



City of Chino Hills Emergency Operations Plan

Part I Basic Plan
&
Appendices

December 2014



1. FOREWORD

This Emergency Operations Plan (EOP) addresses the City of Chino Hills' planned response to extraordinary emergency situations associated with natural disasters, technological incidents, and national security emergencies. The plan 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 plan focus on potential large-scale disasters that can generate unique situations requiring unusual emergency responses.

This plan is a preparedness document—designed to be read, understood, and exercised prior to an emergency. It is designed to include the City of Chino Hills as part of the California Standardized Emergency Management System (SEMS) **Government Code Section 8607(a)** and the National Incident Management System (NIMS) (**HSPD-5**). The plan is flexible enough to use in all emergencies at all levels working together to manage domestic incidents. This flexibility applies to all phases of incident management, regardless of cause, size, location, or complexity. The plan provides a set of standardized organizational structures, as well as requirements for processes, procedures, and systems designed to improve interoperability.

Each element of the emergency management organization is responsible for assuring the preparation and maintenance of appropriate and current *Standard Operating Procedures (SOPs)/Emergency Operating Procedures (EOPs)*, resource lists and checklists that detail how assigned responsibilities are performed to support SEMS/NIMS Emergency Operations Plan implementation and to ensure successful response during a major disaster. Such *SOPs/EOPs* should include the specific emergency authorities that designated officials and their successors can assume during emergency situations.

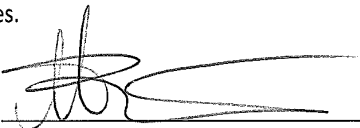


City of Chino Hills
Emergency Operations Plan

Section 1
Plan Concurrence

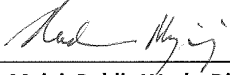
SIGNED CONCURRENCE BY PRINCIPAL DEPARTMENTS/AGENCIES

The Director of Emergency Services concurs with the City of Chino Hills' Emergency Operations Plan. As needed, revisions will be submitted to the Director of Emergency Services.

Signed 
Konrad Bartlam, City Manager
City Manager's Office, City of Chino Hills

Date 3-18-15

The Operations Coordinator concurs with the City of Chino Hills' Emergency Operations Plan. As needed, revisions will be submitted to the Operations Coordinator.

Signed 
Nadeem Majaj, Public Works Director
Public Works Department, City of Chino Hills

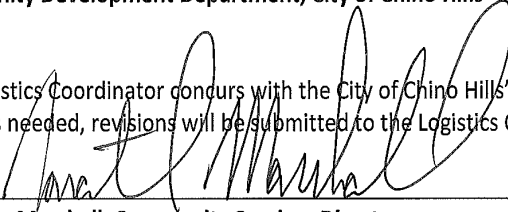
Date 3/18/15

The Planning/Intelligence Coordinator concurs with the City of Chino Hills' Emergency Operations Plan. As needed, revisions will be submitted to the Planning/Intelligence Coordinator.

Signed 
Joann Lombardo, Community Development Director
Community Development Department, City of Chino Hills

Date 3-12-15

The Logistics Coordinator concurs with the City of Chino Hills' Emergency Operations Plan. As needed, revisions will be submitted to the Logistics Coordinator.

Signed 
Jonathan Marshall, Community Services Director
Community Services Department, City of Chino Hills

Date 3/17/15

The Finance/Administration Coordinator concurs with the City of Chino Hills' Emergency Operations Plan. As needed, revisions will be submitted to the Finance/Administration Coordinator.

Signed 
Judy Lancaster, Finance Director
Finance Department, City of Chino Hills

Date 3/16/15



City of Chino Hills
Emergency Operations Plan

Section 1
Letter of Approval

City of Chino Hills



March 10, 2015

To: Officials, Employees, and Citizens of the City of Chino Hills

Subject: Letter of Promulgation
Updated Emergency Operations Plan

14000 City Center Drive
Chino Hills, CA 91709
(909) 364-2600
www.chinohills.org

At their regular meeting held on March 10, 2015, the Chino Hills City Council adopted the updated Emergency Operations Plan for the City of Chino Hills. Upon its approval, this Plan is now effective.

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

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

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

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

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

Very truly yours,

CITY OF CHINO HILLS

Cynthia Moran

CYNTHIA MORAN, MAYOR

City Council: Art Bennett ▪ Ed M. Graham ▪ Ray Marquez ▪ Cynthia Moran ▪ Peter J. Rogers



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3. INTRODUCTION

3.1 PURPOSE

The Basic Plan addresses the City's planned response to emergencies associated with natural disasters and technological incidents—including both peacetime and wartime nuclear defense operations. It provides an overview of operational concepts and identifies components of the City's emergency management organization consistent with the requirements of the Standardized Emergency Management System (SEMS), as defined in Government Code Section 8607(a), and the National Incident Management System (NIMS), as defined by Presidential Executive Orders for managing response to multi-agency and multi-jurisdictional emergencies. As such, the plan is flexible enough to use in all emergencies and will facilitate response and short-term recovery activities. This Plan effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS), and describes the overall responsibilities of the federal, state, and county entities and the City for protecting life and property and assuring the overall well-being of the population.

The City of Chino Hills and its staff are responsible for, and expected to develop, implement, and test policies, procedures, instructions, and checklists that reflect cognizance of the emergency management concepts contained herein. Coordinated response and support roles must be defined by these organizations to facilitate the ability to respond to any given incident. This plan meets the requirements of NIMS for the purposes of emergency management.

3.2 SCOPE

This Plan provides guidance on the response to a broad range of major emergencies that may affect the City of Chino Hills. Such emergencies include earthquakes, hazardous materials emergencies, flooding, and wildfires. The plan 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 plan focus on potential large-scale disasters that can generate unique situations requiring unusual emergency responses.

The City of Chino Hills will incorporate the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) for managing its response to emergencies in the City of Chino Hills. NIMS provides a flexible framework that facilitates government and private entities at all levels working together to manage domestic incidents. This flexibility applies to all phases of incident management, regardless of cause, size, location, or complexity. The plan provides a set of standardized organizational structures, as well as requirements for processes, procedures, and systems designed to improve interoperability.

Additional information may be found in California Code of Regulations (CCR), Title 19, Section 2400, and the SEMS approved course of instruction. NIMS information is available through FEMA at FEMA.gov.



3.3 PLAN ORGANIZATION

There are five parts to this Emergency Plan: The Basic Plan, Emergency Function Annexes, Support Annexes, Hazard-specific Annexes and Appendices.

Basic Plan: The basic plan describes the fundamental systems, strategies, policies, assumptions, responsibilities and operational priorities that California will utilize to guide and support emergency management efforts.

Essential elements of the basic plan include:

- A description of the emergency services that are provided by governmental agencies and how resources are mobilized,
- An outline of the methods for carrying out emergency operations and the process for rendering mutual aid,
- An overview of the system for providing public information and
- Emphasis on the need for continuity planning to ensure uninterrupted government operations.

These elements culminate with a comprehensive emergency management concept of operations that outlines the relationships and responsibilities for state government and its political subdivisions.

Emergency Function Annexes: This plan implements Emergency Function working groups, which will develop functional annexes that follow an established format to describe discipline-specific goals, objectives, operational concepts, capabilities, organizational structures and related policies and procedures. The functional annexes will be developed separately from the basic plan and will make reference to existing agency and department plans and procedures. Supporting plans and documents should be listed in an attachment to each functional annex.

Support Annexes: The support annexes describe the framework through which the City of Chino Hills departments and agencies, the private sector, not-for-profit and voluntary organizations, and other nongovernmental organizations coordinate and execute the common emergency management strategies. The actions described in the support annexes apply to nearly every type of emergency.

Hazard Specific Annexes - The hazard-, threat-, or incident-specific annexes describe the policies, situation, concept of operations, and responsibilities for particular hazards, threats, or incidents.

Appendices: Subsequent plans and procedures that are developed in support of the Emergency Plan, such as mutual aid plans, hazard-specific plans, catastrophic plans and related procedures will be incorporated by reference and maintained separate from the basic plan.



3.4 AUTHORITIES AND REFERENCES

OVERVIEW

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

The Standardized Emergency Management System (SEMS) Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations), hereafter referred to as SEMS, establishes the SEMS to provide an effective response to multi-agency and multi-jurisdiction emergencies in California. SEMS is based on the Incident Command System (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, multi-agency or inter-agency coordination and OASIS.

The California Emergency Plan, which is promulgated by the Governor, is published in accordance with the Act 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 the Act states, in part, that "the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof." Local emergency plans are, therefore, considered to be extensions of the California Emergency Plan. The 1990 California Emergency Plan is generally compatible with SEMS but will be updated.

The California Civil and Government Codes contain several references to liability release (Good Samaritan Act) for those providing emergency services.

The National Incident Management System (NIMS) provides a consistent nationwide approach for Federal, State, and local governments 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, and local capabilities, the NIMS will include a core set of guidelines, standards, terminology, and technologies covering the incident command system; multi-agency coordination systems; unified command; training; identification and management of resources (including systems for classifying types of resources); qualifications and certification; and the collection, tracking, and reporting of incident information and incident resources. ***For a listing of Authorities and References, please see Appendix 1, Authorities and References, page 89 of this plan.***



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4. SITUATION AND ASSUMPTIONS

The City of Chino Hills is located within San Bernardino County, Region VI, and Southern Administrative Region of the State Office of Emergency Services. It is located at the westerly end of the Chino Valley. It is bounded on the north by the City of Pomona, on the east by the City of Chino, and on the south and west by the Counties of Los Angeles, Orange, and Riverside. It has a residential population of approximately 78,000 and consists of 46 square miles. Chino Hills is served by the Chino Valley Unified School District; Water service is provided by the City; fire protection service is provided by the Chino Valley Fire District; and Law Enforcement is provided by the San Bernardino County Sheriff's Department. The City also relies on the Chino Hills Auxiliary Radio Team (C.H.A.R.T.) for assistance in emergency communications.

The City of Chino Hills Emergency Operations Plan and emergency response procedures are based on a set of assumptions which include:

The City of Chino Hills may be impacted by emergency incidents such as earthquake, hazardous material incident, flooding, fire, national security emergency, or unforeseen event.

The City of Chino Hills is primarily responsible for emergency actions within its jurisdiction and will commit all available resources to save lives, minimize injury to city staff and the public, and minimize property damage.

The City of Chino Hills will utilize SEMS/NIMS/ICS in emergency response operations.

- The City of Chino Hills EOC Director will coordinate the disaster response in conformance with the City of Chino Hills emergency response policy.
- The City of Chino Hills will coordinate emergency response with San Bernardino County Operational Area.
- This EOP is NOT intended for day-to-day emergencies, but rather for disaster situations where normal resources are exhausted or have reached very low levels.
- The citizens of Chino Hills will be expected to provide for their immediate needs to the extent possible for at least 72 hours following a catastrophic event, or for at least 24 hours following a location-specific event. This may include public as well as private resources in the form of lifeline services.
- Any single incident or a combination of events could require evacuation and/or sheltering of the population. **Part IV– Hazard Specific Annexes** of this plan.

4.1 HAZARD AND THREAT ANALYSIS SUMMARY

This section of the Basic Plan (Part One) consists of a series of threat summaries based on the results of the City of Chino Hills' hazard analysis. This hazard analysis assessment was conducted in 2010 when the City of Chino Hills updated its 2005 Hazard Mitigation Plan. Pre-identifying the local hazards provides City emergency planners a rationale for prioritizing emergency preparedness actions for specific hazards. Additional hazard information can be found in the City's Hazard Mitigation Plan.

The purpose of this section is to describe the area at risk and the anticipated nature of the situation, which could result should the event threaten or occur. For further details, refer to the Safety Element of the City's General Plan.



Geographic characteristics, population at risk to each identified hazard, and potential hazard considerations on which the plan is based:

An earthquake could impact either segments of or the total population.

The City has some 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. Also, two major highways (and rail lines) traverse or pass near the City and transportation incidents (including hazardous material incidents) as well as pipeline ruptures or illegal dumping could affect the City.

There is a very remote chance a small portion of the City may be affected by dam failure; however, dam failure is not considered to be a major threat to the City of Chino Hills.

A transportation incident such as a major air crash, train derailment or trucking incident could impact areas within the City.

A civil unrest incident could impact areas within the City or the entire City.

The entire San Bernardino basin is considered as a risk area for a nuclear event or act of terrorism. Therefore, both sheltering and evacuation should be considered. Neither the City nor the County of San Bernardino has the capability to plan for the organized evacuation of the basin. Therefore, the extent of planning at this time is restricted to assisting and expediting spontaneous evacuation. In the increased readiness stage, expedient shelters will be utilized as appropriate and information will be provided to the public as the City no longer maintains public fallout shelters.

The City of Chino Hills is not within the planned range of a radioactive plume of a nuclear power plant.

Any single incident or a combination of events could require evacuation and/or sheltering of the population.

The City does not have its own police or fire department, but relies on the County Sheriff and the Chino Valley Independent Fire District for these services. The City has a City Attorney, City Engineer, Public Works Department, and Recreation services. (The City also relies on the Chino Hills Auxiliary Radio Team (C.H.A.R.T.) for assistance in emergency communications.)

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

During the response phase, the EOC personnel are the coordination and communication point and the access to the San Bernardino County Operational Area.

4.2 CAPABILITY ASSESSMENT

In order to identify potential vulnerability to all hazards that could impact the City, a risk assessment was performed. It focused on the following parameters:

- Hazard identification
- The impact of hazards on physical, social, and economic assets



City of Chino Hills
Emergency Operations Plan

Section 4
Situation and
Assumptions

- Vulnerability identification
- Estimates of the cost of damage or costs that can be avoided through mitigation

The first step in this process was to identify which natural hazards are present in the community, augmenting the approved 2005 Hazard Mitigation Plan as necessary.

The intent of screening hazards is to help prioritize which hazard creates the greatest concern in the community. Because the original 2005 process used to rank hazards (Critical Priority Risk Index (CPRI) software) was not utilized, the Planning Team screened hazards creating the greatest concern for the community.

The planning team utilized a non-numerical ranking system for the update process. This process consisted of generating a non-numerical ranking (High, Medium, or Low) rating for the 1) probability and 2) impact from each screened hazard. The hazards were then placed in the appropriate/corresponding box/cell. The table below is an example of how the hazards were ranked. In this example the green boxes represent the higher priority hazards, and the red and white boxes represent additional levels of priority.

The definition of “High”, “Medium”, and “Low” probability and impacts are as follows:

Probability	Impact
High – Highly Likely/Likely	High – Catastrophic/Critical
Medium – Possible	Medium – Limited
Low – Unlikely	Low – Negligible

HAZARD ASSESSMENT MATRIX				
Probability		Impact		
		High	Medium	Low
	High			
	Medium			
	Low			

Using the 2005 Hazard Mitigation Plan as a springboard, the Planning Team developed the current goals with additional guidance gained from the General Plan and other City plans. Through planning meeting discussions, the goals were formed. The goals of this Local Hazard Mitigation Plan describe the overall direction the City of Chino Hills, through its departments, agencies, organizations, and citizens, can take toward reducing its risk to natural and human-caused hazards. Additional details of the hazard assessment process are located in **Part IV – Hazard Specific Annexes** of this plan.



4.3 PLANNING ASSUMPTIONS

- The City of Chino Hills 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 of Chino Hills will utilize SEMS/NIMS in emergency response operations.
- The Director of Emergency Services will coordinate the City's disaster response in conformance with its Emergency Services Ordinance.
- The City of Chino Hills will participate in the San Bernardino County Operational Area.
- The resources of the City of Chino Hills 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.

Additional details, a summary for each of the natural hazards listed above, and/or references to hazard specific plans/standard operating guides (SOGs) are located in ***Part IV – Hazard Specific Annexes*** of this plan.



5. EMERGENCY MANAGEMENT ORGANIZATION

5.1 ORGANIZATION, ROLES AND RESPONSIBILITIES

The City of Chino Hills operates under the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), which are discussed in detail under **SEMS/NIMS** in this Section. The City of Chino Hills' 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 and Disaster Council per Chino Hills Municipal Code Chapter 2.44. The Director of Emergency Services is responsible for implementing the EOP.

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

- Organizing, staffing and operating the Emergency Operations Center (EOC)
- Operating communications and warning systems
- Providing information and guidance to the public
- Maintaining information on the status of resources, services, and operations
- Directing overall operations
- Obtaining support for the City of Chino Hills 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 San Bernardino County Operational Area via the County EOC.

The City of Chino Hills' Emergency Organization Matrix is contained in **Section 7, page 40**

5.2 STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS) BASED EMERGENCY ORGANIZATION

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 Standardized Emergency Management System (SEMS) has been adopted by the City of Chino Hills 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.



Fully activated, the SEMS consists of five levels: field response, local government, operational areas (countywide), California Emergency Management Association (CalEMA), Mutual Aid Regions, and state government.

FIELD LEVEL RESPONSE

The field response level is where emergency response personnel and resources, under the command of an appropriate authority, carry out tactical decisions and activities in direct response to an incident or threat. SEMS regulations require the use of the Incident Command System (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.

The Incident Command System (ICS) is a nationally-used, standardized, on-scene emergency management concept. It is specifically designed to allow its users 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 organization structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

ICS establishes lines of supervisory authorities and formal reporting relationships. There is complete unity of command; each position and person within the system has a single designated supervisor. Director and supervisor follows established organizational lines at all times.

LOCAL GOVERNMENT LEVEL

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. In SEMS, the local government emergency management organization and its relationship to the field response level may vary depending upon factors related to geographical size, population, function and complexity. 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 **Appendix 4 SEMS EOC Checklists**.

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, and
- 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. The County of San Bernardino is the lead agency for the San Bernardino County Operational Area, which includes the City of Chino Hills. All local governments should cooperate in organizing an effective operational area, but the operational area authority and responsibility is not affected by the nonparticipation of any local government.

Activation of the Operational Area during a State of Emergency or a Local Emergency is required by SEMS regulations under the following conditions:

- A local government within the operational area has activated its EOC, and requested activation of the operational area EOC to support their emergency operations.
- Two or more cities within the operational area have proclaimed a local emergency.
- The county and one or more cities have proclaimed a local emergency.
- 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).
- A state of emergency is proclaimed by the governor for the county or two or more cities within the operational area.
- 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.
- 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.

If the San Bernardino County Operational Area is activated, the Director of San Bernardino County Office of Emergency Services will be the Director of Emergency Operations (Operational Area Coordinator) for the San Bernardino County Operational Area and will have the overall responsibility for coordinating and supporting emergency operations within the county. The Area Coordinator and supporting staff will constitute the Operational Area Emergency Management Staff. The County of San Bernardino EOC will fulfill the role of Operational Area EOC.

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.



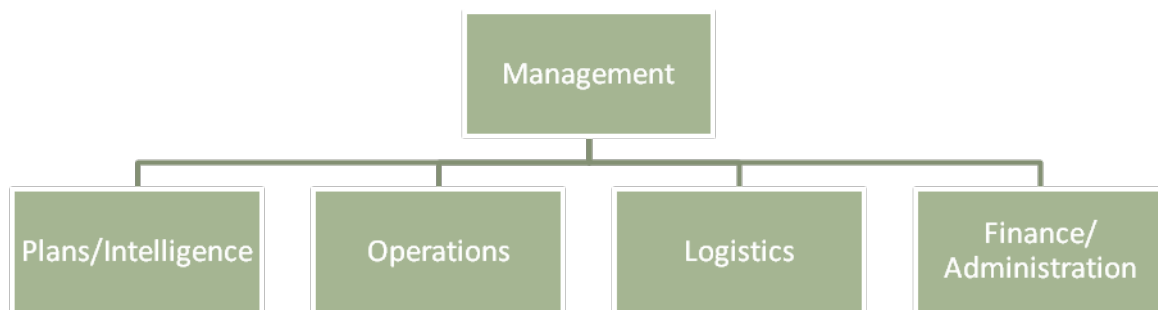
State CalEMA has also established three Administrative Regions (Coastal, Inland and Southern). These Administrative Regions are the means by which State CalEMA maintains day-to-day contact with emergency services organizations at local, county and private sector organizations.

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.

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.

Figure 5.1 Standard ICS Structure under SEMS



SEMS requires that every emergency response involving multiple jurisdictions or multiple agencies include the five functions identified above. These functions must be applied at each level of the SEMS organization in all phases of emergency management.



5.3 EMERGENCY FUNCTIONS

The California State Emergency Plan establishes the California Emergency Functions (CA-EFs), which consists of seventeen primary activities deemed essential to addressing the emergency management needs of communities in all phases of emergency management. The Emergency Functions consist of an alliance of agencies, departments, and other stakeholders with similar functional responsibilities. This grouping allows each Emergency Function to collaboratively mitigate, prepare for, cohesively respond to, and effectively recover from emergencies. A list of the Emergency Functions and their definitions are identified in the following chart.

Table 5.1 California Emergency Functions

CA-EF Title		Definition
1.	Transportation	Assists in the management of transportation systems and infrastructure during domestic threats or in response to incidents.
2.	Communications	Provides resources, support and restoration of government emergency telecommunications, including voice and data.
3.	Construction & Engineering	Organizes capabilities and resources to facilitate the delivery of services, technical assistance, engineering expertise, construction management and other support.
4.	Fire & Rescue	Monitors the status of fire mutual aid activities. Coordinates support activities related to the detection and suppression of urban, rural and wild land fires and emergency incident scene rescue activities and provides personnel, equipment and supplies to support local jurisdictions.
5.	Management	Coordinates and resolves issues among the CA-EFs in the four phases of emergency management to ensure consistency in the development and maintenance of the EOP annexes. During emergencies, serves in an advisory capacity to the EOC Director.
6.	Care & Shelter	Coordinates actions to assist responsible jurisdictions to meet the needs of victims displaced during an incident including food assistance, clothing, non-medical care and sheltering, family reunification and victim recovery.
7.	Resources	Coordinates plans and activities to locate, procure and pre-position resources to support emergency operations.
8.	Public Health & Medical	Coordinates Public Health and Medical activities and services in support resource needs for preparedness, response, and recovery from emergencies and disasters.
9.	Search and Rescue	Supports and coordinates response of personnel and equipment to search for and rescue missing or trapped persons that may involve criminal acts and water rescues.
10.	Hazardous Materials	Coordinates resources and supports the responsible agencies to prepare for, prevent, minimize, assess, mitigate, respond to and recover from a threat to the public or environment by actual or



CA-EF Title		Definition
		potential hazardous materials releases.
11.	Food & Agriculture	Coordinates activities during emergencies impacting the agriculture and food industry and supports the recovery of impacted industries and resources after incidents.
12.	Utilities	Provides resources and support to responsible jurisdictions and in partnership with private sector to restore gas, electric, water, wastewater and telecommunications.
13.	Law Enforcement	Coordinates law enforcement personnel and equipment to support responsible law enforcement agencies, coroner activities and public safety in accordance with Law Enforcement and Coroner's Mutual Aid Plans.
14.	Long-Term Recovery	Supports and enables economic recovery from the long-term consequences of extraordinary emergencies and disasters.
15.	Public Information	Supports the accurate, coordinated, timely and accessible information to affected audiences, including governments, media, the private sector, the local populace, and the special needs population.
16.	Evacuation	Supports the safe evacuation of persons, domestic animals and livestock from hazardous areas.
17.	Volunteer & Donations Management	Supports responsible jurisdictions in ensuring the most efficient and effective use of affiliated and unaffiliated volunteers and organizations and monetary and in-kind donated resources to support incidents requiring a state response.

EMERGENCY FUNCTION, ANNEX DEVELOPMENT

Development of Emergency Function Annexes requires a coordinated approach between all stakeholders. A Lead Agency and supporting stakeholders will come together as a working group to develop and maintain Emergency Function Annexes as part of the City's Emergency Operations Plan. Each annex will contain a concept of operations with policies and procedures for the Emergency Function. Each Emergency Function working group will also be responsible for identifying capabilities and resources to create and maintain a resource directory. Once each Emergency Function Annex has been developed, stakeholders should train on and exercise plans and procedures described in the annex. The chart below identifies the Lead Agency and supporting stakeholders for each Emergency Function.



City of Chino Hills
Emergency Operations Plan

Section 5
Emergency Management
Organization

Table 5.2 Functional Responsibilities of Local Departments/Agencies

Emergency Functions Working Group Matrix L = Lead S = Support	Transportation	Communication	Const. & Eng.	Firefighting	Emergency Mgt.	Care & Shelter	Resources	Public Medical/Health Search & Rescue	Hazardous Materials	Food/Agriculture	Utilities	Law	L. T. Recovery	Public Info	Evacuation	Vol/donations
American Red Cross						S										
Animal Control						S	S									
Building & Safety			S		S		S						S			
CalTrans	S															
Chino Valley Fire District				L			S		L	L					S	
Chino Valley School District	S					S	S									S
City Attorney					S							S	S			
City Clerk's Department					S		S									
City Council					S		S						S	S		
City Manager's Department					L		S					S	S	S		
Code Enforcement			S		S		S									
Community Development Dept.			S		S								S	S		
Community Services Department						S	L									L
Information Technology		L			S		S						S			
Emergency Preparedness	S	S			L	S	L	S					S	S		L
Engineering Department			L										S			
Finance Department					S			S					S			
Human Resources Division							L									S
Inland Counties Emergency Medical Agency								S								
Law Enforcement/CHPD -SBSD									S			L			L	
Neighborhood Svc. Division					S	S	S									S
Planning Division													L			
Private Sector Stakeholders						S	S				S					S
Community Relations Division					S									L		
Public Works & Operations Dept.	L	S	S	S			S		S		L		S		S	
Purchasing	S						S						S			
Recreation Division						L										S
Risk Management					S		S						S			
SB County Agriculture										S						
San Bernardino County Coroner								S					S			
SB County Dept. of Public Health								L					S	S		
SB County Operational Area EOC		S								L						
Utilities							S				S		S			
Volunteer Agencies						S										S



EMERGENCY FUNCTIONS DURING EOC ACTIVATION

When an Emergency Function is employed during EOC activation, it provides the greatest possible access to stakeholder resources and capabilities regardless of which organization has those resources. While the Lead Agency is responsible for coordinating the activities of the Emergency Function working group during the mitigation and preparedness phases, this responsibility will be shifted to the appropriate SEMS functions during the response and recovery phases. During EOC activation the positions, branches, and units identified in the chart below will be responsible for activating the Emergency Function Annexes as they are needed. The EOC staff that is identified below will not be solely responsible for carrying out the activities in each Emergency Function Annex, but rather they will act as the coordinating entity among all stakeholders that are members of the Emergency Function working group.

Emergency Functions		EOC Position, Branch, or Unit (SEMS Function)
1.	Transportation	Public Works Branch (Operations)
2.	Communications	Data Information System Branch (Logistics)
3.	Construction & Engineering	Building & Safety Branch (Operations)
4.	Fire & Rescue	Fire Branch (Operations)
5.	Emergency Management	EOC Director/EOC Coordinator (Management)
6.	Care & Shelter	Care and Shelter Branch (Operations)
7.	Resources	Resources Branch (Logistics)
8.	Public Health & Medical	Medical/Health Branch (Operations)
9.	Search & Rescue	Fire Branch and Law Branch (Operations)
10.	Hazardous Materials	Fire Branch (Operations)
11.	Food & Agriculture	San Bernardino Operational Area EOC
12.	Utilities	Public Works Branch (Operations)
13.	Law Enforcement	Law Branch (Operations)
14.	Long Term Recovery	Recovery Planning Unit (Planning/Intelligence)
15.	Public Information	Public Information Officer (Management)
16.	Evacuation	Law Branch (Operations)
17.	Volunteer/Donation Management	Personnel Unit/Procurement (Logistics)



6. 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 (*see section 8, page 52, and Appendix 5 Supporting Documents – 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. The City of Chino Hills will incorporate the SEMS and NIMS for managing the response to emergencies in the City of Chino Hills.

MITIGATION PHASE

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

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

PREPAREDNESS PHASE

The preparedness phase involves activities taken in advance of an emergency. 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)/Emergency Operating Procedures (EOPs) and checklists detailing personnel assignments, policies, notification rosters, and resource lists. Personnel should be acquainted with these SOPs/EOPs 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.

EMERGENCY 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 San Bernardino County Operational Area of the emergency.
- Identifying the need for mutual aid and requesting such through the San Bernardino County Operational Area.
- Proclamation of a Local Emergency by local authorities.

EMERGENCY RESPONSE

During this phase, emphasis is placed on saving lives and property, control of the situation and minimizing effects of the disaster. Immediate response is accomplished within the affected area by local government 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 San Bernardino County Operational Area. Fire and law enforcement agencies will request or render mutual aid directly through established channels. Any action that involves financial outlay by the jurisdiction, or a request for military assistance, must be authorized by the appropriate local official. If required, the California Emergency Management Agency (CalEMA) may coordinate the establishment of one or more Disaster Support Areas (DSAs) where resources and supplies can be received, stockpiled, allocated, and dispatched to support operations in the affected area(s).

Depending on the severity of the emergency, a Local Emergency may be proclaimed, the local Emergency Operating Center (EOC) may be activated, and San Bernardino County Operational Area will be advised. The Secretary of CalEMA 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 Secretary of CalEMA.

CalEMA may also activate the State Operations Center (SOC) in Sacramento to support CalEMA Regions, state agencies and other entities in the affected areas and to ensure the effectiveness of the state's SEMS/NIMS. The State Regional EOC (REOC) in Los Alamitos, or an alternate location, will support the San Bernardino 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.

6.1 EMERGENCY DECLARATIONS

LOCAL EMERGENCY PROCLAMATIONS/RESOLUTIONS

When there is a condition of extreme peril or potential peril to the safety of persons and property, and the condition is beyond the capability of the local forces to control effectively, the local governing body (City Council, Board of Supervisors or a person authorized by ordinance) may proclaim that a local emergency exists. A local emergency may be proclaimed to exist due to a specific situation, such as flood, fire, storm, earthquake, epidemic, drought, sudden and severe energy shortage, or other condition. The type of disaster, date of occurrence and area affected are to be identified. Ordinance Number 2.44 of the City of Chino Hills' Municipal Code empowers the City Council to proclaim the existence or threatened existence of a local emergency when said city is affected by a public calamity; and the City Council has been requested by the Director of Emergency Services of said city to proclaim the existence of a local emergency therein; and the City Council does find that conditions of extreme peril to the safety of persons and property have arisen.

Ordinance 2.44 of the Chino Hills' Municipal Code also empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when the City is affected or likely to be affected by a public calamity and the City Council is not in session; and that conditions of extreme peril to the safety of persons and property have arisen within the city. (See examples of local emergency proclamations/resolutions in **(Exhibits 1, 2 and 3.)** A copy of the resolution must be provided to the San Bernardino County Operational Area for transmission to State OES.

To qualify for assistance under the state Natural Disaster Assistance Act (NDAA), such proclamations must be made within 10 days of the event.

The governing body must review the need for continuing the Local Emergency Proclamation **at least every 14 days**. The Proclamation of a Local Emergency:

- Gives public employees and governing bodies certain legal immunities for emergency actions taken.
- Enables local agencies to request state assistance under the State NDAA.
- Allows the chief executive or other authorized official designated by local ordinance to:
 - Establish curfews.
 - Take any measures necessary to protect and preserve public health and safety.
 - Exercise all authority granted by local ordinance.



LOCAL RESOLUTION REQUESTING STATE DIRECTOR, OFFICE OF EMERGENCY SERVICES, CONCURRENCE IN LOCAL EMERGENCIES

Following the proclamation of a local emergency and in the event public real property has been damaged or destroyed and assistance is needed in the repair and restoration, the governing body may request the State OES Director to concur in their proclamation of a local emergency and to provide assistance under the California Natural Disaster Assistance Act (NDAA). The resolution must indicate the nature and date of the emergency, and the person designated to receive process and coordinate all aid. The resolution will be sent to State OES through the San Bernardino County Operational Area (see **Exhibit 6**).

To assist the State OES Director in evaluating the situation, and in making a decision on whether or not to concur in the local emergency, the following is required to accompany the resolution:

- Certified copy of Local Emergency Proclamation (see **Exhibits 1, 2 or 3**).
- Damage Assessment Summary

Note: The Local Emergency proclamation must be made within 10 days of the occurrence to qualify for assistance under the State Natural Disaster Assistance Act. Financial assistance available under the NDAA is administered by State OES.

Financial assistance available:

Assistance to repair, restore, reconstruct or replace public real property or public facilities belonging to local agencies damaged as a result of natural disasters;

- Indirect costs; and
- Direct costs of grant administration.

STATE OF EMERGENCY/PRESIDENTIAL DECLARATION

RESOLUTION REQUESTING GOVERNOR TO PROCLAIM A STATE OF EMERGENCY

After a proclamation of a local emergency, the governing body of the city or county, having determined that local forces are unable to mitigate the situation, may request by resolution that the Governor proclaim a State of Emergency in the area to invoke mandatory mutual aid and provide state assistance under NDAA (see **Exhibits 4 and 5**). A copy of the request for a Governor's Proclamation, with the following supporting data, will be forwarded to the State OES Director through the San Bernardino County Operational Area.

- Certified copy of the local emergency proclamation (see **Exhibits 1, 2 and 3**).
- Damage Assessment Summary (to be provided if state financial assistance under provisions of the Natural Disaster Assistance Act is requested).



- Financial assistance available
- Eligible disaster response costs
- Assistance to repair, restore, reconstruct or replace public real property or public facilities belonging to local agencies damaged as a result of natural disasters
- Indirect costs; and
- Direct costs of grant administration

The Office of Emergency Services prepares a recommendation as to the action that should be taken by the Governor. If the action recommends a Governor's Proclamation, OES prepares the proclamation.

PRESIDENTIAL DECLARATION

Following the above procedures, the governing body of the local jurisdiction may also pass a resolution (**see Exhibit 5**) asking the State OES Director to recommend that the Governor request a Presidential Declaration of a Major Disaster under the authority of Public Law 93-288. The Governor's Request to the President is submitted through the Federal Emergency Management Agency (FEMA). Supplementary justification data may be required to accompany the local resolution (certified copy) and Damage Assessment Survey.

FINANCIAL ASSISTANCE AVAILABLE

- Individual assistance to the private sector
- Matching fund assistance for cost sharing required under federal disaster assistance programs subject to state eligible project criteria
- Local agency overtime costs and the costs of supplies used during eligible disaster response projects
- Assistance to repair, restore, reconstruct or replace public real property or public facilities belonging to local agencies damaged as a result of natural disasters
- Indirect costs; and
- Direct costs of grant administration

LOCAL PROCLAMATION OF TERMINATION OF LOCAL EMERGENCY

The governing body must review the need for continuing the local Emergency Proclamation **at least every 14 days**, and proclaim the termination at the earliest possible date (see **Exhibit 7**).

SAMPLE EMERGENCY PROCLAMATION FORMS

The following suggested resolutions were developed by State OES to carry out the authority granted in Municipal Code 2.44 of the City of Chino Hills Municipal Code relating to the emergency organization and functions. As the



provisions of the emergency ordinance in Chino Hills may differ from the state recommendations, it is suggested that these resolutions be reviewed prior to the occurrence of any emergency by the city attorney, and such changes made as may be necessary to bring them into conformance with the emergency ordinance of the city.

Government Code Section No. 8630: "A local emergency may be proclaimed only by the governing body of a county, city and county, or city or by an official so designated by ordinance adopted by such governing body. Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body. The governing body shall review, at least every 14 days until such local emergency is terminated, the need for continuing the local emergency and shall proclaim the termination of such local emergency at the earliest possible date that conditions warrant."

When a county proclaims a local emergency pursuant to Section 8630 of the Government Code, based upon conditions which include both incorporated and unincorporated territory of the county, it is not necessary for the cities to also proclaim the existence of a local emergency independently. Further, cities within a county are bound by county rules and regulations adopted by the county pursuant to Section 8634 of the Government Code during a county proclaimed local emergency when the local emergency includes both incorporated and unincorporated territory of the county even if the cities do not independently proclaim the existence of a local emergency.

- Exhibit 1 - Resolution Proclaiming Existence of a Local Emergency (by City Council).
- Exhibit 2 - Resolution Proclaiming Existence of a Local Emergency (by Director of Emergency Services or other person designated in ordinance). Must be ratified by governing body within 7 days.
- Exhibit 3 - Resolution Confirming Existence of a Local Emergency (used by a City Council within 7 days to ratify the proclamation of local emergency issued by the Director of Emergency Services).
- Exhibit 4 - Resolution Requesting Governor to Proclaim a State of Emergency.
- Exhibit 5 - Resolution Proclaiming Existence of a Local Emergency and Requesting Governor to (1) Proclaim a State of Emergency; and (2) Request a Presidential Declaration.
- Exhibit 6 - Local Resolution Requesting State Director, Office of Emergency Services' Concurrence in Local Emergencies.
- Exhibit 7 - Resolution Proclaiming Termination of a Local Emergency.



Exhibit 1

**RESOLUTION PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY
(by City Council)**

WHEREAS, Ordinance Number 2.44 of the City of Chino Hills's Municipal Code empowers the City Council to proclaim the existence or threatened existence of a local emergency when said city is affected or likely to be affected by a public calamity; and

WHEREAS, said City Council has been requested by the Director of Emergency Services of said city to proclaim the existence of a local emergency therein; and

WHEREAS, said City Council does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within said city, caused by (fill in type of disaster or emergency); commencing on or about _____.m. on the _____ day of _____, 20____); and

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

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

IT IS HEREBY FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the Director of Emergency Services and the emergency organization of this city shall be those prescribed by state law, by ordinances, and resolutions of this city and approved by the City Council on _____, 20____.

IT IS FURTHER PROCLAIMED AND ORDERED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Chino Hills, State of California.**

Dated: _____

CITY COUNCIL
City of Chino Hills

ATTEST: _____

** Section 8630 of the Government Code provides: "...The governing body shall review, at least every 14 days until such local emergency is terminated, the need for continuing the local emergency and shall proclaim the termination of such local emergency at the earliest possible date that conditions warrant."



Exhibit 2
RESOLUTION PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY*
(by Director of Emergency Services)

WHEREAS, Ordinance Number 2.44 of the City of Chino Hills's Municipal Code empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when said city is affected or likely to be affected by a public calamity and the City Council is not in session; and

WHEREAS, the Director of Emergency Services of the City of Chino Hills does hereby find;

That conditions of extreme peril to the safety of persons and property have arisen within said city, caused by (fill in type of disaster or emergency) and;

That the City Council of the City of Chino Hills is not in session (and cannot immediately be called into session);

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

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the emergency organization of this city shall be those prescribed by state law, by ordinances, and resolutions of this city, and by the City of Chino Hills Emergency Operations Plan, as approved by the City Council on _____, 20__.

Dated: _____

By: _____

Director of Emergency Services

City of Chino Hills

* This form may be used when the director is authorized by ordinance to issue such a proclamation. Section 8630 of the Government Code provides: "...Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body ..."



EXHIBIT 3

RESOLUTION CONFIRMING EXISTENCE OF A LOCAL EMERGENCY*

WHEREAS, Ordinance Number 2.44 of the City of Chino Hills's Municipal Code empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when said city is affected or likely to be affected by a public calamity and the City Council is not in session, subject to ratification by the City Council within seven days; and

WHEREAS, conditions of extreme peril to the safety of persons and property have arisen within this city, caused by (fill in type of disaster or emergency) commencing on or about _____.m. on the ____ day of _____, 20____, at which time the City Council of the City of Chino Hills was not in session; and

WHEREAS, said City Council does hereby find that the aforesaid conditions of extreme peril did warrant and necessitate the proclamation of the existence of a local emergency; and

WHEREAS, the Director of Emergency Services of the City of Chino Hills did proclaim the existence of a local emergency within said city on the ____ day of _____, 20____;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Chino Hills, State of California.***

Dated: _____

CITY COUNCIL
City of Chino Hills

ATTEST: _____

* This form may be used by a City Council to ratify the proclamation of existence of a local emergency, issued by the Director of Emergency Services.

*** Section 8630 of the Government Code provides: "...The governing body shall review, at least every 14 days until such local emergency is terminated, the need for continuing the local emergency and shall proclaim the termination of such local emergency at the earliest possible date that conditions warrant."



Exhibit 4

**RESOLUTION REQUESTING GOVERNOR TO
PROCLAIM A STATE OF EMERGENCY**

WHEREAS, on _____, 20____, the City Council of the City of Chino Hills found that due to (fill in type of disaster or emergency), a condition of extreme peril to life and property did exist within said city; and

WHEREAS, in accordance with state law the City Council proclaimed an emergency did exist throughout said City; and

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

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

IT IS FURTHER ORDERED that a copy of this resolution be forwarded to the State Director of the Office of Emergency Services; and

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

Dated : _____

CITY COUNCIL
City of Chino Hills

ATTEST: _____



Exhibit 5

**RESOLUTION PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY
AND REQUESTING GOVERNOR TO (1) PROCLAIM A STATE OF
EMERGENCY; AND (2) REQUEST A PRESIDENTIAL DECLARATION**

WHEREAS, Ordinance Number 2.44 of the City of Chino Hills's Municipal Code empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when said city is affected or likely to be affected by a public calamity; and

WHEREAS, the City Council has been requested by the Director of Emergency Services of said city to proclaim the existence of a local emergency therein; and

WHEREAS, said City Council does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within said city, caused by (fill in type of disaster or emergency); and

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

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

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the Director of Emergency Services and the emergency organization of the city shall be those prescribed by state law, by ordinances, and resolutions of this city approved by the City Council on _____.

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

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the Governor of California with the request that he proclaim the City of Chino Hills to be in a state of emergency; and further that the Governor request a Presidential Declaration.

IT IS FURTHER ORDERED that a copy of this resolution be forwarded to the State Director of the Office of Emergency Services.

IT IS FURTHER RESOLVED that _____, (Title) _____, is designated as the local Hazard Mitigation Coordinator of the City of Chino Hills for the purpose of assessing damage within said city and consulting with Federal/State survey teams about hazard mitigation actions; and

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

Dated: _____

CITY COUNCIL
City of Chino Hills

ATTEST: _____



Exhibit 6

LOCAL RESOLUTION REQUESTING STATE DIRECTOR, OFFICE OF
EMERGENCY SERVICES' CONCURRENCE IN LOCAL EMERGENCIES*

WHEREAS, on _____, 20____, the City Council of the City of Chino Hills found that due to
(fill in type of disaster or emergency) a condition of extreme peril to life and property did exist within said city; and

WHEREAS, in accordance with state law the City Council now proclaims an emergency does exist
throughout said City;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this resolution be forwarded
to the State Director of the Office of Emergency Services with a request that he find it acceptable in accordance
with provisions of the Natural Disaster Assistance Act; and

IT IS FURTHER RESOLVED that _____, (Title) _____,

is hereby designated as the authorized representative of the City of Chino Hills for the purpose of receipt,
processing, and coordination of all inquiries and requirements necessary to obtain available state assistance.

Dated: _____

CITY COUNCIL
City of Chino Hills

ATTEST: _____

* Proclamation of local emergency must be made within 10 days of the disaster occurrence in order to
qualify for assistance under the Natural Disaster Assistance Act.

Note: Attach list of damaged Public Facilities showing location and estimated cost of repairs.



Exhibit 7

RESOLUTION PROCLAIMING TERMINATION OF LOCAL EMERGENCY

WHEREAS, a local emergency existed in the City of Chino Hills in accordance with the resolution thereof by the City Council on the _____ day of _____, 20____,

or

Director of Emergency Services on the _____ day of _____,

20_____, and its ratification by the City Council on the _____ day of _____, 20____,

as a result of conditions of extreme peril to the safety of persons and property caused by (fill in type of disaster or emergency) and

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

NOW, THEREFORE, the City Council of the City of Chino Hills, State of California, does hereby proclaim the termination of said local emergency.

Dated: _____

CITY COUNCIL
City of Chino Hills

ATTEST: _____



6.2 NOTIFICATION AND MOBILIZATION

REPORTING TO WORK FOLLOWING A DISASTER DURING NONWORKING HOURS

Because earthquakes happen suddenly and can disrupt telephones and other means of communication, the City may not be able to initiate its telephone alert list of response personnel. It is essential, therefore, that each department develop pre-designated emergency assignments, work locations, and policies regarding which employees will report automatically for work during off-duty hours when an earthquake or other major emergency occurs, and which employees will remain on standby. This type of planning will assist the City of Chino Hills in delivering service to its citizens in an orderly and timely fashion.

EMERGENCY RESPONSE OPTIONS: (must be department specific)

If an earthquake or other major emergency occurs during off-duty hours, the following guidelines will be used:

- If telephones are operative, the City will initiate its telephone alert list of personnel.
- If you feel an earthquake, turn on your radio/television for reports of damage.
- If telephone lines are “busy” employees who have been issued a Government Emergency Telecommunications Service (GETS) card, or Wireless Priority Service (WPS) card, should utilize it to report in to their immediate supervisor.
- If the telephones are inoperative, local radio and/or television stations should be monitored.
- If a magnitude six (6) or greater earthquake occurs within a twenty (20) mile radius of the City of Chino Hills, the EOC will be activated and an automatic recall of personnel will be in effect. The following personnel will report automatically to their pre-designated work sites and assignments: (list by position within your department):
- If an earthquake occurs within San Bernardino County or the greater Los Angeles Basin area, or if there are reports of damage within the City, the City EOC will be activated.
- Personnel from the Police, Public Works, Parks, Recreation, and Transportation and Building and Safety Departments will report to their emergency assignments and locations. Department heads will report to the EOC where additional staffing needs will be determined.
- If there are reports of damage within a ten (10) mile radius of the City of Chino Hills, the City EOC will be staffed. All City employees are required to report to their emergency assignments and locations.
- If telephone systems are out and radio/television information is not available, all employees should report to their emergency assignments and locations as soon as possible.
- If you are physically able, and after you have completed critical personal and family emergency responsibilities, you are expected to return to work following a major disaster at first light, immediately, etc. ***See additional Disaster Service Worker Notification and Mobilization details located in the Support Annexes of this plan (page 11)***



6.3 SEMS COORDINATION LEVELS

GENERAL

The Standardized Emergency Management System (SEMS) is the system required by Government Code Section 8607(a) for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels which are activated as necessary: field response, local government, operational area, regional and state.

SEMS incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement and existing mutual aid systems, the Operational Area Concept, the Operational Area Satellite Information System (OASIS) 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.

LOCAL GOVERNMENT LEVELS IN SEMS

Local government is one of the five levels of SEMS. The basic role of a local government is to manage and coordinate the overall emergency response and recovery activities within its jurisdiction.

A local government under SEMS is a city, county, city and county, school district, or special district. Special districts under SEMS are units 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 joint powers authority established under Section 6500 et seq. of the Code.

Cities are responsible for 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 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.

SEMS REQUIREMENTS FOR LOCAL GOVERNMENTS

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

- Use SEMS when a local emergency is declared or proclaimed, or the local government EOC is activated.
- Establish coordination and communications with Incident Commanders either through departmental operating centers (DOCs) to the EOC, when activated, or directly to the EOC, when activated.
- Use existing mutual aid systems for coordinating fire and law enforcement resources.



- Establish coordination and communications between the City of Chino Hills' EOC when activated, and any state or local emergency response agency having jurisdiction at an incident within the city's boundaries.
- Use multi-agency or inter-agency coordination to facilitate decisions for overall local government level emergency response activities.

The requirement to use SEMS includes:

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

THERE ARE FIVE LEVELS OF SEMS

1. **Field** – The Field Level is where emergency response personnel and resources, under the command of responsible officials, carry out tactical decisions and activities in direct response to an incident or threat.
2. **Local Government** – The Local Government level includes 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 (EOC) is activated or a local emergency is declared or proclaimed in order to be eligible for state reimbursement of response-related costs.
3. **Operational Area (OA)** – An OA is the intermediate level of the state's emergency management organization which encompasses a county's boundaries and all political subdivisions located within that county, including special districts. The OA facilitates and/or coordinates information, resources and decisions regarding priorities among local governments within the OA. The OA serves as the coordination and communication link between the Local Government Level and Regional Level. State, federal and tribal jurisdictions in the OA may have statutory authorities for response similar to that at the local level.
4. **Region** – The Regional Level manages and coordinates information and resources among OAs within the mutual aid region and also between the OA and the state level. The Regional Level also coordinates overall state agency support for emergency response activities within the region. California is divided into three California Emergency Management Agency (CalEMA) Administrative Regions – Inland, Coastal and Southern – which are further divided into six mutual aid regions. The Regional Level operates out of the Regional Emergency Operations Center (REOC).
5. **State** – The state level of SEMS prioritizes tasks and coordinates state resources in response to the requests from the Regional level 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 emergency response system. The state level requests assistance from other state governments through the Emergency Management Assistance Compact (EMAC) and similar interstate compacts/agreements and coordinates with the Federal Emergency Management Agency (FEMA) when federal assistance is requested. The state level operates out of the State Operations Center (SOC).

SAN BERNARDINO COUNTY OPERATIONAL AREA EMERGENCY MANAGEMENT

If the San Bernardino County Operational Area is activated, the San Bernardino County OES, designated by County Ordinance, will function as the Operational Area Coordinator and will have the overall responsibility for coordinating and supporting emergency operations within the County. The Operational Area will also be the focal



point for information transfer and support requests by cities within the County. The Operational Area Coordinator and supporting staff will constitute the Operational Area Emergency Management Staff. The Operational Area Staff will submit all requests for support that cannot be obtained within the County, and other relevant information, to CalEMA Mutual Aid Region VI. The San Bernardino County Operational Area Organization Matrix is contained in **Section 7, pg. 51**

THE CITY OF CHINO HILLS' RESPONSIBILITY UNDER SEMS

The development of SEMS will be a cooperative effort of all departments and agencies within the City of Chino Hills with an emergency response role. The City Manager has the lead staff responsibility for SEMS development and planning with responsibilities for:

- Communicating information within the City of Chino Hills on SEMS requirements and guidelines.
- Coordinating SEMS development among departments and agencies.
- Identification of all departments and agencies involved in field level response.
- Identification of departments and agencies with department operations center (DOCs).
- Coordinating with other local governments, the operational area and volunteer and private agencies on development of SEMS.
- Incorporating SEMS into the City of Chino Hills' Emergency Operations Plan and procedures.
- Incorporating SEMS into the City of Chino Hills' emergency ordinances, agreements, memorandum of understandings, etc.
- Identification of special districts that operate or provide services within the boundaries of the City of Chino Hills. 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 of Chino Hills will participate in the San Bernardino County Operational Area organization and system for coordination and communication within the operational area.

All local government staff that may participate in emergencies in the EOC, in department operations centers (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. The Community Services Director is responsible for documenting SEMS training in the City of Chino Hills. (*See additional details in Appendix 5 Supporting Documents*). Local governments should develop an exercise program that provides periodic exercises for EOC and DOC personnel under SEMS.

6.4 INCIDENT COMMAND SYSTEM (ICS)

The Incident Command System (ICS) is a nationally recognized on-scene emergency management system specifically designed to allow its user(s) adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS uses a common organizational structure to effectively accomplish management of the incident by objectives.



The **five functions** of the ICS organization are command, operations, planning, logistics, and finance:

COMMAND

Responsible for directing, ordering, and/or controlling resources by virtue of explicit legal, agency, or delegated authority. It includes the incident commander (IC) who is responsible for the overall management of the incident. The command function also includes the Information Officer, Liaison Officer, and Safety Officer.

OPERATIONS

Responsible for the coordinated tactical response of all field operations directly applicable to or in support of the mission(s) in accordance with the Incident Action Plan. Operations develops the operations portion of the Incident Action Plan, requests resources to support tactical operations, maintains close communication with the Incident Commander, and ensures safer tactical operations. The operations function includes branches, divisions, groups, and air operations personnel.

PLANNING

Responsible for the collection, evaluation, documentation, and use of information about the development of the incident. The planning function includes the resource unit, situation unit, documentation unit, and demobilization unit.

LOGISTICS

Responsible for providing facilities, services, personnel, equipment, and tracking the status of resources and materials in support of the incident. The logistics function includes the supply unit, facilities unit, ground support unit, communications unit, food unit, and medical unit.

FINANCE

Responsible for all financial and cost analysis aspects of the incident, and/or any administrative aspects not handled by the other functions. The finance function includes the time unit, procurement unit, compensation/claims unit, and the cost unit.

PRINCIPLES OF ICS

The system's organizational structure adapts to any emergency or incident to which emergency response agencies would expect to respond. Components of ICS are:

- Common terminology;
- Modular organization;
- Unified command structure;
- Consolidated action plans;
- Manageable span-of-control;



- Pre-designed incident facilities;
- Comprehensive resource management; and
- Integrated communications.

Common titles for organizational functions, resources, and facilities within ICS are utilized. The organizational structure is developed based upon the type and size of an incident. Staff builds from the top down as the incident grows, with responsibility and performance placed initially with the Incident Commander (IC).

At all incidents there will be five functions. Initially, the IC may be performing all five functions. Then, as the incident grows, each function may be established as a section with several units under each section.

UNIFIED COMMAND

Unified command structure is a unified team effort that allows all agencies with responsibility for the incident to manage an incident by establishing a common set of incident objectives and strategies.

In some incidents, several organizations may share response authority. ICS has the advantage of combining different local, County, regional, State, and Federal agencies into the same organizational system, maximizing coordination of response activities and avoiding duplication of efforts. A structure called Unified Command (UC) allows the IC position to be shared among several agencies and organizations that maintain jurisdiction. UC members retain their original authority but work to resolve issues in a cooperative fashion to enable a more efficient response and recovery.

In a large incident involving multiple jurisdictions and/or regional, State, and Federal response partners, a UC may replace a single organization IC. Each of the four primary ICS sections may be further subdivided, as needed. In smaller situations, where additional persons are not required, the IC will directly manage all aspects of the incident organization.



7. 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 of Chino Hills' 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 and State agencies, 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 San Bernardino 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.

7.1 EMERGENCY OPERATIONS CENTER ORGANIZATION

When an emergency or disaster occurs, or has the potential to occur, the jurisdiction will activate the EOC. The EOC will organize according to the SEMS functions of Management, Operations, Planning/Intelligence, Logistics and Finance/Administration and will activate those functions necessary for the emergency.

POTENTIAL SEMS EOC FUNCTIONS ARE SHOWN BELOW:

1. **Management Section:** The following activities and responsibilities are part of the Management function:
 - a. Overall EOC management
 - b. Facilitation of Multiagency Coordination System (MACS) and MAC Groups
 - c. Public information coordination and Joint Information Center (JIC) management
 - d. Provision for public safety and risk communications and policy



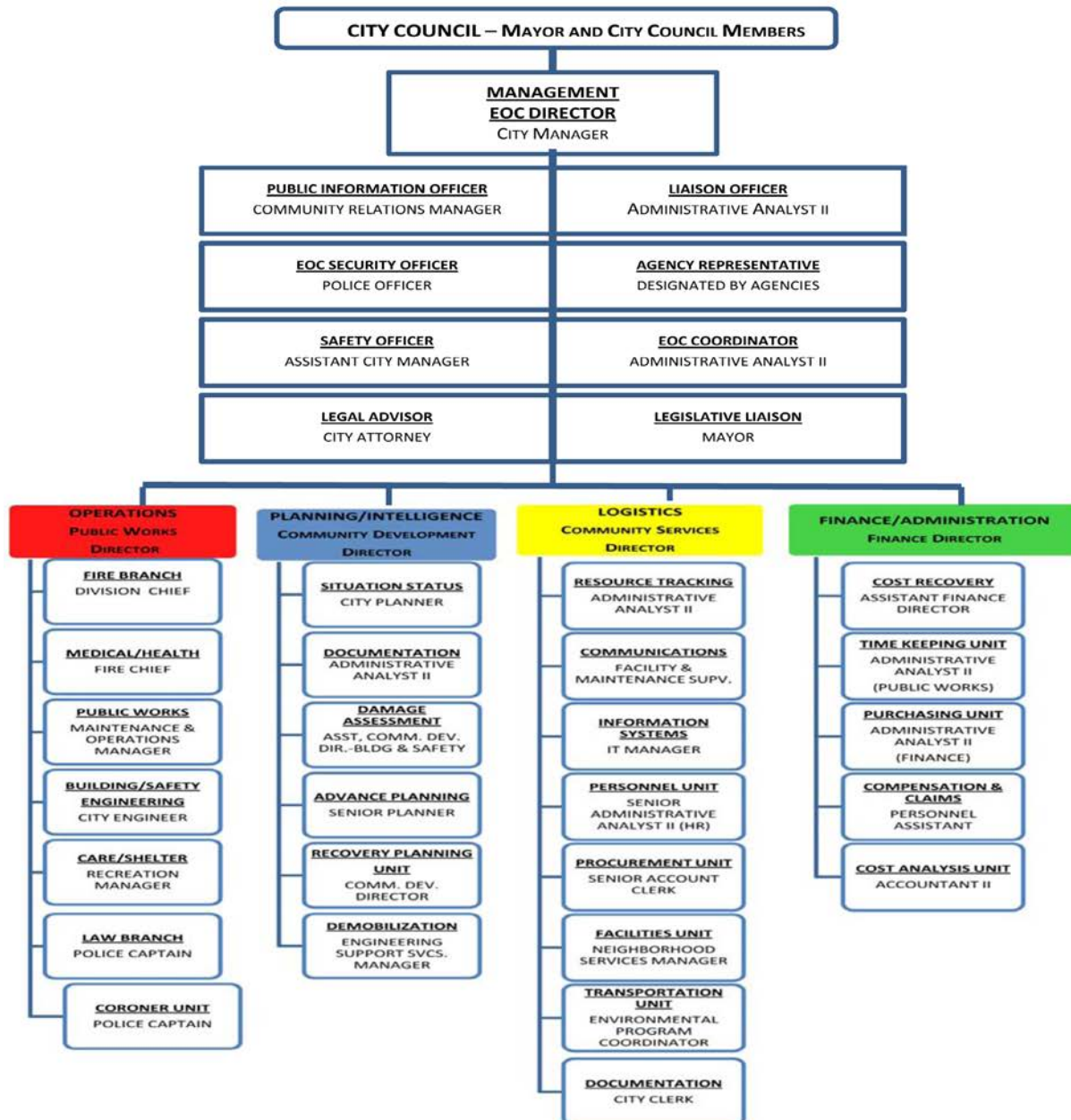
2. **Operations Section:** The following activities and responsibilities are part of the Operations function:
 - a. Transportation
 - b. Construction and Engineering
 - c. Fire and Rescue
 - d. Care and Shelter
 - e. Resources
 - f. Public Health and Medical
 - g. Hazardous Materials
 - h. Utilities
 - i. Law Enforcement
 - j. Long-Term Recovery
 - k. Evacuation
 - l. Volunteer and Donations Management
3. **Planning/Intelligence Section:** The following activities and responsibilities are part of the Planning function:
 - a. Situation Status
 - b. Resource Status
 - c. Situation Analysis
 - d. Information Display
 - e. Documentation
 - f. Advance Planning
 - g. Technical Services
 - h. Action Planning
 - i. Demobilization
4. **Logistics Section:** The following activities and responsibilities are part of the Logistics function:
 - a. Field Incident Support
 - b. Communications Support
 - c. Transportation Support
 - d. Personnel
 - e. Supply and Procurement
 - f. Resource Tracking
 - g. Sanitation Services
 - h. Computer Support
5. **Finance/Administration:** The following activities and responsibilities are part of the Finance function:
 - a. Fiscal Management
 - b. Time-Keeping
 - c. Purchasing
 - d. Compensation and Claims
 - e. Cost Recovery
 - f. Cost Analysis Unit



City of Chino Hills
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SEMS EMERGENCY ORGANIZATION CHART
CITY OF CHINO HILLS

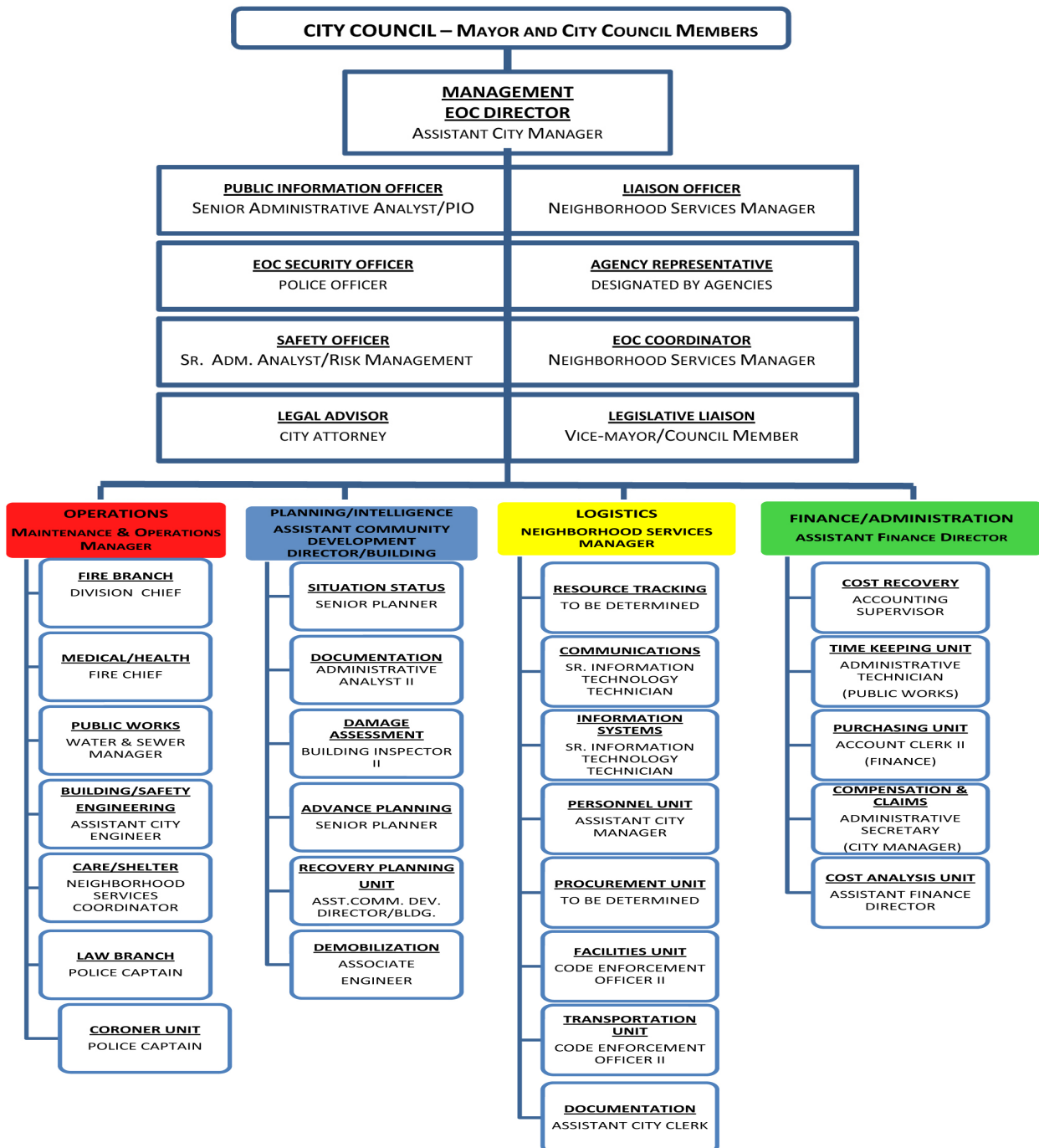




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SEMS EMERGENCY ORGANIZATION CHART
CITY OF CHINO HILLS –ALTERNATE STAFFING





7.2 SPECIAL DISTRICTS, PRIVATE AND NON-PROFIT AGENCIES

Special districts are defined as local governments in SEMS. The 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 emergency response by assisting other local governments.

Coordination and communications should be established among special districts who are involved in 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 emergencies.

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

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.

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.

The Chino Valley Independent Fire District provides fire and emergency services for Chino Hills. The City contracts with the San Bernardino County Sheriff's Department to provide law enforcement services. Depending on the size and/or type of incident, the Incident Commander will contact the EOC Director regarding the need to activate the Emergency Operations Center. Fire and Law personnel have designated EOC positions within the Operations section of the EOC. Staffing of these positions will be determined by the EOC Director at the time of the incident.

City EOCs will generally be a focal point for coordination of response activities with many non-governmental agencies. The City of Chino Hills' EOC should establish communication with private and volunteer agencies providing services with the city.

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, liaison with community councils that represent several agencies or involvement of agencies in special multi-agency groups on specific issues.

7.3 PRIMARY AND ALTERNATE EOC

The EOC and the alternate EOC facility management is the responsibility of the Community Services Director, and includes maintaining the operational readiness of the primary and alternate EOC's.

The EOC is located at the Chino Hills Police Department, 14077 Peyton Drive, in the multi-purpose meeting room. The EOC totals 1,590 square feet, and includes an operations area, radio facility, a conference room, office areas, kitchen, and bathrooms. Emergency power is provided by a diesel generator. The emergency fuel reserve is sufficient for three days. Resupply of emergency fuel will be obtained through Logistics. Power will provide for lighting panels, selected wall circuits, telephones and radios. The EOC has the capability to house and feed staff for five consecutive days. On-site services include bathrooms and food supply for 20 persons.

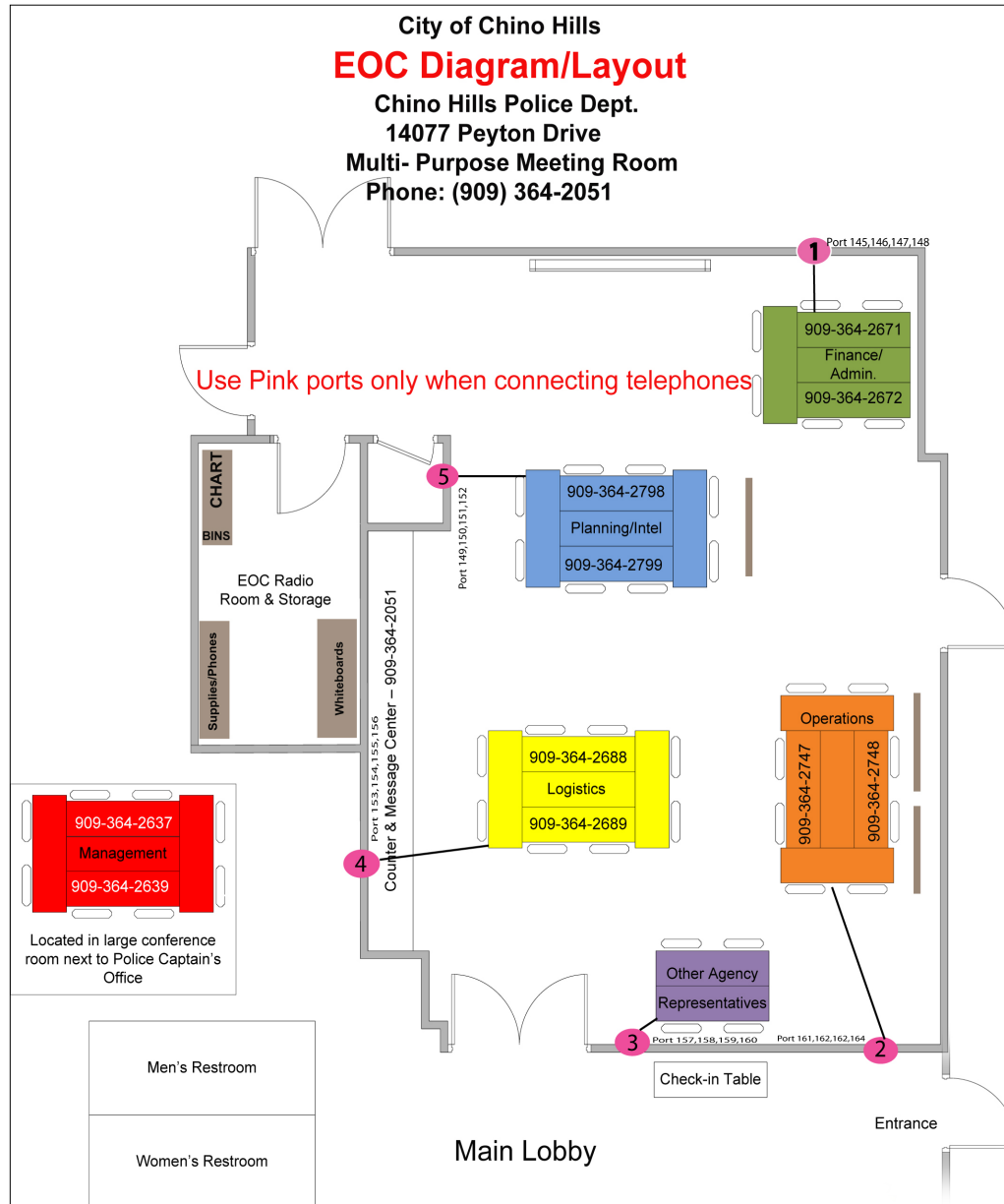
The Alternate EOC is located at the City Yard, 15091 La Palma Drive, Chino, California. The alternate EOC will be activated only when the primary EOC is damaged, inaccessible, and/or evacuation of EOC staff members becomes necessary. When the use of an alternate EOC becomes necessary, those occupying 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.



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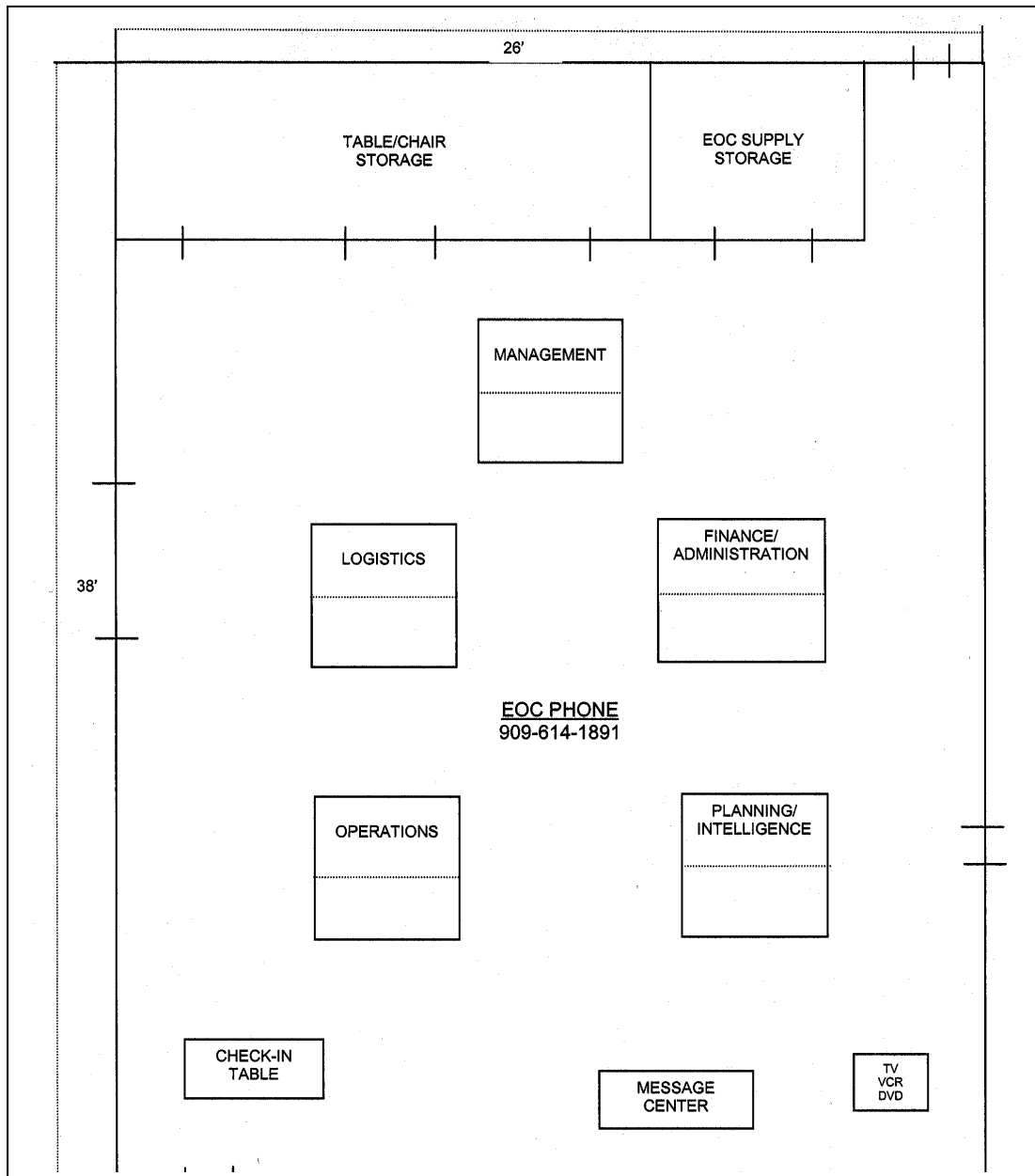
7.3.1 PRIMARY EOC DIAGRAM





7.3.2 ALTERNATE EOC DIAGRAM

CITY YARD TRAINING ROOM





7.4 ACTIVATION/DEACTIVATION OF EOC

Activation of the local government level means that at least one local government official implements SEMS/NIMS as appropriate to the scope of the emergency and the local government's role in response to the emergency.

The local government level is activated when field response agencies need support. The local official(s) implementing SEMS/NIMS may function from the EOC or from other locations, depending on the situation. Activated EOCs may be partially or fully staffed to meet the demands of the situation. The San Bernardino County Operational Area should be notified via the City EOC.

WHEN TO ACTIVATE:

A significant earthquake causing damage in the City or neighboring jurisdictions.

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. Examples include:

- A major hazardous material incident
- A civil disturbance
- Aircraft disaster
- High rise structure fire
- Severe weather conditions
- An impending or declared "State of War Emergency".

WHO CAN ACTIVATE:

The following individuals, either acting as the EOC Director or on behalf of the EOC Director, or their appointed representatives (***See Lines of Succession Chart – Section 12, page 62 of this plan***) are authorized to activate the EOC:

- City Manager
- Assistant City Manager
- Police or Fire Chief

HOW TO ACTIVATE:

- Contact the City's Public Works Department.
- Identify yourself and provide a call-back confirmation phone number if requested.



- Designate personnel to set up the EOC.
- 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.

(See Additional details for EOC Set-Up and Activation Procedures in the Support Annexes of this plan)

HOW TO DEACTIVATE:

Deactivation is called by the EOC Director when an emergency situation no longer requires activation.

The numbering sequence of EOC staffing progression is established in the SEMS guidelines and is opposite of the NIMS numbering sequence. Given that the SEMS guideline has been in place since the inception of SEMS, State Emergency Plan recommends continuing the sequence as established in the SEMS guidance documents.



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7.4.1 LOCAL GOVERNMENT EOC STAFFING GUIDE

Event/Situation	Activation Level	Minimum Staffing
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment	One	EOC Director Other Designees <i>Note: May be limited to Department Operations Center activation.</i>
Severe Weather Issuances		
Significant incidents involving 2 or more Departments		
Earthquake Advisory/Prediction Level One		
Earthquake with damage reported	Two	EOC Director Section Coordinators, Branches and Units as appropriate to situation Liaison/Agency representatives as appropriate
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		
Major city or regional emergency—multiple departments with heavy resource involvement	Three	All EOC positions
Earthquake with damage		
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment		



7.5 FIELD/EOC COMMUNICATIONS AND COORDINATION

Coordination among SEMS levels is clearly necessary for effective emergency response. In a major emergency, the City of Chino Hills' EOC may be activated to coordinate the overall response while the Incident Command System is used by field responders. 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 and communications should be established between activated local government EOCs and the Operational Area. For the City of Chino Hills, this channel is through the County Operational Area EOC. **(See Appendix 3-Contact List for County Operational Area EOC contact numbers).**

The San Bernardino County Operational Area will direct the most heavily impacted cities to coordinate and communicate directly with the County/Operational Area EOC. San Bernardino County will use an Operational Area MACS concept when developing response and recovery operations. When and where possible, the County will include jurisdictional representatives in planning for jurisdictional support.

7.6 FIELD/EOC DIRECTION AND CONTROL INTERFACE

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

7.7 FIELD COORDINATION WITH DEPARTMENT OPERATIONS CENTERS (DOC) AND EOC

The Chino Valley Fire District provides fire protection and emergency services for the City of Chino Hills. The City contracts with the San Bernardino County Sheriff's Department for law enforcement. The Fire District is in the process of developing a Department Operating Center. Procedures on field coordination and communication will be developed upon its completion.

SEMS REQUIREMENTS FOR LOCAL GOVERNMENTS

Local government is one of the five levels of SEMS. The basic role of a local government is to manage and coordinate the overall emergency response and recovery activities within its jurisdiction.

A local government under SEMS is a city, county, city and county, school district, or special district. Special districts under SEMS are units 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 joint powers authority established under Section 6500 et seq. of the Code.

Cities are responsible for 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 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.

The City of Chino Hills 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 departmental operating centers (DOCs) to the EOC, when activated, or directly to the EOC, when activated.
- 3) Use existing mutual aid systems for coordinating fire and law enforcement resources.
- 4) Establish coordination and communications between the City of Chino Hills' 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 emergency response activities.

THE REQUIREMENT TO USE SEMS INCLUDES:

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

CITY OF CHINO HILLS RESPONSIBILITIES UNDER SEMS

The development of SEMS will be a cooperative effort of all departments and agencies within the City of Chino Hills with an emergency response role. The City Manager has the lead staff responsibility for SEMS development and planning with responsibilities for:

- Communicating information within the City of Chino Hills on SEMS requirements and guidelines.
- Coordinating SEMS development among departments and agencies.
- Identification of all departments and agencies involved in field level response.
- Identification of departments and agencies with department operations center (DOCs).
- Coordinating with other local governments, the operational area and volunteer and private agencies on development of SEMS.
- Incorporating SEMS into the City of Chino Hills' Emergency Operations Plan and procedures.

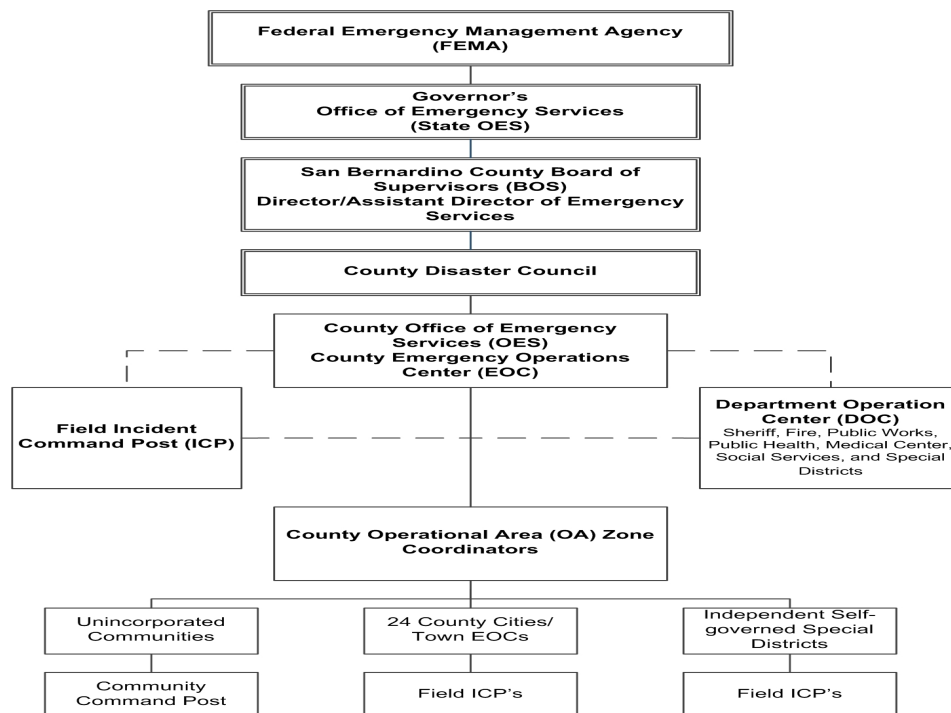


- Incorporating SEMS into the City of Chino Hills' emergency ordinances, agreements, memorandum of understandings, etc.
- Identification of special districts that operate or provide services within the boundaries of the City of Chino Hills. The emergency role of these special districts should be determined 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 of Chino Hills will participate in the San Bernardino County Operational Area organization and system for coordination and communication within the operational area.

All local government staff that may participate in emergencies in the EOC, in department operations centers (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. The Community Services Director is responsible for documenting SEMS training in the City of Chino Hills. *(See additional details in Appendix 5-Training Supporting Documents).*

SAN BERNARDINO COUNTY OPERATIONAL AREA ORGANIZATION MATRIX





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8. MUTUAL AID

California's emergency assistance is based on a statewide mutual aid system designed to ensure that adequate support and/or additional resources are provided to a jurisdiction whenever their own resources are overwhelmed or inadequate. The basis for this system is the **California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA)**, which is entered into by and between the State of California, its various departments and agencies and the various political subdivisions (San Bernardino County), municipal corporations and public agencies to assist each other by providing resources during an emergency. This plan promotes the establishment of emergency assistance agreements between public and private sector agencies at all levels.

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

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

CITY OF CHINO HILLS MUTUAL AID AGREEMENTS

WITH	FOR	DATE
State of California Master	Mutual Aid	1989
Southern California Cities and Counties (Statewide)	Public Works Mutual Aid	1990
State of California	Emergency Managers Mutual Aid	1997

When local resources are committed to the maximum and additional resources are required, requests for mutual aid will be initiated through the San Bernardino County Operational Area. Formal mutual aid requests will follow specified procedures and are processed through pre- identified mutual aid coordinators. Mutual aid requests will follow discipline-specific chains (i.e. fire, law enforcement, emergency manager, etc.) from one level of government to the next. The mutual aid coordinator receives the mutual aid request and coordinates the provision of resources from within the coordinator's geographic area of responsibility. In the event resources are unavailable at one level of government, the request is forwarded to the next higher level of government to be filled.



1. **Field Level Requests:** Requests for MMAA resources originate from the Field Level and are managed by the Incident Commander (IC). If the IC is unable to obtain the resource through existing local channels, the request is elevated to the next successive government level until obtained or cancelled.
2. **Local Government Request:** Local jurisdictions are responsible for the protection of life and property within the municipal geographic boundaries. The local jurisdiction where the incident occurred should assess its resource inventory and existing local agreements to determine if the requested resource is available. When locally committed resources are exhausted and mutual aid is needed, the local official will request assistance from the OA Mutual Aid Coordinator.
3. **Operational Area Requests:** The OA is a composite of its political subdivisions, (i.e. municipalities, contract cities, special districts and county agencies). The OA Mutual Aid Coordinator assesses the availability of resources within the OA and fulfills the resource request based upon that assessment. In the event resources are unavailable at the OA level, the request is forwarded to the responsible Region Mutual Aid Coordinator to be filled.
4. **Region Level Requests:** The state is geographically divided into six Mutual Aid Regions. For Law Enforcement Mutual Aid, Region I is divided into two sub-regions. Each Mutual Aid Region is comprised of multiple Operational Areas and has a Regional Mutual Aid Coordinator. The Region Mutual Aid Coordinator is granted the authority to coordinate the mutual aid response of discipline-specific resources within the Region to support a mutual aid request by a jurisdiction also within the Region. In the event resources are unavailable at the Region level, the request is forwarded to the State Mutual Aid Coordinator to be filled.
5. **State Level Requests:** On behalf of the Governor, the Secretary of CalEMA has the responsibility for coordination of state mutual aid resources in support of local jurisdictions during times of emergency. The Secretary will analyze and coordinate the request by forwarding the request to an unaffected REOC or tasking an appropriate state agency to fill the need.

The City of Chino Hills will make mutual aid request through the San Bernardino County Operational Area EOC. 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





9. INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

OVERVIEW

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

To ensure effective intelligence flow, emergency response agencies at all levels must establish communications systems and protocols to organize, integrate and coordinate intelligence among the affected agencies. The flow of situation reports among the levels of government should occur as:

FIELD

Field situation reports should be disseminated to local EOC.

LOCAL EOC

Local EOC will summarize reports received from the field, Department Operation Centers (DOCs) and other reporting disciplines, and send to the Operational Area (OA) EOC.

OA EOC

The OA EOC will summarize reports received from responsible local EOCs, County field units, County DOCs and other reporting disciplines, and forward to the CalEMA Regional Emergency Operations Center (REOC).

REOC

The REOC will summarize situation reports received from the OA EOC, state field units, state DOCs and other reporting disciplines, and forward to the State Operations Center (SOC).

SOC

The SOC will summarize situation reports received from the REOC, state DOCs, state agencies and other reporting disciplines, and distribute to state officials and others on the distribution list.

JOINT FIELD OFFICE (JFO)

When the state-federal JFO is activated, the REOC and SOC situation reports will be assimilated into the JFO situation report. The REOC organization may be collocated with the federal organization at the JFO.



TECHNOLOGY

The use of technology via the world-wide internet has redefined the parameters of emergency management and has enhanced simultaneous record keeping for jurisdictions. The utilization of internet web-hosted computer applications, in use in the City, includes the State OES Response Information Management System (RIMS) and Web EOC. These applications range from simple e-mail capabilities to a dedicated emergency management software application with event reports, situation reports, press releases, pictures, electronic notification systems, map plotting of events, weather maps and real time video/audio conferencing.

RESPONSE INFORMATION MANAGEMENT SYSTEM (RIMS)

California established communications support procedures and systems to provide information links for elements of the California Emergency Organization; specifically between the OA, the OES REOC, the State Operations Center (SOC), and other state agencies. A key element of the current system is the Response Information Management System (RIMS). RIMS is a web-based system that provides real time access to Federal, State and Local emergency response agencies throughout California for reporting and data collection. It is SEMS and NIMS compliant.

RIMS reports include: standardized Event or Incident Reports, including the need for mutual aid. Other items include Situation Reports, Status Reports, Incident Damage Estimate Reports, Response Plans, Operational Objectives, and After Action Reports.

WEB EOC

San Bernardino County utilizes Web EOC; a crisis information management system for sharing elements of the crisis. This allows the County to have a common operating picture, situational awareness and information coordination throughout the Operational Area (OA) during an emergency. OA EOC responders are able to share real time information with other agencies within the County and cities/towns which allows for a coordinated deployment of resources available to emergency managers. All jurisdictions within San Bernardino County are required to utilize Web EOC to report initial damage estimates, and to request resources.

ADDITIONAL EMERGENCY MANAGEMENT SYSTEMS

In addition to RIMS and Web EOC, the OA has other emergency management information systems operational in the EOC. They include the Operational Area Satellite Information System (OASIS), Electronic Digital Information System (EDIS), and Emergency Alert System (EAS). These systems link the county/operational area EOC with each of the cities and towns comprising the OA, County DOC's, State of California Office of Emergency Services, and local radio stations.



10. PUBLIC INFORMATION

COMMUNICATIONS

At all EOC levels, and between all SEMS/NIMS levels, there must be a dedicated effort to ensure that communications systems, planning and information flow are being accomplished in an effective manner. The specifics of how this is accomplished at EOC levels will be different than at the field response level.

The City has a Public Information Officer (PIO) who acts as spokesperson for the City as directed. The PIO directs, plans, organizes and coordinates a public relation and information dissemination program for the City. 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.

After receiving a briefing from the EOC Director, the PIO will establish an area for the media away from the EOC and Command Post, in the public waiting area, or other location, as needed. The PIO will provide news releases, answer questions the media may have and arrange for tours or photo opportunities of the incident. The PIO will coordinate all information releases and media contacts with the EOC Director. The Community Relations Manager will fill this position.

The Chino Valley Fire Department also has a full time PIO to respond to any emergencies for the dissemination of information.

Accurate and timely information is critical to saving lives and protecting property in a disaster. Coordination between the media and the EOC and other official communications systems contributes importantly to rumor control and assessments of report validity. Coordination with the media can also improve the quality of status reports about response efforts.

Although this Plan addresses public information and media relations in the context of emergency response, the basis for the success of that effort occurs long before the disaster. Public awareness and education prior to any emergency are crucial to successful public information efforts during and after the emergency. The 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.

It will be the responsibility of the public information function to coordinate the collection of information from field, local, and zone locations and formulate an accurate and comprehensive picture of the disaster situation for release to the public. Dissemination of information may occur in the form of press releases, public service announcements, situation summaries, EAS, media interviews and press conferences. In addition to the functions generally described for the public information function, the political, economic and social impacts of the statements released must be considered. A high level of coordination will need to occur with elected officials to ensure that the message(s) provided to the public reflects public policy as it relates to the particular disaster event.

Depending on the type of event, the EOC PIO may perform his or her function from a field location collocated with the Mobile Communications Center, Command Unit, or other field support location designated by an Incident Commander.



The EOC PIO's primary role is established and maintains positive working relationships with the media in attendance to ensure that the public receives accurate, comprehensive, and timely reports of the event.

The Joint Information Center (JIC) is a central location that facilitates operation of the Joint Information System (JIS). It is a location where personnel with public information responsibilities perform critical emergency information functions, crisis communications, and public affairs functions. JICs may be established at the City, the OA EOC, at incident sites, or can be components of Federal, State, tribal, territorial, regional, or local MACS, e.g., MAC Groups or EOCs). Typically, an incident-specific JIC is established at a single, on-scene location in coordination with Federal, State, and local agencies (depending on the requirements of the incident) or at the national level if the situation warrants. Informational releases are cleared through IC/UC, the EOC/MAC Group, and/or Federal officials in the case of federally coordinated incidents to ensure consistent messages, avoid release of conflicting information, and prevent negative impact on operations. This formal process for informational releases ensures the protection on incident-sensitive information. Agencies may issue their own releases related to their policies, procedures, programs, and capabilities; however, these should be coordinated with the incident-specific JIC(s). A single JIC location is preferable, but the system is flexible and adaptable enough to accommodate virtual or multiple JIC locations, as required. For example, multiple JICs may be needed for a complex incident spanning a wide geographic area or multiple jurisdictions. In instances when multiple JICs are activated, information must be coordinated among all appropriate JICs. Each JIC must have procedures and protocols to communicate and coordinate effectively with one another. Whenever there are multiple JICs, the final release authority must be the senior command, whether using Unified or Area Command structures. A county JIC may be used when an incident requires County coordination and is expected to be of long duration (e.g., weeks or months) or when the incident affects a large area of the county.

Communications are provided in the EOC and Alternate EOC and include telephones, cellular telephones, satellite telephones, laptop computers, and radios. The City also maintains a mobile communications van which has multiple power sources and is equipped with amateur radio equipment. Communication facilities are continuously staffed during emergencies, either by city staff or volunteers. The mobile van is staffed with amateur ham radio volunteers who have been trained in emergency communication procedures. ***See Section 9, Technology for additional information on computer communication methods.***



11. FUNCTIONAL NEEDS

OVERVIEW

Populations with access and functional needs include those members of the community that may have additional needs before, during, and after an incident in functional areas, including but not limited to maintaining, independence, communication, transportation, supervision, and medical care.

Individuals in need of additional response assistance may include those who:

- Have disabilities
- Live in institutionalized settings
- Are elderly
- Are children
- Are from diverse cultures
- Have limited English proficiency or are non-English speaking
- Who are transportation disadvantaged

Lessons learned from recent emergencies concerning people with disabilities and older adults have shown that the existing paradigm of emergency planning, implementation and response must change to meet the needs of these groups during an emergency. These lessons show four areas that are repeatedly identified as most important to people with disabilities and older adults:

1. **Communications and Public Information** – Emergency notification systems must be accessible to ensure effective communication for people who are deaf/hard of hearing, blind/low vision, or deaf/blind.
2. **Evacuation and Transportation** – Evacuation plans must incorporate disability and older adult transportation providers for identifying and the movement of people with mobility impairments and those with transportation disadvantages.
3. **Sheltering** – Care and shelter plans must address the access and functional needs of people with disabilities and older adults to allow for sheltering in general population shelters.
4. **Americans with Disabilities Act** - When shelter facilities are activated, the (jurisdiction) will ensure they accommodate the provisions of the Americans with Disabilities Act (ADA).



12. CONTINUITY OF GOVERNMENT

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

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.

- *First Alternate:* *Assistant City Manager*
- *Second Alternate:* *Public Works Director*
- *Third Alternate:* *Community Services Director*

Should these positions be unavailable or unable to serve, the individuals who hold permanent appointments to the following positions in the City will automatically serve as acting director in the order shown. The individual who serves as acting director shall have the authority and powers of the Director and will serve until the Director is again able to serve, or until a successor has been appointed by the City Council.

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

Article 15, Section 8637 of the Emergency Services Act authorizes political subdivisions to provide for the succession of officers (department heads) having duties related to law and order and/or health and safety. ***(See Lines of Succession list for city departments on page 61-62).***

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

- By the chairman of the board of the county in which the political subdivision is located, or
- By the 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).



LINES OF SUCCESSION: (SAMPLE)
(ON A DAY-TO-DAY BASIS)

DEPARTMENT/SERVICE	TITLE/POSITION
City Manager's Department	1. City Manager 2. Assistant City Manager
Personnel	1. Assistant City Manager 2. Senior Administrative Analyst II/Human Resources
Public Information	1. Community Relations Manager 2. Senior Administrative Analyst/PIO
City Clerk's Department	1. City Clerk 2. Assistant City Clerk
Community Services Department	1. Community Services Director 2. Recreation Supervisor
Recreation	1. Recreation Manager 2. Recreation Supervisor
Finance Department	1. Finance Director 2. Assistant Finance Director
Public Works Department	1. Public Works Director 2. Maintenance and Operations Manager
Parks & Landscape	1. Maintenance and Operations Manager 2. Parks and Open Space Supervisor
Water and Sanitation	1. Water and Sanitation Manager 2. Water Distribution Supervisor
Community Development Department	1. Community Development Director 2. Assistant Community Development Director/Building Services
Building and Safety	1. Assistant Community Development Director/Building Services 2. Building Inspector II
Economic Development	1. Community Development Director 2. Principal Planner
Planning	1. Assistant Community Development Director/Development Services 2. Principal Planner
Engineering Department	1. City Engineer 2. Assistant City Engineer



Police/Sheriff

1. Captain
2. Lieutenant

Chino Valley Fire District

1. Fire Chief
2. Deputy Chief

Chino Hills Branch Library

1. Branch Manager
2. Library Associate

12.1 ALTERNATE GOVERNMENT FACILITIES

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

The City Council shall designate alternative city seats which may be located outside city boundaries.

Real property cannot be purchased for this purpose. A resolution designating the alternate city seats must be filed with the Secretary of State. Additional sites may be designated subsequent to the original site designations if circumstances warrant. In the event the primary location is not usable because of emergency conditions, the temporary seat of city government will be as follows:

- | | |
|----------------------------|--|
| 1 st Alternate: | City Yard |
| 2 nd Alternate: | McCoy Equestrian and Recreation Center |
| 3 rd Alternate: | Grand Avenue Park Community Center |

12.2 VITAL RECORD RETENTION

In the City of Chino Hills, the following individuals are responsible for the preservation of vital records:

- 1) City Clerk
- 2) Assistant City Clerk

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 vital 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, etc.
- Reestablish normal governmental functions and protect the rights and interests of government. Constitutions and charters, statutes and ordinances, court records, official proceedings and financial records would be included here.

Vital records of the City of Chino Hills are routinely stored in fire proof file cabinets located in the City Hall.



Record depositories should be located well away from potential danger zones and/or housed in facilities designed to withstand blast, fire, water, and other destructive forces. Such action will ensure that constitutions and charters, statutes and ordinances, court records, official proceedings, and financial records would be available following any disaster. Each department within the city should identify, maintain and protect its own essential records.

REFERENCES:

Judicial System, Article VI, Section 1, 4, 5, and 10, of the Constitution of California.

Local Government, Article XI, of the Constitution of California.

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

Temporary County Seats, Section 23600, Article 1 of Chapter 4 of Division 1 of Title 3 of the Government Code.



13. RECOVERY OVERVIEW

As soon as possible, the Secretary of CalEMA, operating through the State Coordinating Officer, will bring together representatives of federal, state, county, and city agencies, as well as representatives of the American Red Cross, to coordinate the implementation of assistance programs and establishment of support priorities. Disaster Recovery Centers (DRCs) or Local Assistant Centers (LACs) 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 which 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.

13.1 RECOVERY ORGANIZATION

The Recovery Planning Unit is responsible for ensuring that the City receives all emergency assistance and disaster recovery costs for which it is eligible. The Unit is also responsible for all initial recovery operations and for preparing the EOC organization for transition to a recovery operations organization to restore the City to pre-disaster condition as quickly and effectively as possible.





13.2 RECOVERY DAMAGE ASSESSMENT

The Damage Assessment Unit is responsible for maintaining detailed records of safety/damage assessment information and supporting the documentation process.

- Collect safety/damage assessment information from the Operations Section and other verifiable sources and prepare appropriate reports.
- Provide safety/damage assessment information to the Planning/Intelligence Section Coordinator.
- Coordinate with the Building and Safety Branch of the Operations Section for exchange of information.
- Coordinate with San Bernardino County Public Works representative when assigned to the City.
- Utilize the San Bernardino County Operational Area safety/damage assessment procedures and forms

13.3 RECOVERY DOCUMENTATION

The Recovery Planning Unit will coordinate the collection of all documentation of City costs and recovery of those costs as allowed by Federal and State law. It is the policy of this section that the priorities are to be:

- Protect life and property.
- Provide continuity of financial support to the City and community.
- Cooperate with the other sections of the City's emergency response team.
- Documentation of City costs and recovery of those costs as allowable.
- Maintain a positive image for the City in its dealings with the community.

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 CalEMA and FEMA filing requirements through maintenance of proper and accurate documentation of all actions taken. Depending on the type of emergency, the Fire, Police 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:

FOR ALL DISASTERS/EMERGENCIES

- Notify the other sections and City departments of the project numbers to be used for the disaster/emergency.
- Determine the extent to which the City's computer systems are accessible and/or usable.
- Determine if the City's bank can continue handling financial transactions.
- Maintain, as best possible, the financial continuity of the City (payroll, payments and revenue collection).



- Disseminate information about the Disaster Accounting System to other sections and departments as necessary.
- Upon declaration of a disaster by the State and/or Federal Governments, collect, sort and document costs associated with the disaster/emergency.
- Coordinate with the other sections and departments the collection and documentation of costs pertaining to the disaster/emergency.

FOR DISASTERS/EMERGENCIES:

- **WHERE THE CITY'S COMPUTER SYSTEMS AND BANK ARE ACCESSIBLE AND USABLE:**
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.
- **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:**
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.
- **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:**
Inform the other sections and City departments that disaster accounting procedures will be necessary for the next payroll and all critical payments.
- Activate other Finance/Administration Section Units as necessary.

13.4 RECOVERY AFTER-ACTION REPORTS

The completion of After-Action Reports is a part of the required SEMS reporting process. The Emergency Services Act, Section 8607(f) mandates that the California Emergency Management Agency (CalEMA) in cooperation with involved state and local agencies, complete an After-Action Report within 120 days after each declared disaster.

Section 2450(a) of the SEMS Regulations states that"Any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency and any state agency responding to that emergency shall complete and transmit an After-Action Report to CALEMA within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, section 2900(j)."

USE OF AFTER-ACTION REPORTS

After-Action Reports are made available to all interested public safety and emergency management organizations and serve the following important functions:

- A source for documentation of response activities.



- Identification of problems/successes during emergency operations.
- Analysis of the effectiveness of the components of SEMS.
- Describe and define a plan of action for implementation of improvements.

The SEMS approach to the use of After-Action Reports emphasizes the improvement of emergency management at all levels. The After-Action Report provides a vehicle for not only documenting system improvements, but also can, if desired; provide a work plan for how these improvements can be implemented.

It may be useful to coordinate the After-Action Report process when multiple agencies/jurisdictions are involved in the same emergency. Jurisdictions are encouraged to work together in the development of After-Action Reports when appropriate and feasible. For example, an operational area may take the lead in coordinating the development of an After-Action Report which involves several jurisdictions. If appropriate, jurisdictional reports may become part of an overall operational area report.

THE FOLLOWING MATERIAL IS EXTRACTED FROM THE **SEMS BULLETIN No. PP-2**
AFTER ACTION REPORTS DATED JUNE 1996

State law specifies that the California Emergency Management Agency (CalEMA) must develop after action reports in conjunction with involved jurisdictions following a disaster as part of compliance with SEMS. In addition, cities and counties declaring local emergencies for which the governor proclaims a state of emergency, shall complete and transmit an After Action Report to CalEMA within ninety (90) days of the close of a disaster. In the past, CalEMA has prepared After Action Reports from a variety of different approaches, and sometimes for different purposes and different audiences. Various methods have been used to collect the information from local agencies necessary for After Action Reports. A specialist committee was appointed by the SEMS Technical Group to study this issue.

As a result of this study, it was recommended that After Action Reports focus on SEMS usage. After Action Reports will provide recommendations for improving response actions using SEMS. While the primary audience will be the emergency management community, the report will be accessible to anyone who requests a copy and will be distributed to state libraries. After Action Reports will be well structured, geared to multiple audiences, and written in simple language. A composite document will provide an historical record of a disaster. The reports are not intended to be used for enforcement of SEMS.

Finally, information for the preparation of After Action Reports should be collected from local and state agencies through a questionnaire and the RIMS (Response Information Management System). Computerization of the questionnaire will simplify and streamline input at all levels. CalEMA will be responsible for the final After Action Report.



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AFTER-ACTION/CORRECTIVE ACTION REPORT

(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 goes 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.	
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		



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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	
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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?			



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13. Was Mutual Aid requested?			
14. Was Mutual Aid received?			
15. Was Mutual Aid coordinated from the EOC/DOC?			
16. Was an inter-agency group established at the EOC/DOC level? Were they involved with the shift briefings?			
17. Were communications established and maintained between agencies?			
18. Was the public alerted and warnings conducted according to procedure?			
19. Was public safety and disaster information coordinated with the media through the JIC?			
20. Were risk and safety concerns addressed?			
21. Did event use Emergency Support Function (ESF) effectively and did ESF have clear understanding of local capability?			
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, 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

SEMS regulations under Title IX, Division 2, Chapter 1, Section 2450(a) require any federal, state, or local jurisdiction proclaiming or responding to a Local Emergency for which the governor has declared a *State of Emergency* or *State of War Emergency* shall complete and transmit an AAR to CalEMA within 90 days of the close of the emergency period. Upon completion of the AAR, corrective actions are identified to make recommendations for correcting problems noted in the response/recovery effort, or during exercises and training. Depending on the level of the AAR, corrective action may encompass anything from detailed recommendations for improving individual agency plans and procedures to broader system-wide improvements. Priority corrective actions are assigned to relevant stakeholders and tracked to ensure the identified problem has been addressed



13.5 RECOVERY DISASTER ASSISTANCE

Disaster assistance is divided into three categories: Individual, Public, and Business.

INDIVIDUAL ASSISTANCE

Individual Assistance consists of a variety of local, state, and federal assistance intended to help the general public, businesses and the agricultural community recover from the effects of a disaster. The following federal programs are available for individual assistance:

- **Disaster Housing Assistance Program**
This is a federal program administered by FEMA that provides temporary housing to disaster victims during presidential-declared disasters.
- **Disaster Mortgage and Rental Assistance Program**
This program provides grants for home mortgage or rent payments to disaster victims, who as a result of a disaster have lost their job or business and/or face foreclosure or eviction from their homes. It is a federal program available in a presidential-declared disaster.
- **Housing and Urban Development (HUD) Program**
This program is offered to families with a low income. It provides up to 70% of home rental costs for a maximum of 18 months to victims of a presidential-declared disaster.
- **Individual and Family Grant Program (IFGP)**
This is authorized only by a federal disaster declaration. It provides grants to disaster victims who are not eligible for Small Business Administration loans.
- **Cora Brown Fund**
This is authorized only by a federal disaster declaration. The fund provides disaster victims with assistance, provided they are not eligible for any other disaster assistance award from the government or other organizations.
- **Other**
These are only a few federal programs that could be activated under a presidential-declared disaster. Disaster assistance may be altered by legislation passed at the time of the event. Other types of physical, psychological, and spiritual assistance may also be available from such non-profit volunteer and charitable organizations as the American Red Cross and the Salvation Army.

PUBLIC ASSISTANCE

The Public Assistance Program provides grants to state and local governments and certain non-profit entities to assist them with the response to and recovery from disasters. Specifically, the program provides assistance for debris removal, emergency protective measures, and permanent restoration of infrastructure. Various programs of disaster relief may be available from the public sector (state, city, county, or special district). The following describes the forms of assistance available and its application process.



- **California Disaster Assistance Act (CDAA)**
CDAA is available to counties, cities, and special districts to repair disaster related damages to public buildings, levees, flood control works, channels, irrigation works, city streets, county roads, bridges, and other public works except those facilities used solely for recreational purposes. This program offers up to 75% of the eligible cost to repair, restore, reconstruct or replace public property on facilities; to cover direct and indirect costs of grant administration with the CalEMA Secretary's concurrence; and, to cover the cost of overtime and supplies used for response. Conditions for Implementation of CDAA:
 - The Secretary of CalEMA must concur with local emergency declaration for permanent restoration assistance
 - Governor must proclaim a state of emergency (for disaster response and permanent restoration assistance)
 - President must declare a major disaster or emergency (for matching fund assistance for cost sharing required under federal public assistance programs) Federal-Robert T. Stafford Disaster Relief Act of 1974.
This program is the primary source of public assistance.
 - ***Applicability*** - A Presidential declaration of Major Disaster or Emergency is required to activate the provisions of this law.
 - ***Eligibility*** - Eligible applicants include:
 - State agencies
 - Counties
 - Cities
 - Special districts
 - Schools K-12
 - Colleges and institutions of higher education
 - Private non-profit organizations organized under §501(c)3 of the Internal Revenue Code
 - Utilities
 - Emergency agencies
 - Public medical agencies
 - Custodial care organizations
 - Government services such as community centers, libraries, homeless shelters, senior citizen centers which are open to the general public.

BUSINESS ASSISTANCE

Business Assistance is available from the Small Business Administration (SBA). The SBA's low interest loan program was designed by Congress to enable those affected by unforeseen catastrophic events to recover with as little adverse impact as possible. The SBA disaster loan program is activated in conjunction with approval of a major (Presidential) declaration; or approval for an SBA-only (Agency) disaster declaration (for small disasters). Disaster loans are only for the uninsured or uncompensated losses. These loans are direct from the federal government; not from a bank. Survivors can borrow up to \$2 million to repair/replace damaged business assets and for working



City of Chino Hills
Emergency Operations Plan

Section 13
Recovery Overview

capital to meet operating expenses. NOTE: Working capital loans are only available to small businesses, and non-profits of all sizes.

TYPES OF RECOVERY PROGRAMS

The Disaster Assistance Directorate (DAD) administers and coordinates numerous state and federal Public Assistance, Fire Management Assistance Grant and Individual Assistance Programs. The chart below provides an overview of the programs discussed in this section, indicates local, state and federal proclamation/declaration requirements, and program implementation criteria.

Program and Type of Assistance	Local	State	Federal	Program Implementation Criteria
FMAG: 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 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.



13.6 MITIGATION GRANTS

The federal Pre-Disaster Mitigation Grant Program (PDM) provides funds for hazard identification, mitigation strategies, and public partnerships. More specifically, PDM:

- Supports development of the hazard mitigation planning process at the state and local levels and funds high priority projects from these plans.
- Provides a continuous flow of funding to states for hazard mitigation, whether the state has experienced a recent disaster or not.
- Supports local communities in becoming disaster resistant by providing technical and financial assistance to state and local governments in implementing cost-effective pre-disaster hazard mitigation measures.
- Helps to reduce injuries, loss of life, and damage and destruction of property, including damage to critical services and facilities under the jurisdiction of state and local governments.

There are two types of (Post Disaster) Hazard Mitigation Grants available. The table below describes the two types:

Grant Type	Description	Criteria
Planning	Seven (7) percent of HMGP funds may be used for planning and for the state to use for development of state, tribal and local mitigation plans. States that develop a comprehensive, enhanced mitigation plan are eligible for additional funds for mitigation projects.	To receive funding, hazard mitigation plans must: • Identify the natural hazards, risks, and vulnerabilities of areas in states, localities, and tribal areas. • Support development of local mitigation plans. • Provide for technical assistance to local and tribal governments for mitigation planning. • Identify and prioritize mitigation actions that the State will support, as resources become available.
Project	The HMGP program is a competitive program that funds cost-effective local and state mitigation measures. By regulation, HMGP projects must meet the minimum eligibility criteria, be consistent with the state and local hazard mitigation plans, and meet the guidelines and priorities established for a particular disaster.	To comply with the minimum eligibility criteria the project must: • Solve a problem independently or contribute to a solution where there is assurance the project as a whole will be completed. • Meet all applicable codes and standards. • Demonstrate cost-effectiveness. • Comply with federal requirements and regulations.



14. ADMINISTRATION AND LOGISTICS

OVERVIEW

This Emergency Operations Plan (EOP) addresses the City of Chino Hills' planned response to extraordinary emergency situations associated with natural disasters, technological incidents, and national security emergencies. The plan 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 plan focus on potential large-scale disasters that can generate unique situations in requiring unusual emergency responses.

This plan is a preparedness document – designed to be read, understood, and exercised prior to an emergency. It is designed to include the City of Chino Hills as part of the California Standardized Emergency Management System (SEMS) Government Code Section 8607(a) and the National Incident Management System (NIMS) (HSPD-5). The plan is flexible enough to use in all emergencies at all levels working together to manage domestic incidents.

The City of Chino Hills and its staff are responsible for, and expected to develop, implement, and test policies, procedures, instructions, and checklists that reflect cognizance of the emergency management concepts contained herein. Coordinated response and support roles must be defined by these organizations to facilitate the ability to respond to any given incident. This plan meets the requirements of NIMS for the purposes of emergency management.

14.1 ADMINISTRATION

The SEMS/NIMS 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 SEMS/NIMS EOP and/or modify its SOP/EOP as required based on deficiencies experienced in drills, exercises, or actual occurrences. Changes in government structure and emergency response organizations will also be considered in the SEM/NIMS EOP revisions.

The Emergency Services Coordinator is responsible for making revisions to the SEMS/NIMS EOP that will enhance the response and recovery operations. The Emergency Services Coordinator will prepare, coordinate, publish, and distribute any necessary changes to the plan to all City departments and other agencies as shown on the distribution list in Section 15.2 page 64 of this SEMS/NIMS EOP.

The Emergency Services Coordinator will also review documents that provide the legal basis for emergency planning to ensure conformance to SEM/NIMS requirements and modify as necessary.

The Emergency Services Coordinator is responsible for coordination and scheduling of training and exercising this plan. The City of Chino Hills' Emergency Management Organization will conduct regular exercises of this plan to train all necessary City staff in the proper response to disaster situations.



14.2 LOGISTICS

The EOC and the alternate EOC facility management is the responsibility of the Community Services Director, and includes maintaining the operational readiness of the primary and alternate EOC's. As Logistics Section Coordinator, the Community Services Director'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, etc. 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.



15. EMERGENCY PLAN MAINTENANCE AND DISTRIBUTION

The SEMS/NIMS 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 SEMS/NIMS 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 SEMS/NIMS EOP revisions. The Emergency Services Coordinator is responsible for making revisions to the SEMS/NIMS EOP that will enhance the conduct of response and recovery operations. The Emergency Services Coordinator will prepare, coordinate, publish and distribute any necessary changes to the plan to all City departments and other agencies as shown on the distribution list on page 12 of this SEMS/NIMS EOP.

The Emergency Services Coordinator will also review documents that provide the legal basis for emergency planning to ensure conformance to SEMS/NIMS requirements and modify as necessary.

15.1 RECORD OF CHANGES

Date	Section	Page Numbers	Entered By
December 2012	Section 5.3 –Emergency Functions	14 - 17	Bonnie Michaels
	Format Changed per SB County		
August 2008	Introduction	5-Feb	Cathy Malizia
February, 2004	Introduction	4, 8, and 9	Dee Nadeau



City of Chino Hills
Emergency Operations Plan

Section 15
Emergency Plan Maintenance
and Distribution

15.2 RECORD OF DISTRIBUTION

Plan No.	Recipient of Plan
1	<i>California Emergency Management Agency, Southern Region</i>
2	<i>Operational Area</i>
3 – 7	<i>Mayor/City Council</i>
8	<i>City Manager/Director of Emergency Services</i>
9	<i>City Attorney</i>
10	<i>Finance Department/Finance/Administration Coordinator</i>
11	<i>City Clerk</i>
12	<i>Community Development Department/Planning/Intelligence Coordinator</i>
13	<i>Engineering</i>
14	<i>Public Works/Operations Coordinator</i>
15	<i>Building and Safety</i>
16	<i>Community Services Department/Logistics Coordinator</i>
17	<i>Chino Valley Fire District</i>
18	<i>San Bernardino County Library, Chino Hills Branch</i>
19	<i>Chino Hills Police Department</i>
20	<i>Community Relations</i>
21	<i>Planning</i>
22	<i>Recreation</i>
23	<i>Neighborhood Services</i>
24	<i>American Red Cross, Inland Valley Chapter</i>
25	<i>Southern California Edison</i>
26	<i>The Gas Company</i>
27	<i>Verizon</i>
28	<i>Chino Valley Unified School District</i>

16. STANDARD OPERATING PROCEDURES/GUIDES (SOP/SOG) DEVELOPMENT

Each element of the emergency management organization is responsible for assuring the preparation and maintenance of appropriate and current *Standard Operating Procedures/Guides (SOPs/SOGs)/Emergency Operating Procedures (EOPs)*, resource lists and checklists that detail how assigned responsibilities are performed to support SEMS/NIMS Emergency Operations Plan implementation and to ensure successful response during a



major disaster. Such *SOPs/SOGs/EOPs* should include the specific emergency authorities that designated officials and their successors can assume during emergency situations.

17. TRAINING AND EXERCISES

The Emergency Services Coordinator is responsible for coordination and scheduling of training and exercising of this plan. The City of Chino Hills' Emergency Management Organization will conduct regular exercises of this plan to train all necessary City staff in the proper response to disaster situations.

An exercise is a simulation of a series of emergencies for identified hazards affecting the City. During these exercises, emergency response organizations are required to respond as though a real emergency had occurred. The public will be made aware of these exercises through normal media communications.

The SEMS/NIMS 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 SEMS/NIMS 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 SEMS/NIMS EOP revisions. The Emergency Services Coordinator is responsible for making revisions to the SEMS/NIMS EOP that will enhance the conduct of response and recovery operations. The Emergency Services Coordinator will prepare, coordinate, publish and distribute any necessary changes to the plan to all City departments and other agencies as shown on the distribution list on page 78 of this SEMS/NIMS EOP.

The Emergency Services Coordinator will also review documents that provide the legal basis for emergency planning to ensure conformance to SEMS/NIMS requirements and modify as necessary.

17.1 NIMCAST/TRAINING

In Homeland Security Presidential Directive (HSPD)-5, *Management of Domestic Incidents*, the President directed the Secretary of Homeland Security to develop and administer a unified, national system for managing incidents. The National Incident Management System (NIMS) provides a consistent nationwide approach for Federal, State, tribal, and local governments to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. NIMS incorporates the best practices currently in use by incident managers at all levels and represents a core set of doctrine, concepts, principles, terminology, and organizational processes to enable effective, efficient, and collaborative incident management at all levels.

HSPD-5 also directed the establishment of a mechanism for ongoing coordination to provide strategic direction for, and oversight of NIMS. As a result, FEMA's National Integration Center (NIC) was established to support both routine maintenance and the continuous refinement of NIMS and the guidance to Federal Departments and agencies and State, tribal, and local government encouraging its implementation.

The NIC developed and maintains NIMS Compliance Assistance Support Tool (NIMSCAST) as the premier self-assessment instrument for Federal, State, territorial, tribal, and local jurisdictions to evaluate and report achievement of NIMS implementation objectives (activities). NIMSCAST reflects implementation objectives and



metrics in support of national preparedness goals, including standards for preparedness assessments and strategies and a system for assessing the Nation's overall ability to prepare for all-hazards incident management.

The City of Chino Hills metrics for the annual NIMCAST is incorporated (rolled up) with the San Bernardino County's annual NIMCAST. Compliance for SEMS/NIMS training is determined by the following matrix.

Standardized Emergency Management System
And
National Incident Management System
Training Matrix

2011-2012 Additions to Training Guidelines	IS-701 NIMS MAC System 5 hours	IS-702 NIMS PIO Systems 3 hours	IS-706 NIMS Intrastate Mutual Aid 2.5 hours	G-775 EOC Management and Operations – 12 hours	G-191 ICS to EOC interface 8 hours
Click on the "X's" to link to training materials/resources.					
<u>Recommended</u> – for all State, tribal and local government emergency response and coordination personnel. (Not Required)	X		X		
<u>PIOs Only</u> —This course is designed for local and State public information officers. (Not Required)		X			
<u>Course is Open to all</u> Individuals with emergency management responsibilities including prevention, preparedness, response, recovery and mitigation at any level of government, responders, volunteers, private industry. (Not Required)				X	
<u>RECOMMENDED for all</u> —State, local, and tribal emergency response and coordination personnel. (Not Required)					X
<u>NOTE:</u> All courses are required if your agency, jurisdiction, or department is applying for or receiving federal preparedness funding.					



City of Chino Hills
Emergency Operations Plan

Section 17
Training & Exercises

Click on the "X's" to link to training materials/resources.	SEMS Introduction 1-2 hours	SEMS EOC 8 hours	SEMS Executive 1-2 hours	ICS 100 (IS 100) 8 hours	ICS 200 (IS 200) 12.5 hours **	ICS 300 18 hours	ICS 400 14 hours	IS 700 2-4 hours	IS 800B 3 hours	SEMS – NIMS-ICS The Combined Course *Equivalent to taking SEMS Intro, ICS 100 & 200 and IS 700 12 hours
ALL —All staff in State and territorial governments with responsibilities for emergency management and incident response. This includes personnel from emergency management agencies, and personnel from agencies who support and interact with the NRF's 15 Emergency Support Functions and Support Annexes	X			X				X	X	X
Responder level —Emergency response providers and disaster workers, entry level to managerial level, including emergency medical service personnel; firefighters; medical personnel; police officers; public health personnel; public work/utility personnel; and other emergency management response personnel.	X			X	X	X	X	X	X	X
Supervisor level —All mid-level management, including persons serving as command staff, section chiefs, strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors, and multiagency coordination system/emergency operations center staff.	X	X		X	X	X	X		X	X

**Please note that EOC Personnel are no longer required to take ICS 200. It is up to the individual agency, jurisdiction, or department to decide whether their EOC personnel should take ICS 200.

2

Click on the "X's" to link to training materials/resources.	SEMS Introduction 1-2 hours	SEMS EOC 8 hours	SEMS Executive & ICS 400	ICS 100 (IS 100) 8 hours	ICS 200 (IS 200) 12.5 hours **	ICS 300 18 hours	ICS 400 14 hours	IS 700 2-4 hours	IS 800B 3 hours	SEMS – NIMS-ICS The Combined Course *Equivalent to taking SEMS Intro, ICS 100 & 200 and IS 700 12 hours
Command Level —Typically required personnel include all persons serving as Command and General Staff in an ICS organization, select department heads with multiagency coordination system responsibilities, area managers, emergency managers, and multiagency coordination system/emergency operations center managers.* It is recommended that ICS-300 participants utilize their skills in an operational environment before taking ICS-400. This will provide necessary context and understanding of the skills they will develop when they take ICS-400.	X	X		X	X	X	X	X	X	X
Executive Emergency Managers —Executives, administrators, policy makers and officials in local jurisdictions and tribal entities with overall emergency management responsibilities as dictated by law or ordinance. Officials with overall emergency management responsibilities through delegation, and officials primarily involved in emergency planning.			X	X				X	X	X

For ICS 300 and 400 it is incumbent upon Federal, State, tribal, and local emergency management/response personnel to determine who within their organizations requires training, based on local incident management organizational planning. *ICS 300 and 400 is not required for Emergency Operations Center personnel, however it is recommended for those who support large scale field operations.

3



NIMCAST EMPLOYEE CLASSIFICATION CHART

NIMSCAST Employee Classification Chart for annual report

C= Command/Management Section: Individuals assigned to Management Section in SEMS/NIMS organization in the EOC
ELR = Entry Level Responder: Disaster Service Workers who are not assigned an EOC position.
EMR=Emergency Responder(assigned to EOC): Staff members that are assigned to a specific position within the EOC
EMR-A = Emergency Responder Alternate: Staff members that are assigned as an alternate to a specific position within the EOC
MM= Middle Management: Section Coordinators/Chiefs and the following positions: Assistant Finance Director, Human Resources Analyst, Assistant City Engineer, Assistant Building and Safety.
O= Official (Elected official): Mayor and Council members
S = Supervisor (has staff reporting to them): Does not include Staff (Analysts) that do not have direct reports. Not assigned an EOC position.
SR= Supervisor Responder (Assigned to the EOC): Supervisors/Recreation Coordinators that have direct reports and have an assigned EOC position.
V= Volunteer (CHART volunteer- DSW-V): Disaster Service worker volunteers i.e. Chino Hills Auxiliary Radio Team
P= Part time staff that work all year long.(Per payroll reports) Should have the baseline training of SEMS, ICS100 and ICS 700

NIMS Compliance Assistance Support Tool

FY2012 NIMS Implementation Objectives and Metrics for Local Governments

Last Update Date: 2012-08-15

Last Rollup Date: n/a

Printable version (pdf) 

Sections	Complete	FY2012	FY2012+
☐ NIMS Adoption Implementation Objectives	4 / 4 (100%)	4 / 4 (100%)	
☐ Preparedness: Planning Implementation Objectives	2 / 2 (100%)	2 / 2 (100%)	
☐ Preparedness: Training Implementation Objectives	1 / 11 (9%)	1 / 7 (14%)	0 / 4 (0%)
☐ Preparedness: Exercises Implementation Objectives	3 / 3 (100%)	3 / 3 (100%)	
☐ Communications and Information Management Implementation Objectives	2 / 2 (100%)	2 / 2 (100%)	
☐ Resource Management Implementation Objectives	4 / 4 (100%)	4 / 4 (100%)	
☐ Command and Management Implementation Objectives	4 / 4 (100%)	4 / 4 (100%)	
Overall	20 / 30 (66%)	20 / 26 (76%)	0 / 4 (0%)



APPENDICES



APPENDIX 1: AUTHORITIES AND REFERENCES

AUTHORITIES

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

FEDERAL

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended).
- Federal Civil Defense Act of 1950 (Public Law 920), as amended.
- NRT-1, Hazardous Materials Emergency Planning Guide and NRT-1A Plan Review Guide (Environmental Protection Agency's National Response Team).
- US Army Corps of Engineers – Flood Fighting (PL 84-99).
- Homeland Security Presidential Directive-5 (HSPD-5) *Management of Domestic Incidents*.

STATE

- 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)).
- Standardized Emergency Management System (SEMS) Guidelines.
- California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code).
- California Civil Code, Chapter 9, Section 1799.102 - Good Samaritan Liability
- California Emergency Plan.
- California Natural Disaster Assistance Act (Chapter 7.5 of Division 1 of Title 2 of the Government Code).
- California Hazardous Materials Incident Contingency Plan.
- 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.
- Orders and Regulations which may be Selectively Promulgated by the Governor during a State of Emergency
- Orders and Regulations Promulgated by the Governor to Take Effect upon the Existence of a State of War Emergency
- California Master Mutual Aid Agreement



LOCAL

- Chino Hills Municipal Code, 2.44, Emergency Organization
- Resolution No. 89-12 adopting the Master Mutual Aid Agreement, adopted April 18, 1989.
- Resolution No. 91-23 adopting Workmen's Compensation Benefits for Disaster Service Workers, adopted May 7, 1991.
- Verbal agreement with the American Red Cross

REFERENCES

- Federal Response Plan (FEMA).
- Disaster Assistance Procedure Manual (State OES).
- California Emergency Resources Management Plan.
- California Master Mutual Aid Agreement.
- California Law Enforcement Mutual Aid Plan.
- California Fire and Rescue Operations Plan.
- Homeland Security Act of 2002
- HSPD-5, Management of Domestic Incidents
- HSPD-8, National Preparedness
- DHS, National Incident Management System, March 1, 2004



APPENDIX 2 GLOSSARY OF TERMS

Action Plan (AP): See EOC Action Plan and Incident Action Plan.

Activation: 1) Initial activation of an EOC may be accomplished by a designated official of the emergency response agency that implements SEMS as appropriate to accomplish the agency's role in response to the emergency. 2) An event in the sequence of events normally experienced during most emergencies.

After-Action Report (AAR): A report that examines response actions, application of SEMS, modifications to plans and procedures, training needs and recovery activities. After action reports are required under SEMS after any emergency that requires a declaration of an emergency. Reports must be submitted within 90 days to CalEMA.

Agency: A division of government with a specific function offering a particular kind of assistance. In the Incident Command System (ICS), agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance). Governmental organizations are most often in charge of an incident, though in certain circumstances private sector organizations may be included. Additionally, Non-Governmental Organizations (NGOs) may be included to provide support.

All-Hazards: Any incident, natural or manmade, that warrants action to protect life, property, environment, public health or safety and minimize disruptions of government, social, or economic activities.

California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA): An agreement entered into by and between the State of California, its various departments and agencies and the various political subdivisions, municipal corporations and 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 in response to any type of disaster or emergency.

California Emergency Functions (CA-EF): The California Emergency Functions are a grouping of state agencies, departments and other stakeholders with similar functional activities/responsibilities whose responsibilities lend to improving the state's ability to collaboratively prepare for, effectively mitigate, cohesively respond to and rapidly recover from any emergency. California Emergency Functions unify a broad-spectrum of stakeholders with various capabilities, resources and authorities to improve collaboration and coordination for a particular discipline. They also provide a framework for the state government to support regional and community stakeholder collaboration and coordination at all levels of government and across overlapping jurisdictional boundaries.

California Emergency Services Act (ESA): An Act within the California Government Code to insure that preparations within the state will be adequate to deal with natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property and the natural resources of the state and generally to protect the health and safety and preserve the lives and property of the people of the state.

Catastrophe: Any natural or manmade incident, including terrorism that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions.



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

Command/Management: Command is responsible for the directing, ordering, and/or controlling of resources at the field response level. Management is responsible for overall emergency policy and coordination at the SEMS EOC levels.

Command Post: See Incident Command Post.

Command Staff: The Command Staff at the SEMS Field Level consists of the Information Officer, Safety Officer and Liaison Officer. They report directly to the Incident Commander. They may have an assistant or assistants, as needed. These officers are also found at the EOC levels in SEMS and they report directly to the EOC Director and comprise the Management Staff. They may have an assistant or assistants, as needed.

Common Terminology: Normally used words and phrases-avoids the use of different words/phrases for same concepts, consistency, to allow diverse incident management and support organizations to work together across a wide variety of incident management functions and hazard scenarios.

Communications: Process of transmission of information through verbal, written, or symbolic means.

Continuity of Government (COG): Activities that address the continuance of constitutional governance. COG planning aims to preserve and/or reconstitute the institution of government and ensure that a department or agency's constitutional, legislative, and/or administrative responsibilities are maintained. This is accomplished through succession of leadership, the pre- delegation of emergency authority and active command and control during response and recovery operations.

Continuity of Operations (COOP): Planning should be instituted (including all levels of government) across the private sector and non-governmental organizations as appropriate, to ensure the continued performance of core capabilities and/or critical government operations during any potential incident.

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. Multiagency or Interagency coordination is found at all SEMS levels.

Coordination Center: Term used to describe any facility that is used for the coordination of agency or jurisdictional resources in support of one or more incidents.

Corrective Actions: Implementing procedures that are based on lessons learned from actual incidents or from training and exercises.

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



Critical Infrastructure: Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

Cyber Threat: An act or threat that poses potentially devastating disruptions to critical infrastructure, including essential communications such as voice, email and Internet connectivity

Cyber Security: The protection of data and systems in networks that are connected to the internet, including measures to protect critical infrastructure services. These services may include essential communications such as voice, email and internet connectivity.

Demobilization: The orderly, safe and efficient return of an incident resource to its original location and status.

Department Operations Center (DOC): An Emergency Operations Center (EOC), specific to a single department or agency. Their focus is on internal agency incident management and response. They are often linked to and, in most cases, are physically represented in a combined agency EOC by authorized agent(s) for the department or agency.

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

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

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

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

Emergency Management Assistance Compact (EMAC): A congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster-affected state can request and receive assistance from other member states quickly and efficiently, resolving two key issues upfront: liability and reimbursement.

Emergency Management Community: The stakeholders in emergency response in California including the residents of California, the private sector and federal, state, local and tribal governments.

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



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

Emergency Resource Directory (ERD): A directory containing information on agency or organization personnel emergency certifications and qualifications and vendor and support organization supplies, equipment, etc. that may be needed during an emergency. Supplies and equipment can include such items potable water tenders, portable toilets, heavy equipment, prepared meals, bulk foodstuffs, cots, rental office trailers, etc. To the extent possible and when appropriate, equipment should be typed by capability according to a common and accepted typing schematic. Emergency resource directories should only include those items likely to be needed by the preparing agency or organization in the performance of their duties and should not attempt to include everything that may be needed in any emergency.

Emergency Response Agency: Any organization responding to an emergency, or providing mutual aid support to such an organization, whether in the field, at the scene of an incident, or to an operations center.
Emergency Response Personnel: Personnel affiliated with or sponsored by emergency response agencies.

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: Police, fire, emergency operations centers, schools, medical facilities and other resources that have a role in an effective and coordinated emergency response.

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

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

Finance/Administration Section: The section responsible for all administrative and financial considerations surrounding an incident or EOC activation.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics and Finance/Administration. The same five functions are also 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). A sixth function, Intelligence/Investigations, may be established, if required, to meet emergency management needs.

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

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

Incident: An occurrence or event, natural or manmade, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wild-land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes,



hurricanes, tornadoes, tropical storms, tsunamis, war- related disasters, public health and medical emergencies and other occurrences requiring an emergency response.

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

Incident Base: The location 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 co-located with the Base.

Incident Command: Responsible for overall management of the incident and consists of the Incident Commander, either single or unified command and any assigned supporting staff.

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

Incident Command Post (ICP): The field location where the primary functions are performed. The ICP may be co-located with the incident base or other incident facilities.

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

Information: Pieces of raw, unanalyzed data that identifies persons, evidence, events; or illustrates processes that specify the occurrence of an event. May be objective or subjective and is intended for both internal analysis and external (news media) application. Information is the “currency” that produces intelligence.

Intelligence: Product of an analytical process that evaluates information collected from diverse sources, integrates the relevant information into a cohesive package and produces a conclusion or estimate. Information must be real, accurate and verified before it becomes intelligence for planning purposes. Intelligence relates to the specific details involving the activities of an incident or EOC and current and expected conditions and how they affect the actions taken to achieve operational period objectives. Intelligence is an aspect of information. Intelligence is primarily intended for internal use and not for public dissemination.

Intelligence/Investigations: Intelligence gathered within the Intelligence/Investigations function is information that either leads to the detection, prevention, apprehension and prosecution of criminal activities (or the individual(s) involved) including terrorist incidents or information that leads to determination of the cause of a



given incident (regardless of the source) such as public health events or fires with unknown origins. This is different from the normal operational and situational intelligence gathered and reported by the Planning Section.

Interoperability: Allows emergency management/response personnel and their affiliated organizations to communicate within and across agencies and jurisdictions via voice, data, or video-on-demand, in real-time, when needed and when authorized.

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. Public information officials from all participating agencies should co-locate at the JIC.

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

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

Key Resources: Any publicly or privately controlled resources essential to the minimal operations of the economy and government.

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

Liaison Officer: A member of the Command Staff (Management Staff at the SEMS EOC Levels) responsible for coordinating with representatives from cooperating and assisting agencies or organizations. At SEMS EOC Levels, reports directly to the EOC Director and coordinates the initial entry of Agency Representatives into the Operations Center and also provides guidance and support for them as required.

Local Government: According to federal code³⁰ a county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under state law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal entity, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity.

Logistics: Providing resources and other services to support incident management.

Logistics Section: The section responsible for providing facilities, services and material support for an incident or EOC activation.

Management Staff: See Command Staff.



Mitigation: Provides a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

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

Mobilization Center: An off-emergency location where emergency services personnel and equipment may be temporarily located, pending assignment to emergencies, release, or reassignment.

Multiagency or Inter-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.

Multiagency Coordination Group (MAC Group): Typically, administrators/executives, or their appointed representatives, who are authorized to commit agency resources and funds, are brought together and form MAC Groups. MAC Groups may also be known as multiagency committees, emergency management committees, or as otherwise defined by the System. It can provide coordinated decision making and resource allocation among cooperating agencies and may establish the priorities among incidents, harmonize agency policies and provide strategic guidance and direction to support incident management activities.

Multiagency Coordination System(s) (MACS): Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration and information coordination. The elements of multiagency coordination systems include facilities, equipment, personnel, procedures and communications. Two of the most commonly used elements are EOC and MAC Groups. These systems assist agencies and organizations responding to an incident.

Mutual Aid Agreements and/or Assistance Agreements: Written or oral agreements between and among agencies/organizations and/or jurisdictions that provide a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.

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 CalEMA 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 Operational Areas.

National: Of a nationwide character, including the federal, state, tribal and local aspects of governance and policy.

National Incident Management System (NIMS): Provides a systematic, proactive approach guiding government agencies at all levels, the private sector and non-governmental organizations 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 Response Framework (NRF): A guide to how the nation conducts all-hazards incident management.

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

Officer: 1) The ICS title for the personnel responsible for the Command Staff (Management Staff at EOC) positions of Safety, Liaison and Public Information. 2) One who holds an office or post; especially one elected or appointed to a position of authority or trust in a corporation, government, institution, etc.

Operational Area (OA): An intermediate level of the state emergency organization, consisting of a county and all other political subdivisions within the geographical boundaries of the county.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually they last 12-24 hours.

Operations Section: The section responsible for all tactical incident operations and implementation of the Incident Action Plan. In ICS, it normally includes subordinate branches, divisions, and/or groups. At the SEMS EOC levels the section is responsible for the coordination of operational activities. The Operations Section at an EOC contains branches, groups or units necessary to maintain appropriate span of control.

Organization: Any association or group of persons with like objectives. Examples include, but are not limited to, governmental departments and agencies, private sector, and/or non-governmental organizations.

Planning Section: The section responsible for the collection, evaluation and dissemination of operational information related to the incident or EOC activities and for the preparation and documentation of the IAP or EOC action plan respectively. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident or EOC activation.

Political Subdivisions: Includes any city, city and county, county, tax or assessment district, or other legally authorized local governmental entity with jurisdictional boundaries.

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 NIMS, preparedness focuses on the following elements: planning, procedures and protocols, training and exercises, personnel qualification and certification and equipment certification.

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. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry.

Protocols: Sets of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.

Public Information: Processes, procedures and systems for communicating timely, accurate and accessible information on the incident's cause, size and current situation; resources committed; and other matters of general interest to the public, responders and additional stakeholders (both directly affected and indirectly affected).

Public Information Officer (PIO): A member of the Command Staff (Management Staff at the SEMS EOC Levels) responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements.

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

Recovery Plan: A plan developed to restore the affected area or community.

Region Emergency Operations Center (REOC): Facilities found at CalEMA Administrative Regions. REOC provide centralized coordination of resources among Operational Areas within their respective regions and between the Operational Areas and the State Level.

Reimbursement: Provides a mechanism to recoup funds expended for incident-specific activities.

Resource Management: Efficient emergency management and incident response 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 NIMS includes mutual aid agreements and assistance agreements; the use of special federal, state, tribal and local teams; and resource mobilization protocols.

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

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property and meet basic human needs. Response also includes the execution of EOP and of mitigation activities designed to limit the loss of life, personal injury, property damage and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other



information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity and apprehending actual perpetrators and bringing them to justice.

Response Personnel: Includes federal, state, territorial, tribal, sub-state regional and local governments, private sector organizations, critical infrastructure owners and operators, NGO and all other organizations and individuals who assume an emergency management role. Also known as an Emergency Responder.

Safety Officer: A member of the Command Staff (Management Staff at the SEMS EOC Levels) responsible for monitoring incident operations and advising the IC on all matters relating to operational safety, including the health and safety of emergency responder personnel. The Safety Officer may have assistants.

Section: 1) The organizational level having responsibility for a major functional area of incident or EOC Management, (e.g. Operations, Planning, Logistics, Finance/Administration) and Intelligence/ Investigations (if established). The section is organizationally situated between the branch and the Incident Command. 2) A separate part or division as: a. A portion of a book, treatise, or writing. b. A subdivision of a chapter. c. A division of law.

Situation Report: Often contain confirmed or verified information regarding the specific details relating to the incident.

Span of Control: The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. (Under NIMS, an appropriate span of control is between 1:3 and 1:7, with optimal being 1:5.)

Special District: A unit of local government (other than a city, county, or city and county) with authority or responsibility to own, operate and maintain systems, programs, services, or projects (as defined in California Code of Regulations (CCR) Section 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: The Robert T. Stafford Disaster Relief and Emergency Assistance Act establishes the programs and processes for the federal government to provide disaster and emergency assistance to states, local governments, tribal nations, individuals and qualified private nonprofit organizations. The provisions of the Stafford Act cover all-hazards including natural disasters and terrorist events. Relevant provisions of the Stafford Act include a process for Governors to request federal disaster and emergency assistance from the President. The President may declare a major disaster or emergency.

Staging Area: Established on an incident for the temporary location of available resources. A Staging Area can be any location on an incident in which personnel, supplies and equipment can be temporarily housed or parked while awaiting operational assignment.

Standard Operating Guide (SOG): Complete reference document or an operations manual that provides the purpose, authorities, duration and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.



Standard Operating Procedure (SOP): Complete reference document or an operations manual that provides the purpose, authorities, duration and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.

Standardized Emergency Management System (SEMS): A system required by California Government Code and established by regulations for managing response to multiagency and multijurisdictional emergencies in California. SEMS consists of five organizational levels, which are activated as necessary: Field response, Local Government, Operational Area, Region and State.

Standardized Emergency Management System (SEMS) Guidelines: The SEMS guidelines are intended to assist those responsible for planning, implementing and participating in SEMS.

Standardized Emergency Management System (SEMS) Regulations: Regulations establishing the Standardized Emergency Management System (SEMS) based upon the Incident Command System (ICS) adapted from the system originally developed by the Firefighting Resources of California Organized for Potential Emergencies (FIRESCOPE) program including those currently in use by state agencies, the Multiagency Coordination System (MACS) as developed by FIRESCOPE program, the Operational Area concept and the Master Mutual Aid Agreement and related mutual aid systems. Regulations are found at TITLE 19. DIVISION 2. Chapter 1, ∞ 2400 et. Seq.

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

State Operations Center (SOC): The SOC is operated by the California Emergency Management Agency at the State Level in SEMS. It is responsible for centralized coordination of state resources in support of the three CalEMA Administrative Regional Emergency Operations Centers (REOCs). It is also responsible for providing updated situation reports to the Governor and legislature.

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

System: An integrated combination of people, equipment and processes that work in a coordinated manner to achieve a specific desired output under specific conditions.

Technical Assistance: Support provided to state, tribal and local 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 or hazardous material assessments).

Technical Specialists: Personnel with special skills that can be used anywhere within the SEMS organization. No minimum qualifications are prescribed, as technical specialists normally perform the same duties during an incident that they perform in their everyday jobs and they are typically certified in their fields or professions.

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any state or other subdivision of the United States in which it occurs; and is



intended to intimidate or coerce the civilian population, or influence or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Public Law 107–296, 116 Stat. 2135 (2002).

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

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

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.].

Type: 1) An ICS resource classification that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size, power, capacity, or (in the case of incident management teams) experience and qualifications. 2) A class, kind, or group sharing one or more characteristics; category. 3) A variety or style of a particular class or kind of things.

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

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

Vital Records: The essential agency records that are needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records), or to protect the legal and financial rights of the Government and those affected by Government activities (legal and financial rights records).

Volunteer: For purposes of NIMS, a volunteer is any individual accepted to perform services by the lead agency (which has authority to accept volunteer services) when the individual performs services without promise, expectation, or receipt of compensation for services performed. See 16 U.S.C. 742f(c) and 29 CFR 553.101.



APPENDIX 3 CONTACT LIST

<u>AGENCY</u>	<u>MOBILE NUMBER</u>	<u>OFFICE</u>
POLICE/SHERIFF'S DEPARTMENT,		
Capt Robert Guillen	(909) 214-0119	(909) 364-2003
Lt. Dave Phelps	(909) 478-4060	(909) 364-2004
Sgt. Garth Goodell	(909) 247-7458	(909) 364-2005
24 Hr. Watch Commander		(909) 364-2042
FIRE:		
Chino Valley Independent Fire District		
Fire Chief Tom Shackelford	(909) 816-7685	(909) 902-5290
Dispatch		(909) 983-5911
CITY OF CHINO		
Administrative Services Manager, Chris Wolff	(909) 721-5617	(909) 334-3084
City of Chino EOC (Police Dispatch)		(909) 334-3200
CHINO UNIFIED SCHOOL DISTRICT		
Director of Risk Management, Dan Mellon	(909) 821-8518	(909) 628-1201x1302
Security, Asst. Supt., Patricia M. Miller	(909) 437-4843	
COUNTY OFFICE OF EMERGENCY SERVICES		
EOC Director/Deputy Officer, Mike Antonucci	(909)660-9745	(909)356-3998
Communications Center (After Hours Duty Officer)	(909)356-3805	
Emergency Communications Service (ECS) Main	(909)356-3938	
Operational Frequencies EOC Main HF	-3.9875	
EOC 800Main	-7-Admin-2	
EOC VHF Fire	-White 1	



City of Chino Hills
Emergency Operations Plan

Appendix 3
Contact List

<u>AGENCY</u>	<u>MOBILE NUMBER</u>	<u>OFFICE</u>
AMERICAN RED CROSS, DISASTER SERVICES		
Response Manager, April Wing	(760) 954-4476	(909) 888-1481
After Hour Notification (After 5pm, Weekends & Holidays)		(855) 891-7325
INLAND VALLEY HUMANE SOCIETY		
24 Hr. Emergency Telephone		(909) 594-9858
CEO/President, William Harford	(909) 717-8693	(909) 706-4606
Operations Manager, Jim Edward	(951) 538-0317	(909) 706-4601

ADDITIONAL AGENCIES/UTILITIES		
California Department of Forestry - Dispatch		(909) 883-1112
California Highway Patrol - Dispatch		(909) 388-8000
Caltrans, District Director, Basem Muallem	(909) 214-5995	(909) 383-4055
VERIZON TELCOM		
Michael Birch--Manager of Dispatch Operations 24hr. Repair Public number (800) 483-1000	(909) 518-6920	(626) 303-4543
SO. CALIF. EDISON		
Lydia Roman	(626) 862-3274	(909) 930-8501
Emergency Dispatch for Police/Fire use	(800) 426-0621	
Edison emergency number for general public	(800) 611-1911	
THE GAS COMPANY		
Tina Javid	(714) 319-1777	(323) 881-3552
After Hours Dispatch	(909) 335-7816	
Central Operator	(213) 244-1200	

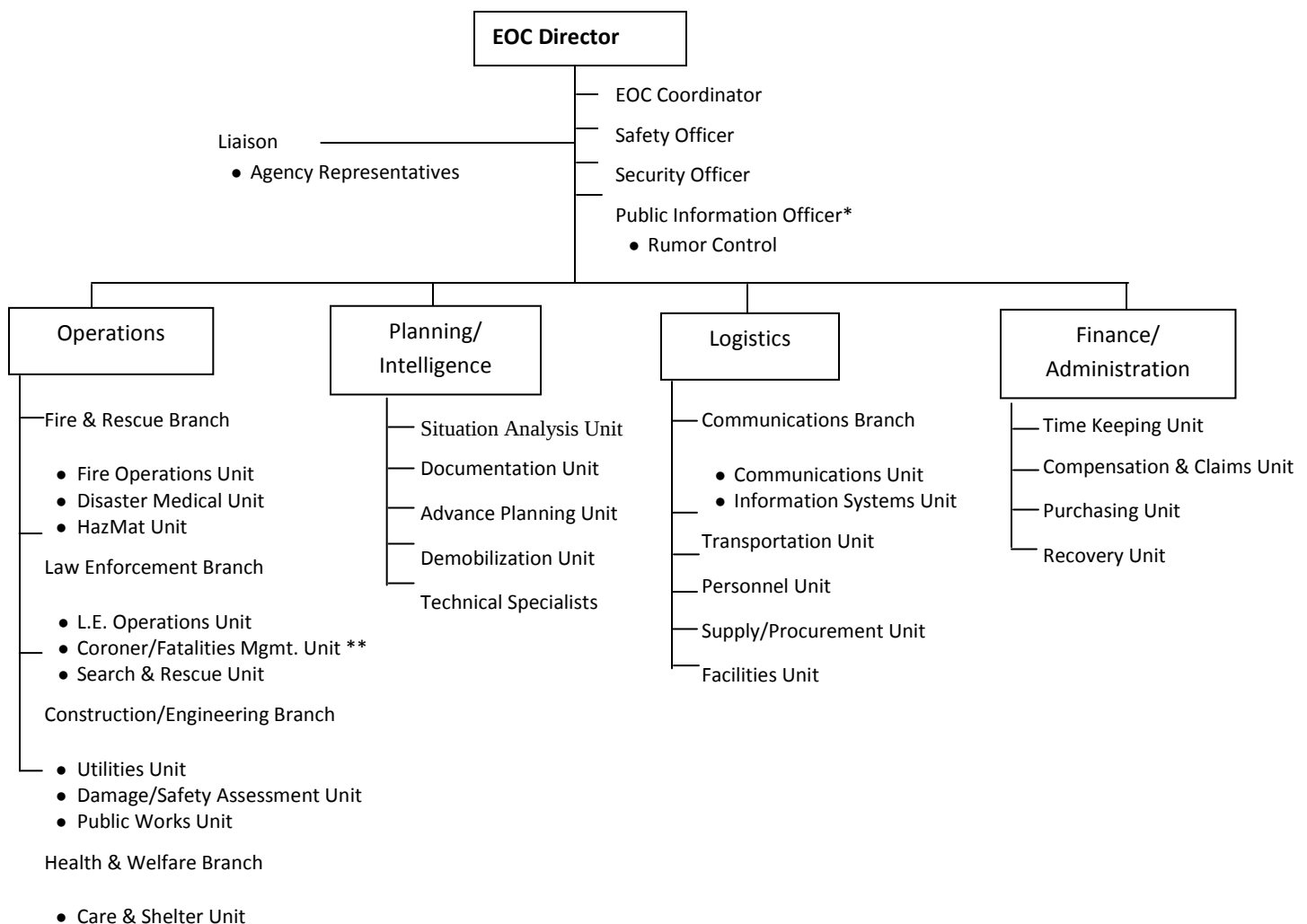


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APPENDIX 4 STANDARDIZED EMERGENCY MANAGEMENT SYSTEM EOC POSITION CHECKLISTS

The following checklists are extracted from the state planning guide **SEMS Local Government EOC Position Checklists**. They are based on the generic SEMS operating structure shown below. The EOC Director may alter this generic structure as needed based on operational requirements.





Generic Checklist

(For All Positions)

Activation Phase:

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

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the after-action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.



Management Section

EOC Director

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

Responsibilities:

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

Activation Phase:

- ☐ Determine appropriate level of activation based on situation as known.
- ☐ Mobilize appropriate personnel for the initial activation of the EOC.
- ☐ Respond immediately to EOC site and determine operational status.
- ☐ Obtain briefing from whatever sources are available.
- ☐ Ensure that the EOC is properly set up and ready for operations.
- ☐ Ensure that an EOC check-in procedure is established immediately.
- ☐ Ensure that an EOC organization and staffing chart is posted and completed.
- ☐ Determine which sections are needed, assign Section Chiefs as appropriate and ensure they are staffing their sections as required.
 - ☐ Operations Section Chief
 - ☐ Logistics Section Chief
 - ☐ Planning/Intelligence Section Chief
 - ☐ Finance/Administration Chief
- ☐ Determine which Management Section positions are required and ensure they are filled as soon as possible.
 - ☐ Liaison Officer
 - ☐ EOC Coordinator
 - ☐ Public Information Branch Coordinator
 - ☐ Safety Officer
 - ☐ Security Officer
- ☐ Ensure that telephone and/or radio communications with Operational Area EOC are established and functioning.
- ☐ Schedule the initial Action Planning meeting.
- ☐ Confer with the General Staff to determine what representation is needed at the EOC from other emergency response agencies.
- ☐ Assign a liaison officer to coordinate outside agency response to the EOC, and to assist as necessary in establishing an Interagency Coordination Group.



Operational Phase:

- ☐ Monitor general staff activities to ensure that all appropriate actions are being taken.
- ☐ In conjunction with the Public Information Unit, conduct news conferences and review media releases for final approval, following the established procedure for information releases and media briefings.
- ☐ Ensure that the Liaison Officer is providing for and maintaining effective interagency coordination.
- ☐ Based on current status reports, establish initial strategic objectives for the City EOC.
- ☐ In coordination with Management Staff, prepare management function objectives for the initial Action Planning Meeting.
- ☐ Convene the initial Action Planning meeting. Ensure that all Section Chiefs, Management Staff, and other key agency representatives are in attendance. Ensure that appropriate Action Planning procedures are followed. (refer to Planning/Intelligence Section, "Action Planning Job Aid." Ensure the meeting is facilitated appropriately by the Planning/Intelligence Section.
- ☐ Once the Action Plan is completed by the Planning/Intelligence Section, review, approve and authorize its implementation.
- ☐ Conduct periodic briefings with the general staff to ensure strategic objectives are current and appropriate.
- ☐ Conduct periodic briefings for elected officials or their representatives.
- ☐ Formally issue Emergency Proclamation for the City, and coordinate local government proclamations with other emergency response agencies, as appropriate.
- ☐ Brief your relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

Demobilization Phase:

- ☐ Authorize demobilization of sections, branches and units when they are no longer required.
- ☐ Notify the Operational Area EOC, and other appropriate organizations of the planned demobilization, as appropriate.
- ☐ Ensure that any open actions not yet completed will be handled after demobilization.
- ☐ Ensure that all required forms or reports are completed prior to demobilization.
- ☐ Be prepared to provide input to the after action report.
- ☐ Deactivate the City EOC at the designated time, as appropriate.
- ☐ Proclaim termination of the emergency response and proceed with recovery operations.



EOC Coordinator (ESC)

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

Responsibilities:

1. Facilitate the overall functioning of the EOC.
2. Assist and serve as an advisor to the EOC Director and General Staff as needed, providing information and guidance related to the internal functions of the EOC and ensure compliance with operational area emergency plans and procedures.
3. Assist the Liaison Officer in ensuring proper procedures are in place for directing agency representatives and conducting VIP/visitor tours of the EOC.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.
- ☐ Assist the EOC Director in determining appropriate staffing for the EOC.
- ☐ Provide assistance and information regarding section staffing to all general staff.

Operational Phase:

- ☐ Assist the EOC Director and the General Staff in developing an overall strategic objectives as well as section objectives for the Action Plan.
- ☐ Advise the EOC Director on procedures for enacting emergency proclamations, emergency ordinances and resolutions, and other legal requirements.
- ☐ Assist the Planning/Intelligence Section in the development, continuous updating, and execution of the EOC Action Plan.
- ☐ Provide overall procedural guidance to General Staff as required.
- ☐ Provide general advice and guidance to the EOC Director as required.
- ☐ Ensure that all notifications are made to the Operational Area EOC.
- ☐ Ensure that all communications with appropriate emergency response agencies is established and maintained.
- ☐ Assist EOC Director in preparing for and conducting briefings with Management Staff, the City Council, the media, and the general public.
- ☐ Assist the EOC Director and Liaison Officer, in establishing and maintaining an Interagency Coordination Group comprised of outside agency representatives and executives not assigned to specific sections within the EOC.
- ☐ Assist the Liaison Officer with coordination of all EOC visits.
- ☐ Provide assistance with shift change activity as required.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.



Public Information Branch Coordinator

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

Responsibilities:

1. Serve as the coordination point for all media releases.
2. Represent the jurisdiction as the lead Public Information Officer.
3. Ensure that the public within the affected area receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs and other vital information.
4. Coordinate media releases with Public Information Officers representing other affected emergency response agencies within the Operational Area as required.
5. Develop the format for press conferences, in conjunction with the EOC Director.
6. Maintaining a positive relationship with the media representatives.
7. Supervising the Public Information Branch.

Activation Phase:

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

Operational Phase:

- ☐ Obtain policy guidance from the EOC Director with regard to media releases.
- ☐ Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavorable media comments. Recommend procedures or measures to improve media relations.
- ☐ Coordinate with the Situation Status Unit and identify method for obtaining and verifying significant information as it is developed.
- ☐ Develop and publish a media briefing schedule, to include location, format, and preparation and distribution of hand-out materials.
- ☐ Implement and maintain an overall information release program.
- ☐ Establish a Media Information Center, as required, providing necessary space, materials, telephones, and electrical power.
- ☐ Maintain up-to-date status boards and other references at the media information center.
- ☐ Provide adequate staff to answer questions from members of the media.
- ☐ Interact with other City EOC as well as Operational Area EOC PIOs and obtain information relative to public information operations.
- ☐ Develop content for state Emergency Alert System (EAS) releases if available.
- ☐ Monitor EAS releases as necessary.
- ☐ In coordination with other EOC sections and as approved by the EOC Director, issue timely and consistent advisories and instructions for life safety, health, and assistance for the public.
- ☐ At the request of the EOC Director, prepare media briefings for members of the City Council and provide other assistance as necessary to facilitate their participation in media briefings and press conferences.
- ☐ Ensure that a rumor control function is established to correct false or erroneous information.
- ☐ Ensure that adequate staff is available at incident sites to coordinate and conduct tours of the disaster areas.



- ☐ Provide appropriate staffing and telephones to efficiently handle incoming media and public calls.
- ☐ Prepare, update, and distribute to the public a Disaster Assistance Information Directory, which contains locations to obtain food, shelter, supplies, health services, etc.
- ☐ Ensure that announcements, emergency information and materials are translated and prepared for special populations (non-English speaking, hearing impaired etc.).
- ☐ Monitor broadcast media, using information to develop follow-up news releases and rumor control.
- ☐ Ensure that file copies are maintained of all information released.
- ☐ Provide copies of all media releases to the EOC Director.
- ☐ Conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known.
- ☐ Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.



Rumor Control Unit Leader

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

Responsibilities:

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

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operational Phase:

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

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.



Liaison Officer

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

Responsibilities:

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

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.
- ☐ Obtain assistance for your position through the Personnel Unit in Logistics, as required.

Operational Phase:

- ☐ Contact Agency Representatives already on-site, ensuring that they:
 - ☐ Have signed into the EOC,
 - ☐ Understand their assigned functions,
 - ☐ Know their work locations,
 - ☐ Understand EOC organization and floor plan.
- ☐ Determine if additional representation is required from:
 - ☐ Other agencies,
 - ☐ Volunteer organizations,
 - ☐ Private organizations,
 - ☐ Utilities not already represented.
- ☐ In conjunction with the EOC Director and EOC Coordinator, establish and maintain an Interagency Coordination Group comprised of outside agency representatives and executives not assigned to specific sections within the EOC.
- ☐ Assist the EOC Director and EOC Coordinator in conducting regular briefings for the Interagency Coordination Group and with distribution of the current EOC Action Plan and Situation Report.
- ☐ Request that Agency Representatives maintain communications with their agencies and obtain situation status reports regularly.
- ☐ With the approval of the EOC Director, provide agency representatives from the EOC to other EOCs as required and requested.
- ☐ Maintain a roster of agency representatives located at the City EOC. Roster should include assignment within the EOC (Section or Interagency Coordination Group). Roster should be distributed internally on a regular basis.



Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist
- ☐ Release agency representatives that are no longer required in the City EOC when authorized by the EOC Director.



Legislative Liaison Officer

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

General Duties:

- Work closely with the EOC Director to ensure proper support from all legislative entities.
- Liaison with legislative representatives as necessary to acquire vital support for your jurisdiction.
- Assist EOC Director as needed

Responsibilities:

Although this is not a position described in ICS or SEMS, it is a management level function that has demonstrated its necessity during recent disasters. The Legislative Liaison is a part of the management staff and may be a singular person or group who, as an incident indicates, establishes and maintains personal contact with the elected officials representing an impacted area at the county/state/federal levels.

Ensure that a link has been established between the City of Chino Hills and the legislative body to pass on information and requests and to lobby for the filling of requests when the established request channels are overloaded and not responsive. Communicate local needs to your community's legislative officers and establish a continued link between the jurisdiction and all other potential entities as needed. Identify issues that should be forwarded to the proper political entities to ensure the best possible response to your jurisdiction.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operational Phase:

- ☐ Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.
- ☐ Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.
- ☐ Assist EOC Director in preparing a city strategy dealing with legislative issues during this event.
- ☐ Establish a link between your jurisdiction, its political bodies and the county and state legislative bodies.
- ☐ Assist EOC in addressing any political issues that might arise. Determine, with the EOC Director, the need to contact specific legislative bodies to ensure the best possible response to your community.
- ☐ Established operating procedure with the Information Systems Branch of the Logistics Section for use of the telephone, radio and data systems. Make any priorities or special requests known.
- ☐ Review situation reports as they are received. Verify information where questions exist.
- ☐ Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ☐ Determine and anticipate support requirements and forward to your Section Coordinator.
- ☐ Monitor your position activities and adjust staffing and organization to meet current needs.
- ☐ Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- ☐ Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.



Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist
- ☐ Be prepared to provide input to the After-Action Report.



Agency Representatives

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

Responsibilities:

1. Agency Representatives should be able to speak on behalf of their agencies, within established policy limits, acting as a liaison between their agencies and the EOC.
2. Agency Representatives may facilitate requests to or from their agencies, but normally do not directly act on or process resource requests.
3. Agency Representatives are responsible for obtaining situation status information and response activities from their agencies for the EOC.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.
- ☐ Check in with the Liaison Officer and clarify any issues regarding your authority and assignment, including the functions of other representatives from your agency (if any) in the EOC.
- ☐ Establish communications with your home agency; notify the Logistics Section Communications Unit and the Liaison Officer of any communications problems.
- ☐ Unpack any materials you may have brought with you and set up your assigned station, request through the Liaison Officer and/or Logistics to obtain necessary materials and equipment.
- ☐ Obtain an EOC organization chart, floor plan, and telephone list from the Liaison Officer.
- ☐ Contact the City EOC sections or branches that are appropriate to your responsibility; advise them of your availability and assigned work location in the EOC.

Operational Phase:

- ☐ Facilitate requests for support or information that your agency can provide.
- ☐ Keep current on the general status of resources and activity associated with your agency.
- ☐ Provide appropriate situation information to the Planning/Intelligence Section.
- ☐ Represent your agency at planning meetings, as appropriate, providing update briefings about your agency's activities and priorities.
- ☐ Keep your agency executives informed and ensure that you can provide agency policy guidance and clarification for the EOC Director as required.
- ☐ On a regular basis, inform your agency of the City EOC priorities and actions that may be of interest.
- ☐ Maintain logs and files associated with your position.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.
- ☐ When demobilization is approved by the EOC Director, contact your agency and advise them of expected time of demobilization and points of contact for the completion of ongoing actions or new requirements.
- ☐ Ensure that you complete all final reports, close out your activity log, and transfer any ongoing missions and/or actions to the Liaison Officer or other appropriate individual.
- ☐ Ensure copies of all documentation generated during the operation are submitted to the Planning/Intelligence Section.



Safety Officer

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

Responsibilities:

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

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operational Phase:

- ☐ Tour the entire EOC facility and evaluate conditions; advise the EOC Director of any conditions and actions which might result in liability, (unsafe layout or equipment set-up, etc.)
- ☐ Study the EOC facility and document the locations of all fire extinguishers, emergency pull stations, and evacuation routes and exits.
- ☐ Be familiar with particularly hazardous conditions in the facility; take action when necessary.
- ☐ Prepare and present safety briefings for the EOC Director and General Staff at appropriate meetings.
- ☐ If the event which caused activation was an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.
- ☐ Ensure that the EOC facility is free from any environmental threats - e.g., radiation exposure, air purity, water quality, etc.
- ☐ Keep the EOC Director advised of unsafe conditions; take action when necessary.
- ☐ Coordinate with the Finance/Administration Section in preparing any personnel injury claims or records necessary for proper case evaluation and closure.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.



Security Officer

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

Responsibilities:

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

Activation Phase:

- ☐ Follow the generic Activation Phase Checklist.

Operational Phase:

- ☐ Determine the current EOC security requirements and arrange for staffing as needed.
- ☐ Determine needs for special access to EOC facilities.
- ☐ Provide executive and V.I.P. security as appropriate and required.
- ☐ Provide recommendations as appropriate to EOC Director.
- ☐ Prepare and present security briefings for the EOC Director and General Staff at appropriate meetings.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.



Operations Section

Operations Section Chief

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

Responsibilities:

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

Activation Phase:

- ☐ Follow the generic Activation Phase Checklist.
- ☐ Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- ☐ Meet with Planning/Intelligence Section Chief; obtain a preliminary situation briefing.
- ☐ Based on the situation, activate appropriate branches within the section. Designate Branch Coordinators as necessary.
 - ☐ Fire & Rescue
 - ☐ Law Enforcement
 - ☐ Health and Welfare
 - ☐ Construction & Engineering
- ☐ Determine need for Mutual Aid.
- ☐ Request additional personnel for the section as necessary for 24-hour operation.
- ☐ Obtain a current communications status briefing from the Communications Branch Coordinator in Logistics. Ensure that there is adequate equipment and frequencies available for the section.
- ☐ Determine estimated times of arrival of section staff from the Personnel Branch in Logistics.
- ☐ Confer with the EOC Director to ensure that the Planning/Intelligence and Logistics Sections are staffed at levels necessary to provide adequate information and support for operations.
- ☐ Coordinate with the Liaison Officer regarding the need for Agency Representatives in the Operations Section.
- ☐ Establish radio or cell-phone communications with Incident Commander(s) operating in City, and coordinate accordingly.
- ☐ Determine activation status of other EOCs in the Operational Area and establish communication links with their Operations Sections if necessary.
- ☐ Based on the situation known or forecasted, determine likely future needs of the Operations Section.



- ☐ Identify key issues currently affecting the Operations Section; meet with Section personnel and determine appropriate section objectives for the first operational period.
- ☐ Review responsibilities of branches in section; develop an Operations Plan detailing strategies for carrying out Operations objectives.
- ☐ Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Phase:

- ☐ Ensure that all section personnel are maintaining their individual position logs.
- ☐ Ensure that situation and resources information is provided to the Planning/Intelligence Section on a regular basis or as the situation requires, including Branch Status Reports and Major Incident Reports (utilize Response Information Management System format if available).
- ☐ Ensure that all media contacts are referred to the Public Information Branch.
- ☐ Conduct periodic briefings and work to reach consensus among staff on objectives for forth-coming operational periods.
- ☐ Attend and participate in EOC Director's Action Planning meetings.
- ☐ Provide the Planning/Intelligence Section Chief with the Operations Section's objectives prior to each Action Planning meeting.
- ☐ Work closely with each Branch Coordinator to ensure that the Operations Section objectives, as defined in the current Action Plan, are being addressed.
- ☐ Ensure that the branches coordinate all resource needs through the Logistics Section.
- ☐ Ensure that intelligence information from Branch Coordinators is made available to the Planning/Intelligence Section in a timely manner.
- ☐ Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of emergency expenditures and daily time sheets).
- ☐ Brief the EOC Director on all major incidents.
- ☐ Complete a Major Incident Report for all major incidents; forward a copy to the Planning/Intelligence Section.
- ☐ Brief Branch Coordinators periodically on any updated information you may have received.
- ☐ Share status information with other sections as appropriate.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.



Fire & Rescue Branch Coordinator

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

Responsibilities:

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

Activation Phase:

- ☐ Follow the generic Activation Phase Checklist.
- ☐ Based on the situation, activate the necessary Units within the Fire & Rescue Branch:
 - ☐ Fire Operations Unit
 - ☐ Search & Rescue Unit
 - ☐ Disaster Medical Unit
 - ☐ Hazmat Unit
- ☐ If the mutual aid system is activated, coordinate use of City fire resources with the Operational Area Fire & Rescue Mutual Aid Coordinator.
- ☐ Prepare and submit a preliminary branch status report and major incident reports as appropriate to the Operations Section Chief.
- ☐ Prepare objectives for the Fire & Rescue Branch; provide them to the Operations Section Chief prior to the first Action Planning meeting.

Operational Phase:

- ☐ Ensure that Branch and Unit position logs and other files are maintained.
- ☐ Maintain current status on Fire & Rescue missions being conducted in the City.
- ☐ Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Fire & Rescue Branch operational periodically or as requested during the operational period.
- ☐ On a regular basis, complete and maintain the Fire & Rescue Branch Status Report on RIMS forms if available.
- ☐ Refer all contacts with the media to the Public Information Branch.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
- ☐ Prepare objectives for the Fire & Rescue Branch for the subsequent operational period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.
- ☐ Provide your relief with a briefing at shift change; inform him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.



Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.



Fire Operations Unit Leader

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

Responsibilities:

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

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain a position log and other appropriate files.
- ☐ Establish and maintain radio or cell-phone communication with the Department Operations Center, or Fire & Rescue Branch at the Field Level.
- ☐ Obtain regular status reports on the fire situation from the Department Operations Center or Fire & Rescue Branch at the Field Level.
- ☐ Assess the impact of the disaster/event on the City Fire Department's operational capability.
- ☐ Establish the objectives of the Fire Operations Unit based on the nature and severity of the disaster, and provide them to the Fire & Rescue Branch Coordinator prior to the first Action Planning meeting.
- ☐ Provide fire status updates to the Fire & Rescue Branch Coordinator on a regular basis.
- ☐ Evaluate and process all requests for fire Mutual Aid resources through the Operational Area Fire & Rescue Mutual Aid Coordinator.
- ☐ If not addressed at the Incident Command Post or DOC, ensure that incident facilities are established (staging areas, etc.) to coordinate incoming fire mutual aid resources, as required.
- ☐ In conjunction with Planning/Intelligence, determine if current and forecasted weather conditions will affect fire and rescue operations.
- ☐ Inform the Fire & Rescue Branch Coordinator of all significant events that occur.
- ☐ Coordinate with the Law Enforcement Branch to determine status of evacuations and shelter locations.
- ☐ Assist in establishing camp facilities (or the use of commercial lodging) through the Logistics Section, if not addressed at the ICP or DOC.
- ☐ Reinforce the use of proper procedures for media contacts.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.



Disaster Medical Unit Leader

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

Responsibilities:

1. Ensure that all available disaster medical resources are identified and mobilized as required.
2. Provide assistance to Incident Command Posts and Department Operations Centers in establishing triage teams.
3. Determine the status of medical facilities within the affected area.
4. Coordinate the transportation of injured victims to appropriate medical facilities as required.
5. Supervise the disaster Medical Unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain position logs and other necessary files.
- ☐ Work closely with all Operations Section Branch Coordinators to determine the scope of disaster medical assistance required.
- ☐ Determine the status and availability of medical mutual aid resources in the operational area; specifically paramedics and ambulances.
- ☐ Establish radio or telephone communication with area hospitals and other medical facilities to determine their capability to treat disaster victims.
- ☐ Determine status and availability of specialized treatment such as burn centers.
- ☐ Assist the Search and Rescue Unit Leader in providing triage for extricated victims.
- ☐ Coordinate with the Logistics Section to acquire suitable transportation for injured victims as required or requested.
- ☐ Establish and maintain communication with the Operational Area EOC and determine status and availability of medical resources.
- ☐ Coordinate with the Logistics Section to obtain necessary supplies and equipment to support disaster medical operations in the field.
- ☐ Inform the Fire & Rescue Branch Coordinator of all significant events.
- ☐ Reinforce the use of proper procedures for media contacts. This is particularly critical in emergency medical situations where statistical information is requested by the media.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.



Search & Rescue Unit Leader

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

Responsibilities:

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

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain position log and other appropriate files.
- ☐ Work closely with all Operations Section Branch Coordinators to determine the scope of search and rescue assistance required.
- ☐ Coordinate with the Fire and Rescue Branch Coordinator to determine missions for search and rescue teams based on established priorities.
- ☐ Mobilize and deploy available search and rescue teams to locations within the jurisdiction, or to other emergency response agencies within the Operational Area, in a manner consistent with established policies and priorities.
- ☐ Establish radio or cell-phone communication with all deployed search and rescue team leaders to determine the scope of support required.
- ☐ Work closely with the Logistics Section to determine the status and availability of search and rescue resources in the Operational Area; specifically larger jurisdictions who have organized USAR teams.
- ☐ Coordinate with the Law Enforcement Branch to determine availability of search dog units.
- ☐ Coordinate with Construction and Engineering to provide on-site assistance with rescue operations at the request of team leaders.
- ☐ Coordinate with the Disaster Medical Unit to provide on-site assistance to extricated victims requiring medical treatment.
- ☐ Coordinate with the coroner's unit to provide on-site assistance in managing fatalities at search locations.
- ☐ Ensure that each team leader develops a safety plan for each assigned mission.
- ☐ Monitor and track the progress and status of each search and rescue team.
- ☐ Ensure that team leaders report all significant events.
- ☐ Assist in establishing camp facilities (or commercial lodging) for Search and Rescue Teams through the Logistics Section, if not addressed at the ICP or DOC.
- ☐ Inform the Fire & Rescue Branch Coordinator of all significant events.
- ☐ Reinforce the use of proper procedures for media contacts. This is particularly critical in instances where the media is seeking statistical information or personal identities of injured victims or fatalities.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.



Hazmat Unit Leader

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

Responsibilities:

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

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain a position log and other appropriate files.
- ☐ Work closely with all Operations Section Branch Coordinators to determine the scope of HazMat incident response required.
- ☐ Coordinate with the Fire and Rescue Branch Coordinator to determine missions for HazMat teams based on established priorities.
- ☐ Mobilize and deploy available HazMat teams to the Operational Area or to other emergency response agencies within the Operational Area, in a manner consistent with the Hazmat Mutual Aid System and established priorities.
- ☐ Establish radio or cell-phone communication with all deployed HazMat teams to determine the scope of support required.
- ☐ Work closely with the Logistics Section to determine the status and availability of Hazmat Response Teams in the Operational Area.
- ☐ Coordinate with construction and engineering to provide on-site assistance with HazMat operations at the request of team leaders.
- ☐ Coordinate with the Disaster Medical Unit to determine medical facilities where victims of HazMat incidents can be transported following decontamination.
- ☐ Coordinate with the Coroner's Unit to provide on-site assistance in managing fatalities at HazMat scenes.
- ☐ Monitor and track the progress and status of each HazMat team.
- ☐ Ensure that Hazmat Team Leaders report all significant events.
- ☐ Assist in establishing camp facilities (or commercial lodging) for HazMat teams through the Logistics Section, if not addressed at the ICP or DOC.
- ☐ Inform the Fire & Rescue Branch Coordinator of all significant events.
- ☐ Reinforce the use of proper procedures for media contacts. This is particularly critical in instances where the media is seeking technical information on the hazardous material, statistical information, or personal identities of injured victims or fatalities.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.



Law Enforcement Branch Coordinator

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

Responsibilities:

1. Coordinate movement and evacuation operations during a disaster.
2. Alert and notify the public of the impending or existing emergency within the City.
3. Coordinate law enforcement and traffic control operations during the disaster.
4. Coordinate site security at incidents.
5. Coordinate Law Enforcement Mutual Aid requests from emergency response agencies through the Law Enforcement Mutual Aid Coordinator at the Operational Area EOC.
6. Supervise the Law Enforcement branch.

Activation Phase:

- ☐ Follow the generic Activation Phase Checklist.
- ☐ Based on the situation, activate the necessary Units within the Law Enforcement Branch:
 - ☐ Law Enforcement Operations Unit
 - ☐ Coroner Unit
- ☐ Contact and assist the Operational Area EOC Law Enforcement and Coroner's Mutual Aid Coordinator with the coordination of mutual aid resources requested or provided by the .
- ☐ Provide an initial situation report to the Operations Section Chief.
- ☐ Based on the initial EOC strategic objectives. Prepare objectives for the Law Enforcement Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting.

Operational Phase:

- ☐ Ensure that Branch and Unit position logs and other appropriate files are maintained.
- ☐ Maintain current status on Law Enforcement missions being conducted in the City.
- ☐ Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Law Enforcement Branch operational periodically or as requested during the operational period.
- ☐ On a regular basis, complete and maintain the Law Enforcement Branch Status Report. (Use RIMS Forms if available).
- ☐ Refer all contacts with the media to the Public Information Branch.
- ☐ Determine need for Law Enforcement Mutual Aid.
- ☐ Determine need for Coroner's Mutual Aid.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
- ☐ Prepare objectives for the Law Enforcement Branch for the subsequent Operations period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning Meeting.
- ☐ Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.



Law Enforcement Operations Unit Leader

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

Responsibilities:

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

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain a position log and other appropriate files.
- ☐ Establish and maintain radio or cell-phone communication with the Department Operations Center, or Law Enforcement Branch Directors at the field level.
- ☐ Obtain regular status reports on the law enforcement situation from the Department Operations Center or Law Enforcement Branch at the field level.
- ☐ Assess the impact of the disaster/event on the Police Department's operational capability.
- ☐ Establish the objectives of the Law Enforcement Operations Unit based on the nature and severity of the disaster, and provide them to the Law Enforcement Branch Coordinator prior to the first Action Planning meeting.
- ☐ If the Department Operations Center is not activated, ensure that the assignment of law enforcement resources are closely monitored and coordinated, and that on-scene time is logged at the field level.
- ☐ If not addressed at the ICP or DOC, ensure that incident facilities are established (staging areas etc.) to coordinate incoming law enforcement mutual aid resources, as required.
- ☐ In conjunction with Planning/Intelligence, determine if current and forecasted weather conditions will affect law enforcement operations.
- ☐ Coordinate major evacuation activity with the Fire Operations Branch, as required.
- ☐ Coordinate with the Care and Shelter Unit to establish suitable shelter locations and appropriate shelter facilities for evacuated population.
- ☐ Assist in establishing camp facilities (or commercial lodging) for law enforcement personnel, through the Logistics Section, if not addressed at the ICP or DOC.
- ☐ Reinforce the use of proper procedures for media contacts.
- ☐ Provide law enforcement status updates to the Law Enforcement Branch Coordinator on a regular basis.
- ☐ Evaluate and process all requests for law enforcement resources through the Operational Area Law Enforcement Mutual Aid Coordinator.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.



Coroner Unit Leader

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

Responsibilities:

1. At the direction of the Sheriff / Coroner, establish and oversee an interim system for managing fatalities resulting from the disaster / event.
2. At the direction of the Sheriff / Coroner, establish and oversee the operation of temporary morgue facilities and maintain detailed records of information relative to each fatality.
3. Supervision of the Coroner Unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain a position log and other appropriate files.
- ☐ Ensure that locations where fatalities are discovered are secured.
- ☐ Ensure that fatality collection points are established and secured as necessary.
- ☐ Ensure that temporary morgue facilities are established in accordance with guidelines established by the Sheriff / Coroner.
- ☐ Request Coroner's Mutual Aid through the Sheriff / Coroner at the Operational Area EOC as required.
- ☐ Procure, through logistics, all necessary fatalities management equipment and supplies, such as temporary cold storage facilities or vehicles, body bags, etc..
- ☐ Coordinate with the Search & Rescue Unit To determine location and number of extricated fatalities.
- ☐ Ensure that human remains are transported from fatality collection points to temporary morgue(s), if so advised by the Sheriff / Coroner.
- ☐ Assist the Sheriff / Coroner with identification of remains and notification of next of kin as required.
- ☐ In conjunction with local mortuaries and cemeteries, assist with the reburial of any coffins that were surfaced and / or disturbed as a result of the disaster.
- ☐ Keep the Law Enforcement Branch Coordinator informed of Coroners Unit activities on a regular basis.
- ☐ Inform the Law Enforcement Branch Coordinator and the Public Information Branch of the number of confirmed fatalities resulting from the disaster or event. **(NOTE: This information must be verified with the Sheriff / Coroner prior to release).**
- ☐ Ensure that all media contacts are referred to the Public Information Branch.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.



Construction / Engineering Branch Coordinator

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

Responsibilities:

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

Activation Phase:

- ☐ Follow the generic Activation Phase Checklist.
- ☐ Based on the situation, activate the necessary units within the Construction/Engineering Branch:
 - ☐ Utilities Unit
 - ☐ Damage/Safety Assessment Unit
 - ☐ Public Works Unit
- ☐ Contact and assist the Operational Area Public Works Mutual Aid Coordinator with the coordination of mutual aid resources as necessary.
- ☐ Provide an initial situation report to the Operations Section Chief.
- ☐ Based on the initial EOC strategic objectives, prepare objectives for the Construction/Engineering Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting.

Operational Phase:

- ☐ Ensure that branch and unit position logs and other necessary files are maintained.
- ☐ Maintain current status on all construction/engineering activities.
- ☐ Ensure that damage and safety assessments are being carried out for both public and private facilities.
- ☐ Request mutual aid as required through the Operational Area Public Works Mutual Aid Coordinator.
- ☐ Determine and document the status of transportation routes into and within affected areas.
- ☐ Coordinate debris removal services as required.
- ☐ Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Construction/Engineering Branch activities periodically during the operational period or as requested.
- ☐ Ensure that all Utilities and Construction/Engineering Status Reports, as well as the Initial Damage Estimation are completed and maintained. (Utilize RIMS forms if available).
- ☐ Refer all contacts with the media to the Public Information Branch.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
- ☐ Prepare objectives for the Construction/Engineering Branch for the subsequent operations period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.
- ☐ Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.



Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.



Utilities Unit Leader

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

Responsibilities:

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

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operational Phase:

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

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.



Damage/Safety Assessment Unit Leader

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

Responsibilities:

1. Collect initial damage/safety assessment information from other branches/units within the Operations Section.
2. If the disaster is winter storm, flood, or earthquake related, ensure that dam inspection teams have been dispatched.
3. Provide detailed damage/safety assessment information to the Planning/Intelligence Section, with associated loss damage estimates.
4. Maintain detailed records on damaged areas and structures.
5. Initiate requests for Engineers from the Operational Area, to inspect structures and/or facilities.
6. Supervise the Damage/Safety Assessment Unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Obtain initial damage/safety assessment information from Fire & Rescue Branch, Law Enforcement Branch, Utilities Unit and other branches/units as necessary.
- ☐ Coordinate with the American Red Cross, utility service providers, and other sources for additional damage/safety assessment information.
- ☐ Prepare detailed damage/safety assessment information, including estimate of value of the losses, and provide to the Planning/Intelligence Section.
- ☐ Clearly label each structure and/or facility inspected in accordance with ATC-20 standards and guidelines.
- ☐ Maintain a list of structures and facilities requiring immediate inspection or engineering assessment.
- ☐ Initiate all requests for engineers and building inspectors through the Operational Area EOC.
- ☐ Keep the Construction/Engineering Branch Coordinator informed of the inspection and engineering assessment status.
- ☐ Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.



Public Works Unit Leader

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

Responsibilities:

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

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Ensure that appropriate staff is available to assist other emergency responders with the operation of heavy equipment, in coordination with the Logistics Section.
- ☐ Ensure that engineering staff are available to assist the Damage/Safety Assessment Unit in inspecting damaged structures and facilities.
- ☐ As requested, direct staff to provide flood fighting assistance, clear debris from roadways and water ways, assists with utility restoration, and build temporary emergency structures as required.
- ☐ Work closely with the Logistics Section to provide support and materiel as required.
- ☐ Keep the Construction/Engineering Branch Coordinator informed of unit status.
- ☐ Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.



Health and Welfare Branch Coordinator

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

Responsibilities:

1. Safeguard the public health of citizens by ensuring there is an ample supply of potable water, a functioning sanitation system, and vector controls are established, as required.
2. In coordination with volunteer and private agencies, provide clothing, shelter, and other mass care services as required, to disaster victims.
3. Supervise the Health and Welfare Branch.

Activation Phase:

- ☐ Follow the generic Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain a Health and Welfare Unit position logs and other necessary files.
- ☐ Ensure that all potable water supplies remain safe, and free from contaminants.
- ☐ Ensure that sanitation systems are operating effectively and not contaminating water supplies.
- ☐ Ensure that a vector control plan is established and implemented for the affected area(s).
- ☐ Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Health and Welfare Branch Operational periodically during the operations period or as requested.
- ☐ Complete and maintain the Care & Shelter Status Reports (utilizing RIMS forms if available).
- ☐ Ensure that the Public Health Branch is available to assist the Coroner Unit in mitigating managing mass fatality situations.
- ☐ Ensure coordination of all mass care activities occurs with the Red Cross and other volunteer agencies as required.
- ☐ Prepare objectives for the Health and Welfare Branch for the subsequent operations period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.
- ☐ Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.



Care & Shelter Unit Leader

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

Responsibilities:

1. Coordinate directly with the American Red Cross and other volunteer agencies to provide food, potable water, clothing, shelter and other basic needs as required to disaster victims within the City.
2. Assist the American Red Cross with inquiries and registration services to reunite families or respond to inquiries from relatives or friends.
3. Assist the American Red Cross with the transition from mass care to separate family/individual housing.
4. Supervise the Care & Shelter Unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain your position log and other necessary files.
- ☐ Coordinate with the Liaison Officer to request an Agency Representative from the American Red Cross. Work with the Agency Representative to coordinate all shelter and congregate care activity.
- ☐ Establish communications with other volunteer agencies to provide clothing and other basic life sustaining needs.
- ☐ Ensure that each activated shelter meets the requirements as described under the Americans With Disabilities Act.
- ☐ Assist the American Red Cross in staffing and managing the shelters to the extent possible.
- ☐ In coordination with the American Red Cross, activate an inquiry registry service to reunite families and respond to inquiries from relatives or friends.
- ☐ Assist the American Red Cross with the transition from operating shelters for displaced persons to separate family/individual housing.
- ☐ Complete and maintain the Care and Shelter Status Report Form (utilize RIMS forms if available).
- ☐ Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.



Public Health Unit Leader

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

Responsibilities:

1. Assess the status and availability of potable water within the jurisdiction
2. Assess the status of the sanitation system within the jurisdiction.
3. Inspect and assess emergency supplies such as foodstuffs and other consumables for purity and utility.
4. Assess the need for a vector control plan for the affected disaster area(s) within the jurisdiction.
5. Supervise the Public Health Unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Coordinate with the Utilities Unit Leader to determine current status of water and sanitation systems.
- ☐ If systems are damaged, request assistance from County Public Health to assess drinking water quality and potential health risks from ruptured sewer / sanitation systems.
- ☐ Develop a distribution system for drinking water throughout the City as required.
- ☐ Contact and coordinate with the Logistics Section, to obtain chemical (portable) toilets and other temporary facilities for the disposal of human waste and other infected waste.
- ☐ Inspect emergency supplies to be used in the EOC or by field emergency responders, such as foodstuffs, drugs, and other consumables for purity and utility.
- ☐ Determine the need for vector control, and coordinate with County Public Health for Vector control services as required.
- ☐ Inform the Health & Welfare Branch Coordinator on all activities of the Public Health Unit periodically during the operational period, or as requested.
- ☐ Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.



Planning/Intelligence Section

Planning/Intelligence Section Chief

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

Responsibilities:

1. Ensure that the following responsibilities of the Planning/Intelligence Section are addressed as required:
 - a. Collecting, analyzing, and displaying situation information,
 - b. Preparing periodic Situation Reports,
 - c. Preparing and distributing the EOC Action Plan and facilitating the Action Planning meeting,
 - d. Conducting Advance Planning activities and report,
 - e. Providing technical support services to the various EOC sections and branches, and documenting and maintaining files on all EOC activities.
2. Establish the appropriate level of organization for the Planning/Intelligence Section.
3. Exercise overall responsibility for the coordination of branch/unit activities within the section.
4. Keep the EOC Director informed of significant issues affecting the Planning/Intelligence Section.
5. In coordination with the other Section Chiefs, ensure that Branch Status Reports are completed and utilized as a basis for Situation Status Reports, and the EOC Action Plan.
6. Supervise the Planning/Intelligence Section.

Activation Phase:

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

Operational Phase:

- ☐ Ensure that Planning/Intelligence position logs and other necessary files are maintained.
- ☐ Ensure that The Situation Analysis Unit is maintaining current information for the situation status report.



- ☐ Ensure that major incidents reports and branch status reports are completed by the Operations Section and are accessible by Planning Intelligence (Utilize RIMS forms if available).
- ☐ Ensure that a situation status report is produced and distributed to EOC Sections and Operational Area EOC at least once, prior to the end of the operational period.
- ☐ Ensure that all status boards and other displays are kept current and that posted information is neat and legible.
- ☐ Ensure that the Public Information Branch has immediate and unlimited access to all status reports and displays.
- ☐ Conduct periodic briefings with section staff and work to reach consensus among staff on section objectives for forthcoming operational periods.
- ☐ Facilitate the EOC Director's Action Planning meetings approximately two hours before the end of each operational period.
- ☐ Ensure that objectives for each section are completed, collected and posted in preparation for the next Action Planning meeting.
- ☐ Ensure that the EOC Action Plan is completed and distributed prior to the start of the next operational period.
- ☐ Work closely with each branch/unit within the Planning/Intelligence Section to ensure the section objectives, as defined in the current EOC Action Plan are being addressed.
- ☐ Ensure that the advance planning unit develops and distributes a report which highlights forecasted events or conditions likely to occur beyond the forthcoming operational period; particularly those situations which may influence the overall strategic objectives of the EOC.
- ☐ Ensure that the Documentation Unit maintains files on all EOC activities and provides reproduction and archiving services for the EOC, as required.
- ☐ Provide technical services, such as energy advisors and other technical specialists to all EOC sections as required.
- ☐ Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.



Situation Analysis Unit Leader

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

Responsibilities:

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

Activation Phase:

- ☐ Follow the generic Activation Phase Checklist.
- ☐ Ensure there is adequate staff available to collect and analyze incoming information, maintain the Situation Status Report on RIMS, and facilitate the Action Planning process.
- ☐ Prepare Situation Analysis Unit objectives for the initial Action Planning meeting.

Operational Phase:

- ☐ Ensure position logs and other necessary files are maintained.
- ☐ Oversee the collection and analysis of all event/or disaster related information.
- ☐ Oversee the preparation and distribution of the Situation Status Report (utilizing RIMS forms if available). Coordinate with the Documentation Unit for manual distribution and reproduction as required.
- ☐ Ensure that each EOC Section provides the Situation Analysis Unit with Branch Status Reports, (utilizing RIMS forms), on a regular basis.
- ☐ Meet with the Public Information Branch Coordinator to determine the best method for ensuring access to current information.
- ☐ Prepare a situation summary for the EOC Action Planning meeting.
- ☐ Ensure each section provides their objectives at least 30 minutes prior to each Action Planning meeting.
- ☐ Convene and facilitate the Action Planning meeting following the meeting process guidelines.
- ☐ In preparation for the Action Planning meeting, ensure that all EOC objectives are posted on chart paper, and that the meeting room is set up with appropriate equipment and materials (easels, markers, sit stat reports, etc)
- ☐ Following the meeting, ensure that the Documentation Unit publishes and distributes the Action Plan prior to the beginning of the next operational period.
- ☐ Ensure that adequate staff are assigned to maintain all maps, status boards and other displays.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.



Documentation Unit Leader

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

Responsibilities:

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

Activation Phase:

- ☐ Follow the generic Activation Phase Checklist.

Operational Phase:

- ☐ Maintain a position log.
- ☐ Meet with the Planning/Intelligence Section Chief to determine what EOC materials should be maintained as official records.
- ☐ Meet with the Recovery Unit Leader to determine what EOC materials and documents are necessary to provide accurate records and documentation for recovery purposes.
- ☐ Initiate and maintain a roster of all activated EOC positions to ensure that position logs are accounted for and submitted to the Documentation Unit at the end of each shift.
- ☐ Reproduce and distribute the Situation Status Reports and Action Plans. Ensure distribution is made to the Operational Area EOC.
- ☐ Keep extra copies of reports and plans available for special distribution as required.
- ☐ Set up and maintain document reproduction services for the EOC.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.



Advance Planning Unit Leader

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

Responsibilities:

1. Development of an Advance Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period, generally within 36 to 72 hours.
2. Review all available status reports, Action Plans, and other significant documents. Determine potential future impacts of the event or disaster; particularly issues which might modify the overall strategic EOC objectives.
3. Provide periodic briefings for the EOC Director and General Staff addressing Advance Planning issues.
4. Supervise the Advance Planning Unit.

Activation Phase:

- ☐ Follow the generic Activation Phase Checklist.

Operational Phase:

- ☐ Maintain a position log.
- ☐ Monitor the current situation report to include recent updates.
- ☐ Meet individually with the general staff and determine best estimates of the future direction & outcomes of the event or disaster.
- ☐ Develop an Advance Plan identifying future policy related issues, social and economic impacts, significant response or recovery resource needs, and any other key issues likely to affect EOC operations within a 36 to 72 hour time frame.
- ☐ Submit the Advance Plan to the Planning Intelligence Chief for review and approval prior to conducting briefings for the General Staff and EOC Director.
- ☐ Review Action Planning objectives submitted by each section for the forthcoming operational period. In conjunction with the general staff, recommend a transition strategy to the EOC Director when EOC activity shifts predominately to recovery operations.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.



Technical Services Unit Leader

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

Responsibilities:

1. Provide technical observations and recommendations to the City EOC in specialized areas, as required.
2. Ensure that qualified specialists are available in the areas required by the particular event or disaster.
3. Supervise the Technical Services Unit.

Activation Phase:

- ☐ Follow the generic Activation Phase Checklist.

Operational Phase:

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

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.



Demobilization Unit Leader

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

Responsibilities:

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

Activation Phase:

- ☐ Follow the generic Activation Phase Checklist.

Operational Phase:

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

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.



Logistics Section

Logistics Section Chief

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

Responsibilities:

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

Activation Phase:

- ☐ Follow the generic Activation Phase Checklist.
- ☐ Ensure the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.
- ☐ Based on the situation, activate branches/units within section as needed and designate Branch and Unit Leaders for each element:
 - ☐ Communications Branch
 - ☐ Personnel Unit
 - ☐ Transportation Unit
 - ☐ Facilities Unit
 - ☐ Supply/Procurement Unit
 - ☐ Resource Status Unit
- ☐ Mobilize sufficient section staffing for 24 hour operations.
- ☐ Establish communications with the Logistics Section at the Operational Area EOC if activated.
- ☐ Advise Branches and Units within the section to coordinate with appropriate branches in the Operations Section to prioritize and validate resource requests from Incident Command Posts in the field. This should be done prior to acting on the request.
- ☐ Meet with the EOC Director and General Staff and identify immediate resource needs.
- ☐ Meet with the Finance/Administration Section Chief and determine level of purchasing authority for the Logistics Section.
- ☐ Assist branch and Unit Leaders in developing objectives for the section as well as plans to accomplish their objectives within the first operational period, or in accordance with the Action Plan.
- ☐ Provide periodic Section Status Reports to the EOC Director.
- ☐ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.



Operational Phase:

- ☐ Ensure that Logistic Section position logs and other necessary files are maintained.
- ☐ Meet regularly with section staff and work to reach consensus on section objectives for forthcoming operational periods.
- ☐ Provide the Planning/Intelligence Section Chief with the Logistics Section objectives at least 30 minutes prior to each Action Planning meeting.
- ☐ Attend and participate in EOC Action Planning meetings.
- ☐ Ensure that the Supply/Procurement Unit coordinates closely with the Purchasing Unit in the Finance/Administration Section, and that all required documents and procedures are completed and followed.
- ☐ Ensure that transportation requirements, in support of response operations, are met.
- ☐ Ensure that all requests for facilities and facility support are addressed.
- ☐ Ensure that all City resources are tracked and accounted for, as well as resources ordered through Mutual Aid.
- ☐ Provide section staff with information updates as required.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.



Communications Branch Coordinator

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

Responsibilities:

1. Ensure radio, telephone, and computer resources and services are provided to EOC staff as required.
2. Oversee the installation of communications resources within the City EOC. Ensure that a communications link is established with the Operational Area EOC.
3. Determine specific computer requirements for all EOC positions.
4. Implement RIMS if available, for internal information management to include message and e-mail systems.
5. Ensure that the EOC Communications Center is established to include sufficient frequencies to facilitate operations, and that adequate communications operators are available for 24-hour coverage.
6. Develop and distribute a Communications Plan which identifies all systems in use and lists specific frequencies allotted for the event or disaster.
7. Supervise the communications branch.

Activation Phase:

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

Operational Phase:

- ☐ Ensure that communication branch position logs and other necessary files are maintained.
- ☐ Keep all sections informed of the status of communications systems, particularly those that are being restored.
- ☐ Coordinate with all EOC sections/branches/units regarding the use of all communication systems.
- ☐ Ensure that the EOC Communications Center is activated to receive and direct all event or disaster related communications to appropriate destinations within the EOC.
- ☐ Ensure that adequate communications operators are mobilized to accommodate each discipline on a 24-hour basis or as required.
- ☐ Ensure that RIMS Communications links, if available, are established with the Operational Area EOC.
- ☐ Ensure that communications links are established with activated EOC within the Operational Area, as appropriate.
- ☐ Continually monitor the operational effectiveness of EOC communications systems. Provide additional equipment as required.
- ☐ Ensure that technical personnel are available for communications equipment maintenance and repair.
- ☐ Mobilize and coordinate amateur radio resources to augment primary communications systems as required.
- ☐ Keep the Logistics Section Chief informed of the status of communications systems.
- ☐ Prepare objectives for the Communications Branch; provide them to the Logistics Section Chief prior to the next Action Planning meeting.



- ☐ Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.



Communications Unit Leader

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

Responsibilities:

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

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Continually monitor and test the activated radio and telephone systems. Keep the Communications Branch Coordinator informed of system failures and restoration activities.
- ☐ Develop instructional guidance for use of radios and telephones and conduct training sessions for EOC staff as necessary.
- ☐ Meet periodically with the Operations Section Branches to ensure that their radio frequencies are adequate. Make modifications as necessary to maintain their operational capability.
- ☐ Coordinate with Pacific Bell Telephone Company in the City to obtain portable telephone banks, as necessary.
- ☐ Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.



Information Systems Unit Leader

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

Responsibilities:

1. Install, activate, and maintain information systems for the EOC .
2. Assist EOC positions in determining appropriate types and numbers of computers and computer applications required to facilitate operations.
3. Install RIMS, if available, on all computers for internal information management to include message and e-mail systems.
4. Supervise the Information Systems Unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operational Phase:

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

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.



Transportation Unit Leader

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

Responsibilities:

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

Activation Phase:

- ☐ Follow the generic Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Routinely coordinate with the Situation Analysis Unit to determine the status of transportation routes in and around the City.
- ☐ Routinely coordinate with the Construction/Engineering Branch Coordinator to determine progress of route recovery operations.
- ☐ Develop a Transportation Plan which identifies routes of ingress and egress; thus facilitating the movement of response personnel, the affected population, and shipment of resources and materiel.
- ☐ Establish contact with local transportation agencies and schools to establish availability of equipment and transportation resources for use in evacuations and other operations as needed.
- ☐ Keep the Logistics Section Chief informed of significant issues affecting the Transportation Unit.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.



Personnel Unit Leader

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

Responsibilities:

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

Activation Phase:

- ☐ Follow the generic Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain personal log and other necessary files.
- ☐ In conjunction with the Documentation Unit, develop a large poster size EOC organization chart depicting each activated position. Upon check in, indicate the name of the person occupying each position on the chart. The chart should be posted in a conspicuous place, accessible to all EOC personnel.
- ☐ Coordinate with the Liaison Officer and Safety Officer to ensure that all EOC staff, to include volunteers, receive a current situation and safety briefing upon check-in.
- ☐ Establish communications with volunteer agencies and other organizations that can provide personnel resources.
- ☐ Coordinate with the Operational Area EOC to activate the Emergency Management Mutual Aid System (EMMA), if required.
- ☐ Process all incoming requests for personnel support. Identify the number of personnel, special qualifications or training, where they are needed and the person or unit they should report to upon arrival. Determine the estimated time of arrival of responding personnel, and advise the requesting parties accordingly.
- ☐ Maintain a status board or other reference to keep track of incoming personnel resources.
- ☐ Coordinate with the Liaison Officer and Security Officer to ensure access, badging or identification, and proper direction for responding personnel upon arrival at the EOC.
- ☐ Assist the Fire Rescue Branch and Law Enforcement Branch with ordering of mutual aid resources as required.
- ☐ To minimize redundancy, coordinate all requests for personnel resources from the field level through the EOC Operations Section prior to acting on the request.
- ☐ In coordination with the Safety Officer, determine the need for crisis counseling for emergency workers; acquire mental health specialists as needed.
- ☐ Arrange for child care services for EOC personnel as required.
- ☐ Establish registration locations with sufficient staff to register volunteers, and issue them disaster service worker identification cards.
- ☐ Keep the Logistics Section Chief informed of significant issues affecting the Personnel Unit.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.



Supply/Procurement Unit Leader

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

Responsibilities:

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

Activation Phase:

- ☐ Follow the generic Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Determine if requested types and quantities of supplies and materiel are available in City inventory.
- ☐ Determine procurement spending limits with the Purchasing Unit in Finance/ Administration. Obtain a list of pre-designated emergency purchase orders as required.
- ☐ Whenever possible, meet personally with the requesting party to clarify types and amount of supplies and materiel, and also verify that the request has not been previously filled through another source.
- ☐ In conjunction with the Resource Status Unit, maintain a status board or other reference depicting procurement actions in progress and their current status.
- ☐ Determine if the procurement item can be provided without cost from another jurisdiction or through the Operational Area.
- ☐ Determine unit costs of supplies and materiel, from suppliers and vendors and if they will accept purchase orders as payment, prior to completing the order.
- ☐ Orders exceeding the purchase order limit must be approved by the Finance/ Administration Section before the order can be completed.
- ☐ If vendor contracts are required for procurement of specific resources or services, refer the request to the Finance/Administration Section for development of necessary agreements.
- ☐ Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pickup and delivery through the Transportation Unit.
- ☐ In coordination with the Personnel Unit, provide food and lodging for EOC staff and volunteers as required. Assist field level with food services at camp locations as requested.
- ☐ Coordinate donated goods and services from community groups and private organizations. Set up procedures for collecting, inventorying, and distributing usable donations.
- ☐ Keep the Logistics Section Chief informed of significant issues affecting the Supply/Procurement Unit.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.



Facilities Unit Leader

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

Responsibilities:

1. Ensure that adequate essential facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission.
2. Ensure acquired buildings, building floors, and or workspaces are returned to their original state when no longer needed.
3. Supervise the facilities unit.

Activation Phase:

- ☐ Follow the generic Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Work closely with the EOC Coordinator and other sections in determining facilities and furnishings required for effective operation of the EOC.
- ☐ Coordinate with branches and units in the Operations Section to determine if assistance with facility acquisition and support is needed at the field level.
- ☐ Arrange for continuous maintenance of acquired facilities, to include ensuring that utilities and restrooms are operating properly.
- ☐ If facilities are acquired away from the EOC, coordinate with assigned personnel and designate a Facility Manager.
- ☐ Develop and maintain a status board or other reference which depicts the location of each facility; a general description of furnishings, supplies and equipment at the site; hours of operation, and the name and phone number of the Facility Manager.
- ☐ Ensure all structures are safe for occupancy and that they comply with ADA requirements.
- ☐ As facilities are vacated, coordinate with the facility manager to return the location to its original state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility.
- ☐ Keep the Logistics Section Chief informed of significant issues affecting the facilities unit.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.



Resource Status Unit Leader

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

Responsibilities:

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

Activation Phase:

- ☐ Follow the generic Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Coordinate closely with all units in the Logistics Section particularly Supply/
- ☐ Procurement, personnel, and transportation.
- ☐ As resource requests are received in the Logistics Section, post the request on a status board and track the progress of the request until filled.
- ☐ Status boards should track requests by providing at a minimum, the following information: date & time of the request, items requested, priority designation, time the request was processed and estimated time of arrival or delivery to the requesting party.
- ☐ Work closely with other logistics units and assist in notifying requesting parties of the status of their resource request. This is particularly critical in situations where there will be delays in filling the request.
- ☐ An additional status board may be developed to track resource use by the requesting party. Information categories might include the following: actual arrival time of the resource, location of use, and an estimate of how long the resource will be needed.
- ☐ Keep in mind that it is generally not necessary to track mutual aid resources unless they are ordered through the Logistics Section.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.



Finance/Administration Section

Finance/Administration Section Chief

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

Responsibilities:

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

Activation Phase:

- ☐ Follow the generic Activation Phase Checklist.
- ☐ Ensure that the Finance/Administration Section is set up properly and that appropriate personnel, equipment, and supplies are in place.
- ☐ Based on the situation, activate units within section as needed and designate Branch Coordinators for each element:
 - ☐ Time Keeping Unit
 - ☐ Compensation & Claims Unit
 - ☐ Purchasing Unit
 - ☐ Recovery Unit
- ☐ Ensure that sufficient staff are available for a 24-hour schedule, or as required.
- ☐ Meet with the Logistics Section Chief and review financial and administrative support requirements and procedures; determine the level of purchasing authority to be delegated to Logistics Section.
- ☐ Meet with all Unit Leaders and ensure that responsibilities are clearly understood.
- ☐ In conjunction with Unit Leaders, determine the initial Action Planning objectives for the first operational period.
- ☐ Notify the EOC Director when the Finance/Administration Section is operational.
- ☐ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.



Operational Phase:

- ☐ Ensure that Finance/Administration position logs and other necessary files are maintained.
- ☐ Ensure that displays associated with the Finance/Administrative Section are current, and that information is posted in a legible and concise manner.
- ☐ Participate in all Action Planning meetings.
- ☐ Brief all Unit Leaders and ensure they are aware of the EOC objectives as defined in the Action Plan.
- ☐ Keep the EOC Director, General Staff, and elected officials aware of the current fiscal situation and other related matters, on an on-going basis.
- ☐ Ensure that the Recovery Unit maintains all financial records throughout the event or disaster.
- ☐ Ensure that the Time Keeping Unit tracks and records all agency staff time.
- ☐ In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.
- ☐ Ensure that the Compensation & Claims Unit processes all workers' compensation claims, resulting from the disaster, in a reasonable time-frame, given the nature of the situation.
- ☐ Ensure that the Time-Keeping Unit processes all time-sheets and travel expense claims promptly.
- ☐ Ensure that the Finance/Administration Section provides administrative support to other EOC Sections as required.
- ☐ Ensure that all recovery documentation is accurately maintained by the Recovery Unit during the response, and submitted on the appropriate forms to Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.



Time Keeping Unit Leader

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

Responsibilities:

1. Track, record, and report all on-duty time for personnel working during the event or disaster.
2. Ensure that personnel time records, travel expense claims and other related forms are prepared and submitted to county budget and payroll office.
3. Supervise the time keeping unit.

Activation Phase:

- ☐ Follow the generic Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain position logs and other necessary files.
- ☐ Initiate, gather, or update time reports from all personnel, to include volunteers assigned to each shift; ensure that time records are accurate and prepared in compliance with City policy.
- ☐ Obtain complete personnel rosters from the Personnel Unit. Rosters must include all EOC Personnel as well as personnel assigned to the field level.
- ☐ Provide instructions for all supervisors to ensure that time sheets and travel expense claims are completed properly and signed by each employee prior to submitting them.
- ☐ Establish a file for each employee or volunteer within the first operational period; to maintain a fiscal record for as long as the employee is assigned to the response.
- ☐ Keep the Finance/Administration Section Chief informed of significant issues affecting the Time-Keeping Unit.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.



Compensation and Claims Unit Leader

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

Responsibilities:

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

Activation Phase:

- ☐ Follow the generic Activation Phase Checklist.

Operational Phase:

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

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.



Purchasing Unit Leader

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

Responsibilities:

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

Activation Phase:

- ☐ Follow the generic Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain position logs and other necessary files.
- ☐ Review the City's emergency purchasing procedures.
- ☐ Prepare and sign contracts as needed; obtain concurrence from the Finance/Administration Section Chief.
- ☐ Ensure that all contracts identify the scope of work and specific site locations.
- ☐ Negotiate rental rates not already established, or purchase price with vendors as required.
- ☐ Admonish vendors as necessary, regarding unethical business practices, such as inflating prices or rental rates for their merchandise or equipment during disasters.
- ☐ Finalize all agreements and contracts, as required.
- ☐ Complete final processing and send documents to Budget and Payroll for payment.
- ☐ Verify costs data in the pre-established vendor contracts and/or agreements.
- ☐ In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.
- ☐ Keep the Finance/Administration Section Chief informed of all significant issues involving the Purchasing Unit.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.



Recovery Unit Leader

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

Responsibilities:

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

Activation Phase:

- ☐ Follow the generic Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain position log and other necessary files.
- ☐ In conjunction with Budget Office, compute costs for use of equipment owned, rented, donated or obtained through mutual aid.
- ☐ Obtain information from the Resources Status Unit regarding equipment use times.
- ☐ Ensure that the Budget Office establishes a disaster accounting system, to include an exclusive cost code for disaster response.
- ☐ Ensure that each section is documenting cost recovery information from the onset of the event or disaster; collect required cost recovery documentation daily at the end of each shift.
- ☐ Meet with the Documentation Unit Leader and review EOC Position logs, journals, all status reports and Action Plans to determine additional cost recovery items that may have been overlooked.
- ☐ Act as the liaison for the EOC, with the county and other disaster assistance agencies; to coordinate the cost recovery process.
- ☐ Prepare all required state and federal documentation as necessary to recovery all allowable disaster response and recovery costs.
- ☐ Contact and assist Incident Commanders, and obtain their cumulative cost totals for the event or disaster, on a daily basis.
- ☐ Prepare and maintain a cost report for the Finance/Administration Chief, EOC Director, and City Council. The report should provide cumulative analyses, summaries, and total disaster / event related expenditures for the City.
- ☐ Organize and prepare records for final audit.
- ☐ Assist the EOC Coordinator and Planning/Intelligence Section with preparation of the After-Action Report.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.



APPENDIX 5: SUPPORTING DOCUMENTATION

Active Shooter

Animals/Pets Evacuations

Authorities and References

Disaster Service Worker – Notification and Mobilization

Emergency Declaration Checklist/Guide

EOC Set-up/Activation Procedures

Evacuations

Functional Needs – Essential Facilities – American with Disabilities Act

Mutual Aid

Public Information/Warning Systems

Recovery

- Public Assistance

- Individual Assistance

Resources

- Internal Resources

- External Resources

Standardized Emergency Management System (SEMS)

Sheltering

Training/Exercise

Wildfire Evacuation Plan



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