. INCIDENT NAME	2. OPERATIONAL PERIOD From: To:	INDIVIDUAL LOG ICS 214a-OS
3. INDIVIDUAL NAME	4. EOC SECTION	5. Assignment/Location
6.ACTIVITY LOG		Page of

TIME	MAJOR EVENTS

TIME	MAJOR EVENTS

DISASTER LABOR RECORD (SAMPLE)

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
FORCE ACCOUNT LABOR SUMMARY RECORD

PAGE ____ OF ____

O.M.B. No. 1660-0017
Expires December 31, 2011

APPLICANT	PA ID NO.	PROJECT NO.	DISASTER
LOCATION/SITE		CATEGORY	PERIOD COVERING
DESCRIPTION OF WORK PERFORMED			

NAME / JOB TITLE	DATE	REG.	O.T.	REG.	O.T.	REG.	O.T.	REG.	O.T.	REG.	O.T.	TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY RATE	TOTAL COSTS
	DATES AND HOURS WORKED EACH WEEK											COSTS				
NAME																
JOB TITLE																
NAME																
JOB TITLE																
NAME																
JOB TITLE																
NAME																
JOB TITLE																

TOTAL COSTS FOR FORCE ACCOUNT LABOR REGULAR TIME $ _____

TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME $ _____

I CERTIFY THAT THE INFORMATION ABOVE WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED	TITLE	DATE

FEMA Form 90-123, FEB 09

DISASTER MATERIALS RECORD (SAMPLE)

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
MATERIALS SUMMARY RECORD

PAGE ____ OF ____

O.M.B. No. 1660-0017
Expires December 31, 2011

APPLICANT	PA ID NO.	PROJECT NO.	DISASTER
LOCATION/SITE		CATEGORY	PERIOD COVERING

DESCRIPTION OF WORK PERFORMED:

VENDOR	DESCRIPTION	QUAN.	UNIT PRICE	TOTAL PRICE	DATE PURCHASED	DATE USED	INFO FROM (CHECK ONE) INVOICE	STOCK

DISASTER FORCE ACCOUNT EQUIPMENT RECORD (SAMPLE)

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
FORCE ACCOUNT EQUIPMENT SUMMARY RECORD

PAGE ____ OF ____

O.M.B. No. 1660-0017
Expires April 30, 2013

APLICANT	PA ID NO.	PROJECT NO.	DISASTER
LOCATION/SITE		CATEGORY	PERIOD COVERING
DESCRIPTION OF WORK PERFORMED			

TYPE OF EQUIPMENT			DATES AND HOURS USED EACH DAY								COSTS	
INDICATE SIZE, CAPACITY, HOURSEPOWER, MAKE AND MODEL AS APPROPRIATE	EQUIPMENT CODE NUMBER	OPERATOR'S NAME	DATE							TOTAL HOURS	EQUIPMENT RATE	TOTAL COST
			HOURS									
			HOURS									
			HOURS									
			HOURS									
			HOURS									
			HOURS									
			HOURS									
			HOURS									
			HOURS									
		GRAND TOTAL										

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED	TITLE	DATE

FEMA Form 90-127, AUG 10

DISASTER RENTED EQUIPMENT RECORD (SAMPLE)

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
RENTED EQUIPMENT SUMMARY RECORD

PAGE _____ OF _____

O.M.B. No. 1660-0017
Expires December 31, 2011

APPLICANT	PA ID NO.	PROJECT NO.	DISASTER
LOCATION/SITE		CATEGORY	PERIOD COVERING

DESCRIPTION OF WORK PERFORMED

TYPE OF EQUIPMENT Indicate size, Capacity, Horsepower Make and Model as Appropriate	DATES AND HOURS USED	RATE PER HOUR		TOTAL COST	VENDOR	INVOICE NO.	DATE AND AMOUNT PAID	CHECK NO.
		W/OPR	W/OUT OPR					

GRAND TOTAL _____

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED	TITLE	DATE

FEMA Form 90-125, FEB 09

CONTRACT WORK SUMMARY RECORD (SAMPLE)

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
CONTRACT WORK SUMMARY RECORD

PAGE _____ OF _____

O.M.B. No. 1660-0017
Expires December 31, 2011

APPLICANT	PA ID NO.	PROJECT NO.	DISASTER
LOCATIOJN/SITE	CATEGORY		PERIOD COVERING

DESCRIPTION OF WORK PERFORMED

DATES WORKED	CONTRACTOR	BILLING/INVOICE NUMBER	AMOUNT	COMMENTS- SCOPE
GRAND TOTAL				

I CERTIFY THAT THE INFORMATION WAS OBTAINED FROM PAYROLL, INVOICES, OR OTHER DOCUMENT THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED	TITLE	DATE

FEMA Form 90-126, FEB 09

Print Form

Page intended to be blank.

RESTRICTED USE DOCUMENT DUE TO THE SENSITIVE NATURE OF THE INFORMATION

APPENDICES

Page Number

City of Moorpark EOC Staff Notification List Appendix-3
City of Moorpark City Emergency Notification List..... ..... Appendix-9
Other Essential Contacts Notification List..... ..... Appendix-17
City of Moorpark EOC Phone Numbers..... ..... Appendix-19
City of Moorpark Secure Locations..... Appendix-20
EOC Voice and Data Ports..... ..... Appendix-21
Ventura County Satellite Phone Numbers Appendix-24
EAS Activation Procedures Appendix-26
Moorpark Administrative Procedures..... Appendix-28
Pre-Identified Shelter Sites Appendix-31
Residential Care and Skilled Nursing Facilities Appendix-33
Outreach to Access and Functional Needs Populations Appendix-34
National Weather Service – Restricted Use Numbers Appendix-35
100-Unit Mass Casualty Trailer Appendix-39
City of Moorpark Critical Facilities Information Appendix-40
EOC Arrival Procedures Appendix-45
City of Moorpark EOC Layout Appendix-47
WebEOC Log In Procedures Appendix-49
VC Alert Procedures Appendix-51