City of Calabasas

Department of Public Safety & Emergency Preparedness

2023

PART TWO

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1 EOC Activation

1.1 EOC Purpose

The City EOC is a central location from which the City can provide inter-agency coordination and executive decision-making in support of incident response and recovery operations. The purpose of the EOC is to provide a centralized location where public safety, emergency response, and support agencies coordinate planning, preparedness, and response activities. The EOC does not command or control on-scene response efforts, but does carry out the coordination functions through:

1. Collecting, evaluating and disseminating incident information.
2. Analyzing jurisdictional impacts and setting priority actions; and
3. Managing requests, procurement, and utilization of resources.

The decisions made through the EOC are designed to be broad in scope and offer general guidance on priorities. Information is disseminated through the EOC Manager/Director and tactical decisions are coordinated from field response personnel. The EOC serves as a coordinated link between the Chief Elected Official (CEO) of each jurisdiction and the field personnel coordinating the execution of event priorities.

1.2 EOC Facilities

1.2.1 Main EOC facility

Table 1: EOC Information provides location and logistics data useful for activating the EOC. **Figure 1: EOC Area Map** shows the EOC location and the surrounding area.

Address	100 Civic Center Way, Calabasas, CA
Phone Number	818-224-1600
Parking	West and South of the EOC
Directions	Off of Park Sorrento/Civic Center Way

Table 1: EOC Information
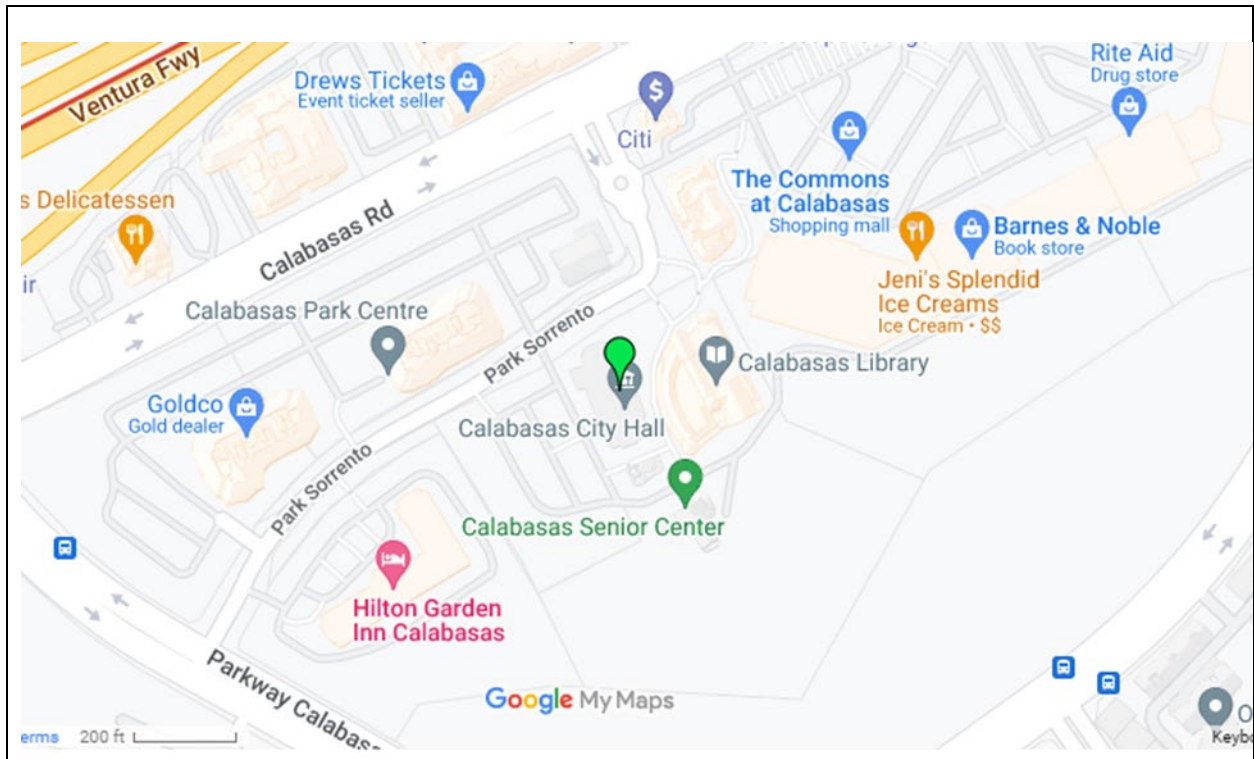
Figure 1: EOC Area Map

1.2.2 Alternate EOC facility

Table 2: Alternate EOC Information provides location and logistics data useful for activating the EOC. **Figure 2: Alternate EOC Area Map** shows the EOC location and the surrounding area.

Address	200 Civic Center Way, Calabasas, 91302
Phone Number	818-224-1777
Parking	North and East of the EOC
Directions	Off of Park Sorrento/Civic Center Way

Table 2: Alternate EOC Information
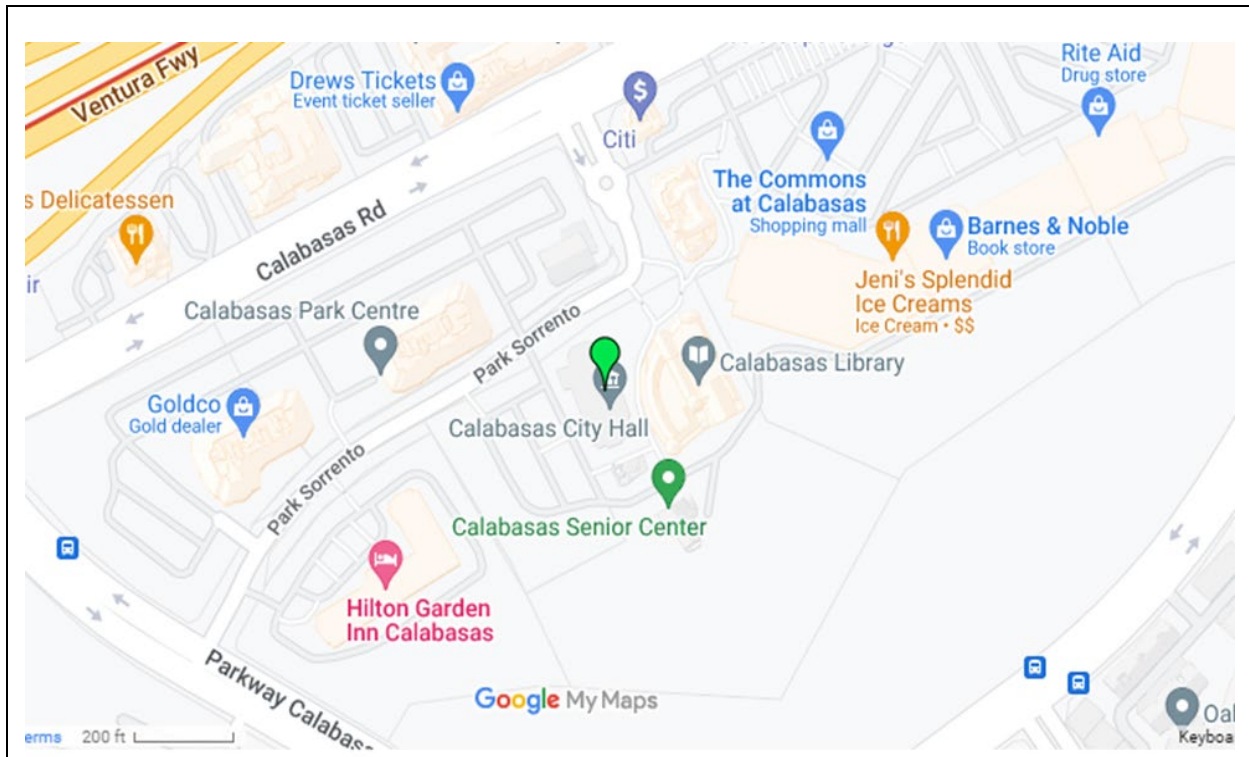
Figure 2: Alternate EOC Area Map

1.2.3 Initial Response

Initial field response operations will be accomplished by the appropriate City departments, member jurisdictions, volunteer agencies, and segments of the private sector. During initial response operations, field responders will place emphasis on saving lives, property, and the environment, controlling the situation, and minimizing the effects of the emergency. The Incident Command System will be used to manage and control the response operations.

The disaster/event may be controlled solely by City emergency responders or with other agencies through the mutual aid system. If the resources available at the field response level are not sufficient to mitigate the situation, the Incident Commander may request that the City Emergency Operations Plan, or the Emergency Operations Center, be activated to support the field operations.

Field Reports. A field report is provided by the incident responders and includes information concerning the nature, severity, and extent of the situation. The information will be used to assess the extent of the disaster/event and determine the appropriate level of response for the City.

1.2.3 Levels of EOC Activation

The City EOC may be activated as needed to support City emergency operations. The EOC may be activated by one of the following:

- City Manager
- City Manager designated alternate

The City has developed EOC activation criteria that include conditions based on a hazard analysis as well as regulatory requirements. The goal is a rapid EOC activation when it is needed.

Three levels of activation have been identified that will provide EOC staffing commensurate with the coordination needs of varying emergency situations. **Table 3: EOC Activation Criteria**, contains the activation criteria for the City EOC.

Activation Level	Detail	Event or Situation	Minimum Staffing
Three	• Level Three is a minimum activation. This level may be used for situations which initially only require a few people. • A Level Three activation is also called monitoring level activation. • The physical EOC facility may or may not need to be opened or staffed.	• Events with potential impacts on the health & safety of the public and/or environment • Weather Alerts • Incident involving 2 or more City departments and/or Law and Fire • Low risk planned event • Wind or rainstorm • Power outage and Stage 1 & 2 emergencies	1. EOC Director 2. Section Chiefs
Two	• Level Two activation is normally achieved as an increase from Level Three or a decrease from Level One. This activation level is used for emergencies or planned events that would require more than a minimum staff but would not call for a full activation/staffing. • A Level Two activation is also called partial level activation.	• Two or more large incidents involving 2 or more departments • Major wind or rain • Major scheduled event • Large scale power outage and Stage 3 power emergencies • Hazardous Material Incident involving large scale or possible large-scale evacuations • Moderate Earthquake	1. EOC Director 2. Section Chiefs 3. Units as appropriate 4. Liaison/Agency Representatives as appropriate 5. Public Information Officer

Activation Level	Detail	Event or Situation	Minimum Staffing
	• The physical EOC facility will need to be opened and staffed.		
One	• Level One activation involves a complete/full activation of all EOC elements & staffing. Level One would be the initial activation for any major emergency requiring acute State assistance. • A Level One activation is also called full level activation. • The physical EOC facility will need to be opened and fully staffed.	• Major County/City or Regional emergency, multiple departments with heavy resource involvement • Major Earthquake • Terrorism threat or incident	1. All EOC as appropriate

Table 3: EOC Activation Criteria

1.3 EOC Notification/Personnel Recall

If EOC activation is required, the EOC Coordinator, or designee, will notify everyone on the EOC Recall List and provide directions to the primary EOC. If the primary EOC is not available or is inaccessible, the alternate EOC will be activated.

The EOC Emergency Recall List includes personnel who are part of each SEMS function in the Emergency Operations Center, as well as other technical support employees of the City. The Emergency Recall List is to be activated and implemented when an emergency or disaster affects the City and poses a major threat to life, property, and/or the environment.

Maintenance of Emergency Recall List: The City Manager's Office maintains the Emergency Recall List. The City Manager's Office ensures that the EOC Coordinator, or designee, and the EOC have current copies of the Emergency Recall List. The Emergency Recall list is activated by EOC Coordinator, or designee, and will only be implemented when directed by one of the following City employees:

- City Manager
- City Manager designated alternate

Notification Implementation: Once EOC activation is requested and properly authorized, the Emergency Recall List will be implemented by EOC Coordinator, or designee, personnel. Notifications and alerts begin with the City Manager. If the City

Manager cannot be reached, other designees will be contacted until someone is reached to assume the EOC Manager/Director position.

The EOC Coordinator, or designee, will provide the EOC Manager/Director with a complete status of the incident or disaster, identifying damage sustained, current response actions, resource status, etc. Based on the information provided by the EOC Coordinator, or designee, the EOC Manager/Director will determine what parts of the Emergency Alert List will be implemented, including what sections of the City's Emergency Operations Center will be activated and requested to respond.

Additionally, the EOC Manager/Director, when appropriate, will personally contact and inform the City Council of the situation in the City. The EOC Manager/Director may request that the EOC Coordinator, or designee, notify the Operational Area of the EOC activation.

The City Emergency Recall List consists of the following sections:

- Management
- Operations
- Planning
- Finance
- Logistics
- Communications

Recall Personnel: When notified of an Emergency Recall, personnel should notify their families, retrieve their emergency operations go bag, and report to the designated City Emergency Operations Center. Personnel should be prepared for a lengthy stay, which will be dependent upon the nature of the disaster and its expected duration.

It is the responsibility of each department head to assign three (3) alternates for each key position. It is also the department head's responsibility to ensure that all designated alternates have knowledge and training in their EOC assigned job functions. The Disaster Management Area Coordinator (DMAC) will assist in Emergency Operations training.

2 EOC Operations

2.1 Summary of EOC Operations

The Standard Emergency Management System (SEMS) is state law, and under SEMS regulations, the City falls under Local Government, one of the five SEMS levels.

As Local Government, the City is an intermediate level of the state's emergency services organization that encompasses the city and all political subdivisions. The City manages and coordinates information, resources and priorities within its boundaries, and serves as the coordination and communication link between the Field Level and the Operational Area.

The City as the Local Government level of SEMS is responsible to do the following:

- Establish coordination and communications with Incident Commanders either;
    - Through department operations centers to the EOC, when activated or,
    - Directly to the EOC, when activated
- Use existing mutual aid systems for coordinating fire and law enforcement resources. Note that the City's role as the local government does not change the coordination of discipline-specific resources, such as fire, law, and medical/health, through their established mutual aid systems
- Establish coordination and communications between the local government EOC when activated, and any federal, state or local emergency response agency having jurisdiction at an incident within the local government's boundaries.
- Use multi-agency or inter-agency coordination to facilitate decisions for overall local government level emergency response activities

2.2 Emergency Operation Center Protocols

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 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/Operational Area, State and Federal agencies or if activated Emergency Operation Centers
- 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 and the Operational Area EOC
- Providing emergency information and instructions to the public, making official releases to the news media and the scheduling of press conferences, as necessary

Departments with critical response functions may also activate their Department Operation Centers (DOC) that act as conduits of information between field operations and the EOC.

2.3 Management Organization

The SEMS regulation requires local governments to provide for five functions: management, operations, planning/intelligence, logistics, and finance/administration. These functions, as seen in **Table 4: SEMS Functions** are the basis for structuring the City EOC organization. In addition, the City also operates a sixth function, Communications, that is responsible for Social Media, Video/CTV, Information Systems and Radio.

Primary SEMS Function	Role of Local Government Level
Management	Responsible for overall emergency policy and coordination through joint efforts of governmental agencies and private organizations
Operations	Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the local government's action plan.
Planning/Intelligence	Responsible for collecting, evaluating, and disseminating information; developing the local government action plan in coordination with other functions; and maintaining documentation.
Logistics	Responsible for providing facilities, services, personnel, equipment, and materials.
Finance/Administration	Responsible for financial activities and other administrative aspects, including documenting all costs and expenditures associated with a declared disaster.

Table 4: SEMS Functions

The organizational structure for the City EOC provides for:

- Representatives from the Operational Area

- Mutual Aid Coordinators or their representatives from discipline-specific mutual aid systems
- Coordinators for other major functions needed for mutual aid and inter-jurisdictional coordination
- Representatives from other agencies, community-based organizations, private sector, and volunteer service programs to function as liaison between their organizations and the City EOC
- Agency Representative to represent the City at an Incident Command Post.
- Other functions as needed to carry out the local government responsibilities of the lead agency

2.4 Resource Management

Resource requests from the field and city departments and requests to the operational area level will be made through one of the following processes:

- Discipline-specific mutual aid systems: requests for resources that are normally within the inventories of the mutual aid system will go from local coordinator to Operational Area Mutual Aid Coordinator to Regional Mutual Aid Coordinator.
- All other resource requests will be made through appropriate units in the Operations Section who will then initiate the resource request through the Logistics Section at each level with emphasis on the need for lateral coordination with other EOC functions.

Resource requests from field and city departments will be coordinated within the City EOC to determine if the resource is available within City supplies. Available resources will be allocated as they are available.

If requests for a specific resource exceed the supply, the available resources will be allocated by the Operations Section consistent with priorities established through the action planning process. The EOC Management Staff is responsible for ensuring that priorities are followed.

Resources not available within the City will be requested through the Operational Area level. Resource requests should be coordinated internally at the city/local government level before being placed to the Operational Area level.

Functional coordinators in Operations and Logistics are responsible for tracking resource requests.

2.5 EOC Information Management

Within the City EOC, the EOC Forms will be used to provide written communications between the Sections and Units. Each Section and Unit will use these forms to order disaster/event related resources and to record information to be transmitted to other Sections/Units. This system provides an audit trail of all pertinent information necessary to

document the actions taken by the City during the response to a disaster, rather than every word uttered between the various EOC Staff.

EOC Forms will not replace face-to-face communications but will ensure a paper trail of critical verbal communication is maintained, if not recorded on the individual's or Section's/ Units' duty logs. City EOC Forms and other pertinent documents and templates are located in the Form and Tools section of this plan.

Acting as the Local Government, the City coordinates emergency activities within its boundaries, augmenting, not replacing, any member jurisdiction's emergency operations. It also serves as the communications link between the field and the Operational Area. It provides a single point of contact for information on the emergency situation, as well as resource needs and priorities.

Transmission of information to the Operational Area Emergency Operations Center will be accomplished electronically via the Operational Area Response and Recovery System (OARRS) is a web-based system that functions as the OA's primary tool for agencies/jurisdictions and other operational area partners to report their status and needs to the OA.

Critical information from the City to the Operational Area EOC will be submitted via OARRS on a Preliminary Report, Situation Summary, Status Report, and a Flash Report.

Preliminary Report. The Preliminary Report form will be used by the City to transmit information to the Operational Area Emergency Operations Center during the first two hours after an event.

Situation Summary. The Situation summary is an assessment of the emergency and identifies major incidents/problems and response and recovery priorities. It is intended for use after the first two hours of an event.

Status Report. The Status Report is informational, providing data about the effects of the emergency in several categories. The Status Report and Situation Summary will be transmitted to the State together.

Flash Report. The Flash Report is used to transmit vital and/or time-sensitive information between the State and County/Operational Area outside regularly scheduled Situation Summaries and Status Reports.

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

- Discipline-specific mutual aid systems: Requests for resources that are normally within the inventories of the mutual aid system will go from Local Coordinator to Operational Area Mutual Aid Coordinator to the Regional Mutual Aid Coordinator.
- All other resource requests will be made through the operations and logistics functions at each level.

Resource requests from jurisdictions within the City will be coordinated to determine if the resource is available from other departments or other sources within the City. Mutual Aid Coordinators at each level will keep the Operations Chiefs informed of the status of resource requests and allocations. Mutual Aid Coordinators at each level will communicate and coordinate with each other to maintain current status on resource requests and allocations within the disaster area.

Resource requests to the Operational Area are usually submitted through OARRS. Available resources will be allocated to the requesting local government. If requests for a specific resource exceed the supply, the available resources will be allocated consistent with the priorities established through the action planning process. The Section Chiefs of the Operational Area EOC are responsible for ensuring that priorities are followed.

Resources that are not available within the Operational Area will be requested through the regional level, the State's Coastal Region EOC. Resource requests should be coordinated internally at the Operational Area level before being forwarded to the regional level. The Resource Status Unit Leader in the Logistics Section, in coordination with various Operations Units, is responsible for tracking resource requests.

2.6 EOC Action Planning

The use of action plans in the City EOC ensures a clear and measurable process for identifying objectives and priorities for a given event. Action planning is an important management tool that involves:

- A process for identifying priorities and objectives for emergency response or recovery efforts
- Plans which document the priorities and objectives, and the tasks and personnel assignments associated with meeting the objectives

The action planning process should involve the EOC Director and Section Chiefs (which includes the Chiefs of each Section), along with other EOC staff, as needed, such as special districts, and other agency representatives.

The Planning Section is responsible for facilitating the action planning meeting and completing and distributing the action plan. Action plans are developed for a specified operational period, which may range from a few hours to 24 hours. The operational period is determined by first establishing a set of priority actions that need to be performed. A reasonable time frame is then established for accomplishing those actions.

The action plans need not be complex but should be sufficiently detailed to guide EOC elements in implementing the priority actions. Guidelines for developing action plans and an action plan format are contained in the Forms and Tools section.

2.7 EOC Coordination

Inter-agency coordination inside and outside the EOC is important for:

- Establishing overall priorities
- Allocating critical resources
- Development of strategies for handling multi-agency and multi-jurisdictional response problems
- Sharing information
- Facilitating communications

Inter-agency coordination is an integral part of the functioning of a City EOC. The EOC is staffed by representatives from the departments and agencies working together to coordinate the City's emergency response. Agency representatives from local governments including special districts, community-based organizations, volunteer services programs (VSPs), and private organizations, may also participate with EOC functional elements in coordinating the city response effort. Coordination with agencies not represented in the EOC may be accomplished through telecommunications, satellite, or other electronic means.

2.7.1 Field Responders

Law Enforcement, Fire, EMS and Public Health services are provided through the County of Los Angeles and coordinated using their communications systems and technologies.

City EOC communications and coordination must be established with field responders who are responding to the emergency.

2.7.2 Operation Area

During EOC activation, direct communications and coordination may be established with the Operational Area and any Operational Area member jurisdictions, specifically is emergency incident falls between the City limits and a neighbor jurisdiction. Initially, communications will be established by any means available and with whoever is available, regardless of their functional EOC position. Ideally, communications and coordination with the Operation Area EOC and neighboring City EOCs will occur along functional lines.

Whenever feasible, an agency representative from the City should report to the Operational Area EOC, when the City EOC has been activated. The city representatives will ensure that adequate coordination and information exchange arrangements are made with the Operational Area.

2.7.3 Private and Volunteer Agencies

Coordination of response activities with many non-governmental agencies may occur, primarily at the field level. However, the City EOC will establish coordination with private

and volunteer agencies that have multi-jurisdictional or city-wide response roles. The agencies that play key roles in the response should have representatives at the City EOC.

Coordination with volunteer and private agencies that do not have representatives in the EOC may be accomplished through telecommunications.

2.7.4 Special Districts

The emergency response role of special districts is generally focused on their normal services or functional area of responsibility. Ideally, the special district involved in the emergency response will have a representative at the City EOC, serving as the focal point of coordination and work with other local government representatives in the EOC. If a special district is unable to send a representative, then the Liaison Officer in the EOC will be responsible for establishing communications and coordination with the special district.

2.7.5 Region Emergency Operations Center

Direct coordination and communications with the Southern Region Emergency Operations Center (REOC) is essential. There is one primary method and one alternate method for the Operational Area to coordinate with the Regional EOC:

• Primary Method - The REOC sends a field representative to the Operational Area

• Alternate Method - The Operational Area and the REOC coordinate through various telecommunications systems

Coordination and communications between the County EOC and the Region EOC will occur between the five SEMS functions. Direct coordination and communications will also be established between the Operational Area Mutual Aid Coordinators, who are located in the County EOC, and the Region's Mutual Aid Coordinator, who are located in the State's Coastal Region EOC. These coordinators may be functioning from their respective Operational Area and regional EOCs or from other locations depending on the situation and the mutual aid system.
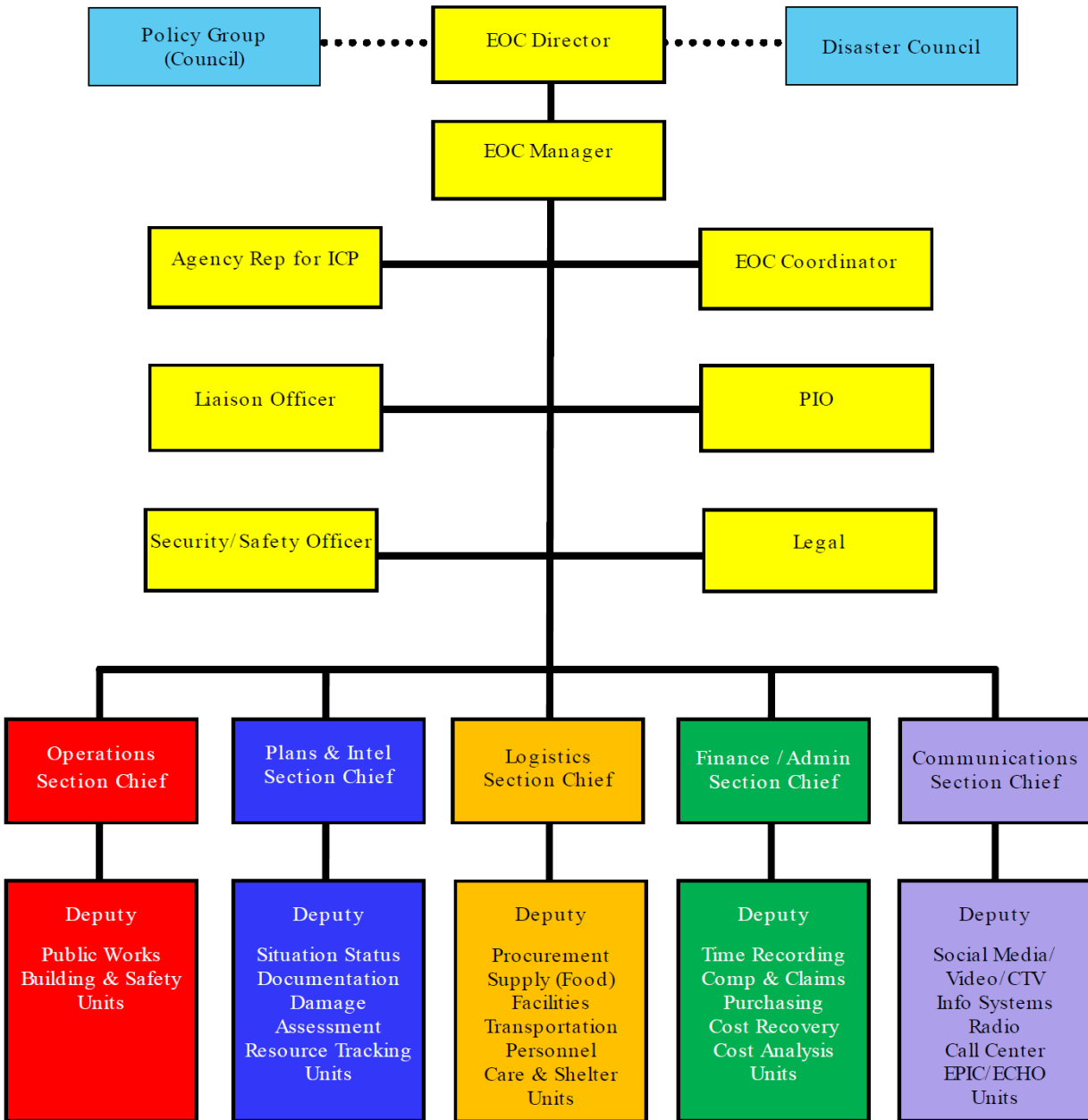
2.7.6 State & Federal Field Response

There are some instances where a state or federal agency will be part of a field response in the county. State agency field response may result of a flood fight effort, oil spill, hazardous materials accident or other hazard scenarios. Federal field response could result from the same scenarios or a military aircraft accident, where the federal military authorities are the Incident Commander.

When a state agency or federal agency is involved in field operations, coordination will be established with the City EOC. State or federal agencies operating in the field may be found in any ICS section or unit; or part of a Unified Command. The incident will determine their location.

3 EOC Position Checklists

The following pages contain functional descriptions and position checklists for each position in the City EOC. **Figure 4: EOC Organization Chart** below, provides an overview of the City's EOC organization.

Calabasas EOC 2023 Organization Chart

CITY of CALABASAS

Policy Group (Council)	EOC Director	Disaster Council
	EOC Manager	
Agency Rep for ICP		EOC Coordinator
Liaison Officer		PIO
Security/Safety Officer		Legal

Operations Section Chief	Plans & Intel Section Chief	Logistics Section Chief	Finance /Admin Section Chief	Communications Section Chief
Deputy Public Works Building & Safety Units	Deputy Situation Status Documentation Damage Assessment Resource Tracking Units	Deputy Procurement Supply (Food) Facilities Transportation Personnel Care & Shelter Units	Deputy Time Recording Comp & Claims Purchasing Cost Recovery Cost Analysis Units	Deputy Social Media/ Video/CTV Info Systems Radio Call Center EPIC/ECHO Units

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3.1 Management Section

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┌─────────────────┐      ┌─────────────────┐      ┌─────────────────┐
│  Policy Group   │······│   EOC Director  │······│ Disaster Council│
│   (Council)     │      │                 │      │                 │
└─────────────────┘      └────────┬────────┘      └─────────────────┘
                                  │
                         ┌────────┴────────┐
                         │   EOC Manager   │
                         └────────┬────────┘
                                  │
        ┌─────────────────┐       │       ┌─────────────────┐
        │ Agency Rep for  │───────┼───────│ EOC Coordinator │
        │      ICP        │       │       │                 │
        └─────────────────┘       │       └─────────────────┘
        ┌─────────────────┐       │       ┌─────────────────┐
        │ Liaison Officer │───────┼───────│      PIO        │
        └─────────────────┘       │       └─────────────────┘
        ┌─────────────────┐       │       ┌─────────────────┐
        │ Security/Safety │───────┴───────│     Legal       │
        │     Officer     │               │                 │
        └─────────────────┘               └─────────────────┘
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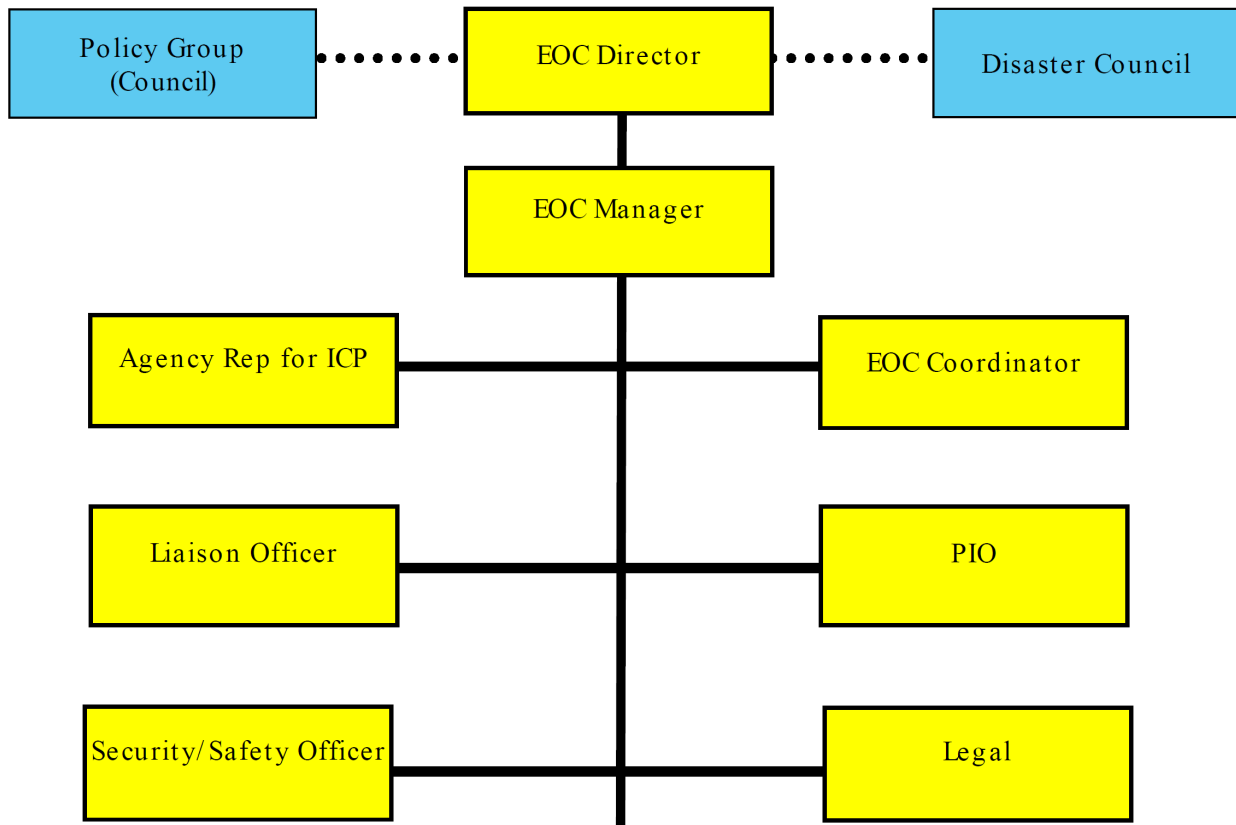
Figure 5: EOC Management Section

Figure 5: EOC Management Section, above, shows all of the positions that are part of the EOC Management Section.

This section contains functional section and position descriptions, responsibilities, and position checklists for personnel assigned to the Management Section of the City EOC. Position checklists describe the minimum actions that should be accomplished by personnel assigned to functional positions within the section.

Section Overview:
- The Management Section is responsible for overall emergency policy and coordination.

Section Responsibilities Include:
- Overall management and coordination of emergency response and recovery operations
- Oversee and manage all Sections in the EOC.
- Coordinate and liaison with appropriate federal, state, local government, private and volunteer entities
- Establish priorities and resolve demand conflicts

- Prepare and disseminate emergency public information, other essential information and data about impacts and damage

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Position Checklist: EOC Director/Manager

POSITION OVERVIEW		• Overall responsibility and authority for the operation of the EOC. • Will assure EOC is staffed and operated at a level commensurate with the emergency.

REPORT	**TO**	CITY COUNCIL or DESIGNEE DISASTER COUNCIL

	TO ME	**GENERAL STAFF**	**MANAGEMENT STAFF**
		• Operations Section Chief • Planning/Intelligence Chief • Logistics Section Chief • Finance/Administration Section Chief • Communications Section Chief	• EOC Coordinator • Public Information Officer • Liaison Officer/Agency Representative • Security/Safety Officer • Legal Officer • Agency Representative for ICP

PLANS & REPORTS		**EOC ACTION PLAN** | REVIEW + APPROVAL **ADVANCE PLAN(S)** | REVIEW + APPROVAL **DEMOBILIZATION PLAN** | REVIEW + APPROVAL **PRESS RELEASES** | REVIEW + APPROVAL **REPORTS** | REVIEW + APPROVAL

FORMS & GUIDES		• **POSITION CHECKLIST** • **ALL ICS FORMS (IF USING)** • **PROCLAMATION RESOLUTION**	**GUIDE** • **PLANNING "P"** • **Emergency Operations Plan** • **COOP Plan**

TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**

RESOURCES		• **WORKSTATION** • **POSITION BINDER (CAN BE VIRTUAL)** • **VEST**

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		• Establish appropriate EOC staffing level • Continuously monitor organizational effectiveness and make appropriate changes	
		Exercise overall management responsibility for the coordination between emergency response agencies in the jurisdiction.	
		• Alongside General Staff, set jurisdictional priorities for response. • Ensure all department/agency actions support established EOC priorities.	
		Ensure that inter-agency coordination is accomplished effectively.	
ACTIVATION			
		Determine appropriate level of activation based on known situation	
		Mobilize/Recall appropriate personnel to the EOC for initial activation.	
		Respond immediately to EOC site and determine operational status.	
		• Obtain briefing from available sources. • Ensure that EOC is properly set up and ready for operations. • Ensure that EOC check-in procedure is established 　📄 **(FORM | EOC-211, FORM | EOC-205A)**	
		Ensure that EOC organization and staffing chart is posted and completed 　📄 **(FORM | EOC-207)**	
		Determine needed EOC sections, assign Section Chiefs and ensure sections are adequately staffed. ☐ Operations Section Chief ☐ Logistics Section Chief ☐ Planning/Intelligence Section Chief ☐ Finance/Administration Section Chief ☐ Communications Section Chief	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Determine needed Management Staff positions and ensure they are filled as soon as possible. ☐ EOC Coordinator ☐ Public Information Officer ☐ Liaison Officer ☐ Agency Representative for ICP ☐ Security/Safety Officer ☐ Legal Officer	
		Ensure telephone and/or radio communications with other EOCs/DOCs is established and functioning.	
		Schedule the initial EOC Action Planning Meeting **(FORM | EOC-230)**	
		Alongside General Staff, 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 if needed, assist in establishing an Inter-Agency Coordination Group. Assign an Agency Representative to respond to the Incident Command Post to establish communications with Incident staff, if warranted.	
RESPONSE			
		Monitor general staff activities to ensure appropriate actions are being taken.	
		Alongside Public Information Officer, conduct news conferences and review media releases for final approval. Follow established procedure for public information. **(FORM | PRESS RELEASE)**	
		Ensure Liaison Officer is providing and maintaining effective inter-agency coordination.	
		Based on status reports, establish initial strategic objectives for the EOC.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Alongside Management Staff, prepare EOC objectives for the initial Action Planning Meeting. 📄 **(FORM | EOC-202)** 📄 **(GUIDE | PLANNING "P" GUIDE)**	
		• Convene Initial Action Planning meeting. • Ensure that all Section Chiefs, Management Staff, and key agency representatives are in attendance. • Ensure appropriate Action Planning procedures are followed. 📄 **(GUIDE | PLANNING "P" GUIDE)** • Ensure meeting is facilitated appropriately by the Planning/Intelligence Section, and consensus among EOC Coordinator, PIO, and Section Chiefs on objectives for forthcoming operational period. ☐ Assess the situation, define problems, set priorities, and establish strategic and **SMART** objectives for the response/recovery period ☐ Determine the Operational Period time frame (i.e., 6-, 8- or 12-hour shifts) ☐ Review and identify the need for additional staffing and/or other resources	
		When Action Plan is completed by the Planning/Intelligence Section, review, approve and authorize its distribution and implementation. 📄 **(FORMS | EOC-201, EOC-202, EOC-205A, EOC-207, EOC-208, EOC-211, EOC-213. EOC-215, EOC-230)**	
		Conduct periodic briefings with general staff to ensure strategic objectives are current and appropriate.	
		Conduct periodic briefings for elected officials or their representatives. 📄 **(FORM | EOC-209)**	
		If appropriate, issue an Emergency Proclamation, and coordinate local government proclamations with other emergency response agencies. 📄 **(FORM | PROCLAMATION RESOLUTION)**	
SHIFT CHANGE/TRANSFER OF DUTIES			
		• Provide turnover briefing to position replacement.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		• Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. 　　📋 **(FORM | USE CURRENT POSITION CHECKLIST)** 　　📋 **(FORM | USE CURRENT EOC-214)**	
		Ensure next shift's staff are accounted for	
		Ensure the safety and well-being of staff being dismissed for the operational period	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out 　　📋 **(FORM | EOC-211, FORM | EOC-205A)**	
DEMOBILIZATION			
		Authorize demobilization of sections and units when they are no longer required informally or via a plan. 　　🐭 **(PLAN | DEMOBILIZATION PLAN)**	
		Notify higher level EOCs and other appropriate organizations of planned demobilization, as appropriate.	
		Ensure that open actions not completed will be handled after demobilization.	
		Ensure that all required forms or reports are completed prior to demobilization.	
		Prepare to provide input to the after-action report.	
		Proclaim termination of the emergency response and proceed with recovery operations.	
TERMINATION			
		Alongside Public Information Officer, make emergency termination notifications to City Council, Response Partners, Community and OP Area.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Provides a final emergency briefing of the event to EOC personnel to include: ☐ Date/time of termination. ☐ Requests all documentation developed during the event response. ☐ Instructions for support of recovery operations or assembly of the final report. ☐ Time and date of formal debrief to identify issues, lessons learned, and corrective actions. ☐ Instructions for resumption of normal operations.	
		Determine if a formal Recovery Plan is required based on a review of the technical criteria by: ☐ Length and resources required for investigating and fact-finding activities. ☐ Assessment of property damage efforts require substantial and prolonged coordination and communications with off-site governments, agencies, and/or response organizations. ☐ Number of personal injuries or illnesses requiring protracted follow-up treatment, analysis, and public information.	
		• Supervise the transition of the EOC from response to recovery operations, as necessary. • Appoint a recovery manager; the recovery manager will establish a recovery organization and recovery plan.	
		• Proclaim EOC Deactivate. • Approve deactivation of other emergency facilities that were opened because of the emergency.	
		Assists with recovery objectives, as requested for Recovery Plan.	
		Turn over command to Recovery Manager.	
		Schedule Incident Debriefing.	
		• Assists with the development of a Final AAR. • Approved final AAR 📋 **(REPORT | LOCAL GOVERNMENT AFTER ACTION REPORT)**	
		Turns in completed position checklists, forms, and notes to Documentation Unit.	

SHIFT/STAFF CHANGE NOTES:

TASKS (PENDING)	

NOTES	

Name: _____

Date: _____

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Phone #:** _____

Time: _____am / pm

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Position Checklist: EOC Coordinator

POSITION OVERVIEW		• The EOC Coordinator assists and serves as an advisor to the Emergency Operations Center Director/Manager and General Staff as needed • Oversees the overall functioning of the emergency operations center
REPORT	TO	**EOC DIRECTOR/MANAGER**
PLANS & REPORTS		• **ALL PLANS** • **ALL REPORTS**
FORMS & GUIDES		**FORMS** • **ALL** • **POSITION CHECKLIST** **GUIDES** • **ALL**
TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **WORKSTATION** • **POSITION BINDER (CAN BE VIRTUAL)** • **VEST**

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Facilitate the overall functioning of the EOC.	
		• Assist and serve as an advisor to the EOC Director/Manager and General Staff as needed. • Provide information and guidance related to the internal functions of the EOC. • Ensure compliance with operational area emergency plans and procedures.	
		Assist the Liaison Officer in ensuring proper procedures are in place for directing agency representatives and conducting VIP/visitor tours of the EOC.	
ACTIVATION			
		Check in at the EOC 📋 **(FORM | EOC-211, FORM | EOC-205A)**	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over position checklist.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities 📋 **(FORM | EOC-214)**	
		Assist the EOC Director in determining appropriate staffing for the EOC. 📋 **(FORM | EOC-207)**	
		Provide assistance and information regarding section staffing to all general staff.	
RESPONSE			
		Assist the EOC Director/Manager and the General Staff in developing overall strategic objectives as well as section objectives for the EOC Action Plan. 💼 **(FORM | EOC-202)** 🧭 **(GUIDE | PLANNING "P" GUIDE)**	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending

		Advise the EOC Director/Manager on proper procedures for enacting emergency proclamations, emergency ordinances and resolutions, and other legal requirements.
		   📠 **(FORM | PROCLAMATION RESOLUTION)**
		   📜 **(PLAN | EMERGENCY OPERATIONS PLAN)**	

		Assist the Planning/Intelligence Section in the development, continuous updating, and execution of the EOC Action Plan.
		   📜 **(PLAN | EOC ACTION PLAN)**
		   📜 **(GUIDE | PLANNING "P" GUIDE)**	

		Provide overall procedural guidance to General Staff as required.	
		Provide general advice and guidance to the EOC Director/Manager as required.	
		Ensure that all appropriate notifications are made to same and one level higher EOCs.	
		Ensure that all communications with appropriate emergency response agencies is established and maintained.	

		Assist the EOC Director/Manager in preparing for and conducting briefings with Management Staff, the agency or jurisdiction policy groups, the media, and the public.
		   📜 **(REPORT | EOC-209)**
		   📠 **(FORM | PRESS RELEASE)**	

		Assist the Liaison Officer with coordination of all EOC visits.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	

		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.
		   📠 **(FORM | USE CURRENT POSITION CHECKLIST)**
		   📠 **(FORM | USE CURRENT EOC-214)**	

		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. **(FORM | EOC-211, FORM | EOC-205A)**	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director/Manager and follow demobilization directions/plan.	
		Complete all required forms, reports, and other documentation. Provide all completed documentation to the Documentation Unit, prior to your departure.	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Date:

Forwarding Phone #: _____

Time: _____am / pm

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Position Checklist: Legal Officer

POSITION OVERVIEW		• Provides legal counsel to the Emergency Services Director / EOC Director/Manager and all City / Agency Staff in legal matters pertaining to emergency response and recovery. • Assists in the preparation of proclamations, ordinances, and other legal documents; and maintains the City's / Agency's legal records and reports.
REPORT TO		**EOC DIRECTOR/MANAGER**
PLANS & REPORTS		**SHARES WITH RELEVANT STAKEHOLDERS. NOT RESPONSIBLE FOR DEVELOPMENT.**
FORMS & GUIDE		**FORM** • **POSITION CHECKLIST** • **EOC-205A COMMUNICATION LIST** • **EOC-211 CHECK-IN LIST** • **EOC-214 ACTIVITY LOG** • **PROCLAMATION RESOLUTION** **GUIDE** • **LEGAL AUTHORITIES (Emergency Operations Plan)**
TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **WORKSTATION** • **POSITION BINDER (CAN BE VIRTUAL)** • **VEST**

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Advises the Multi-Agency Coordination/Policy Group and/or EOC Director/Manager, and the Management and General Staff, as needed, on the legality and/or legal implications of contemplated emergency actions and policies (Reference the California Emergency Services Act, Stafford Act, etc., as necessary).	
		Establishes areas of legal responsibility and/or potential liabilities.	
		As needed, prepares documents relative to evacuations, curfews, and demolition of hazardous structures or conditions.	
		Develops emergency rules, regulations and laws required for acquisition and/or control of critical resources.	
ACTIVATION			
		Check in at the EOC **(FORM | EOC-211, FORM | EOC-205A)**	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over position checklist.	
		Receive situation, section and position briefing from available/appropriate personnel.	
		Ensure readiness to maintain concise records of position activities **(FORM | EOC-214)**	
		Obtain assistance for position through the Personnel Unit in Logistics, as required.	
RESPONSE			
		Assist as necessary with Emergency Proclamation Resolution Process and Forms. **(FORM | PROCLAMATION RESOLUTION)**	
		Provide technical knowledge of jurisdictional authorities. **(GUIDE | LEGAL AUTHORITIES/EMERGENCY OPERATIONS PLAN)**	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Develops emergency rules, regulations and laws required for acquisition and/or control of critical resources.	
		Prepares documents relative to evacuations, curfews, and demolition of hazardous structures or conditions.	

SHIFT CHANGE/TRANSFER OF DUTIES

		Provide turnover briefing to position replacement.	

		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.
		   📋 **(FORM | USE CURRENT POSITION CHECKLIST)**
		   📋 **(FORM | USE CURRENT EOC-214)**	

		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. 📋 **(FORM | EOC-211, FORM | EOC-205A)**	

DEMOBILIZATION

		Deactivate position when authorized by EOC Director/Manager and follow demobilization directions/plan.	
		• Release agency representatives that are no longer required in the EOC when authorized by the EOC Director/Manager. • Ensure that you collect any documentation from them that would be relevant for after-action report.	
		Complete all required forms, reports, and other documentation. Provide all completed documentation to the Documentation Unit, prior to your departure.	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

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Position Checklist: Liaison Officer

POSITION OVERVIEW		• Responsible for serving as the point of contact to all internal and external individuals, organizations, agencies and customers. • Oversee all special events, dignitary visits and field liaison positions
REPORT	TO	**EOC DIRECTOR/MANAGER**
PLANS & REPORTS		**SHARES WITH RELEVANT STAKEHOLDERS. NOT RESPONSIBLE FOR DEVELOPMENT**
FORMS		• **POSITION CHECKLIST** • **EOC-205A COMMUNICATION LIST** • **EOC-209 INCIDENT STATUS SUMMARY** • **EOC-211 CHECK-IN LIST** • **EOC-214 ACTIVITY LOG**
TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **WORKSTATION** • **POSITION BINDER (CAN BE VIRTUAL)** • **VEST**

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		• Oversee all liaison activities, including coordinating outside agency representatives assigned to the EOC. • Handle requests from other EOCs for EOC agency representatives.	
		Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed.	
		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.	
		In conjunction with the EOC Coordinator, provide orientations for VIPs and other visitors to the EOC.	
		Ensuring that demobilization is accomplished when directed by the EOC Director/Manager.	
ACTIVATION			
		Check in at the EOC **(FORM | EOC-211, FORM | EOC-205A)**	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over position checklist.	
		Receive situation, section and position briefing from available/appropriate personnel.	
		Ensure readiness to maintain concise records of position activities **(FORM | EOC-214)**	
		Obtain assistance for position through the Personnel Unit in Logistics, as required.	
RESPONSE			
		Contact Agency Representatives already on-site, ensuring that they: ☐ Have signed into the EOC ☐ Understand their role in the EOC ☐ Know their work locations ☐ Understand the EOC organization and floor plan.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Determine if additional representation is required from: ☐ Community based organizations ☐ Private organizations ☐ Utilities not already represented ☐ Other agencies	
		Alongside EOC Director/Manager and EOC Coordinator, establish and maintain Interagency Coordination Group made up of outside agency representatives and executives not assigned to specific sections within the EOC.	
		• Assist the EOC Director/Manager and EOC Coordinator in conducting regular briefings for the Inter-Agency Coordination Group. • Assist with distribution of the current EOC Action Plan and Situation Report. **(PLAN | EOC ACTION PLAN)** **(FORM | EOC-209) or (REPORT | SITUATION STATUS)**	
		Request that Agency Representatives maintain communications with their agencies and obtain situation status reports regularly.	
		With the approval of the EOC Director/Manager, provide agency representatives from the EOC to other EOCs as required and requested.	
		• Maintain active roster of agency representatives located at the EOC • Roster should be distributed internally on a regular basis. o **(FORM | EOC-211 JUST FOR AGENCY REPRESENTATIVES)** o **(FORM | EOC-205A JUST FOR AGENCY REPRESENTATIVES)**	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. **(FORM | USE CURRENT POSITION CHECKLIST)** **(FORM | USE CURRENT EOC-214)**	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. **(FORM | EOC-211, FORM | EOC-205A)**	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director/Manager and follow demobilization directions/plan.	
		• Release agency representatives that are no longer required in the EOC when authorized by the EOC Director/Manager. • Ensure that you collect any documentation from them that would be relevant for after-action report.	
		Complete all required forms, reports, and other documentation. Provide all completed documentation to the Documentation Unit, prior to your departure.	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	
TERMINATION			
		Provide Public Information officer with agency roster for final termination notification 📋 **(FORM | EOC-211 JUST FOR AGENCY REPRESENTATIVES)**	

SHIFT/STAFF CHANGE

TASKS (PENDING)

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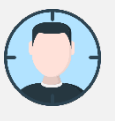
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Position Checklist: Agency Representative

POSITION OVERVIEW		• Responsible for serving as the point of contact between an Incident Command Post and the Emergency Operations Center. • Deployed to the Incident Command Post.
REPORT	TO	**EOC DIRECTOR/MANAGER**
PLANS & REPORTS		**SHARES WITH RELEVANT STAKEHOLDERS. NOT RESPONSIBLE FOR DEVELOPMENT**
FORMS		• **POSITION CHECKLIST** • **EOC-205A COMMUNICATION LIST** • **EOC-214 ACTIVITY LOG** • **INCIDENT ACTION PLAN (From Incident Staff)**
TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **WORKSTATION** • **POSITION BINDER (CAN BE VIRTUAL)** • **VEST**

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		• Represents the Emergency Operations Center at the Incident Command Post. • Handle requests to and from the EOC and ICP.	
		Ensuring that demobilization is accomplished when directed by the EOC Director/Manager.	
ACTIVATION			
		Check in at the EOC 🖻 **(FORM | EOC-211, FORM | EOC-205A)**	
		Assist with EOC Set-up (If not already fully set-up)	
		Obtain a briefing from EOC staff on likely needs of the EOC and EOC status.	
		Read over position checklist.	
		Ensure readiness to maintain concise records of position activities 🖻 **(FORM | EOC-214)**	
		Obtain assistance for position through the Personnel Unit in Logistics, as required.	
RESPONSE			
		☐ Obtain the location and directions to the Incident Command Post ☐ Identify the Liaison Officer at the Incident Command Post	
		Upon arrival at the Incident Command Post: ☐ Locate and check in with the Incident Command Post Liaison Officer. ☐ Identify any information needs from the ICP for the EOC. ☐ Identify Incident Command Post meeting schedule ☐ Review current Incident Action Plan ☐ Locate Workspace ☐ Confirm communications with the EOC (Phone, Text, email)	
		Facilitate Requests For Information and the responses between the EOC and the ICP.	
SHIFT CHANGE/TRANSFER OF DUTIES			

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Provide turnover briefing to position replacement.	

		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.
		   (FORM | USE CURRENT POSITION CHECKLIST)
		   (FORM | USE CURRENT EOC-214)	

		Provide all completed documentation to the Documentation Unit	
		Follow ICP and EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. **(FORM | EOC-211, FORM | EOC-205A)**	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director/Manager and follow demobilization directions/plan.	
		• Return to the EOC for debriefing.	
		Complete all required forms, reports, and other documentation. Provide all completed documentation to the Documentation Unit, prior to your departure.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)	

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Name: _____

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Position Checklist: Public Information Officer

POSITION OVERVIEW		Responsible for providing news and information on the emergency/disaster to the media, the public, all departments and required agencies.
REPORT	TO	**EOC DIRECTOR/MANAGER**
PLANS & REPORTS		**PRESS RELEASES** | DEVELOPS
FORMS & GUIDES		**FORMS** • **POSITION CHECKLIST** • **EOC-205A COMMUNICATION LIST** • **EOC-211 CHECK-IN LIST** • **EOC-214 ACTIVITY LOG** • **PRESS RELEASE** **GUIDE** • **EMERGENCY OPERATIONS PLAN**
TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **WORKSTATION** • **POSITION BINDER (CAN BE VIRTUAL)** • **VEST**

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Serve as the central coordination point for the agency or jurisdiction for all media releases.	
		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.	
		Coordinate media releases with Public Information Officers at incidents or representing other affected emergency response agencies as required.	
		Develop the format for press conferences, in conjunction with the EOC Director/Manager.	
		Maintaining a positive relationship with the media representatives.	
		Supervising the Public Information Unit.	
ACTIVATION			
		Check in at the EOC **(FORM | EOC-211, FORM | EOC-205A)**	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over position checklist.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities **(FORM | EOC-214)**	
		Determine staffing requirements and make required personnel assignments for the Public Information function to the Personnel Unit in Logistics, as required.	
RESPONSE			
		Obtain policy guidance from the EOC Director/Manager regarding press releases.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		• Keep the EOC Director/Manager 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 Analysis Unit and identify the 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 handout materials.	
		Implement and maintain an overall information release program.	
		Establish a Media or Joint Information Center, as required, providing necessary space, materials, telephones, and electrical power.	
		• Maintain up-to-date status boards and other references at the Media or Joint Information Center. • Provide adequate staff to answer questions from members of the media.	
		Interact with other 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/Manager, prepare media briefings and press releases for members of the agencies or jurisdiction policy groups. • 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 affected 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.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		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 press releases and rumor control.	
		Ensure that file copies are maintained of all information released.	
		Provide copies of all press releases to the EOC Director for approval. 📋 **(FORM | USE CURRENT PRESS RELEASE FORM)**	
		Prepare final press releases and advise media representatives of points-of-contact for follow-up stories.	

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TYPE	TIME		STATUS
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. 📋 **(FORM | USE CURRENT POSITION CHECKLIST)** 📋 **(FORM | USE CURRENT EOC-214)**	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. 📋 **(FORM | EOC-211, FORM | EOC-205A)**	

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TYPE	TIME		STATUS
		Deactivate position when authorized by EOC Director/Manager and follow demobilization directions/plan.	
		Complete all required forms, reports, and other documentation. Provide all completed documentation to the Documentation Unit, prior to your departure.	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
TERMINATION			
		Alongside EOC Director/Manager and Liaison Officer, make emergency termination notifications to City Council, Response Partners, Community and OP Area.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

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Name: _____

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Position Checklist: Security/Safety Officer

POSITION OVERVIEW		• Responsible for identifying and mitigating safety hazards and situations of potential City / Agency liability during EOC operations. • Ensuring that all facilities used in support of EOC operations have safe operating conditions (building, parking lots, etc.)
REPORT **TO**		**EOC DIRECTOR/MANAGER**
PLANS & REPORTS		**EOC ACTION PLAN** | PROVIDES INPUT **ADVANCE PLANS + REPORTS (DEMO, RECOVERY ETC.)** | PROVIDES INPUT
FORMS		• **POSITION CHECKLIST** • **EOC-205A COMMUNICATION LIST** • **EOC-208 SAFETY MESSAGE** • **EOC-211 CHECK-IN LIST** • **EOC-214 ACTIVITY LOG**
TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **WORKSTATION** • **POSITION BINDER (CAN BE VIRTUAL)** • **VEST**

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Ensure that all buildings and other facilities used in support of the EOC are in a safe operating condition.	
		Monitor operational procedures and activities in the EOC to ensure they are being conducted in a safe manner, considering the existing situation and conditions.	
		Stop or modify all unsafe operations outside the scope of the EOC Action Plan, notifying the EOC Director/Manager of actions taken.	
		Ensure that only authorized personnel have access to the EOC.	
ACTIVATION			
		Check in at the EOC **(FORM | EOC-211, FORM | EOC-205A)**	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over position checklist.	
		Receive situation, section and position briefing from available/appropriate personnel.	
		Ensure readiness to maintain concise records of position activities **(FORM | EOC-214)**	
		Establish a process to only allow authorized personnel into the EOC.	
RESPONSE			
		• Tour the entire EOC facility and evaluate conditions. • Advise the EOC Director of any conditions and actions that 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; act when necessary.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Prepare and present safety briefings for the EOC Director and General Staff at appropriate meetings. 🔲 **(FORM | EOC-208)**	
		If the event that 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/Manager advised of unsafe conditions; act when necessary.	
		Coordinate with the Finance/Administration Section in preparing any personnel injury claims or records necessary for proper case evaluation and closure.	
		Establish a process to only allow authorized personnel into the EOC.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. 🔲 **(FORM | USE CURRENT POSITION CHECKLIST)** 🔲 **(FORM | USE CURRENT EOC-214)**	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. 🔲 **(FORM | EOC-211, FORM | EOC-205A)**	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director/Manager and follow demobilization directions/plan.	
		Complete all required forms, reports, and other documentation. Provide all completed documentation to the Documentation Unit, prior to your departure.	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

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Name: _____

Date: _____

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Time: _____ am / pm

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3.2 Operations Section
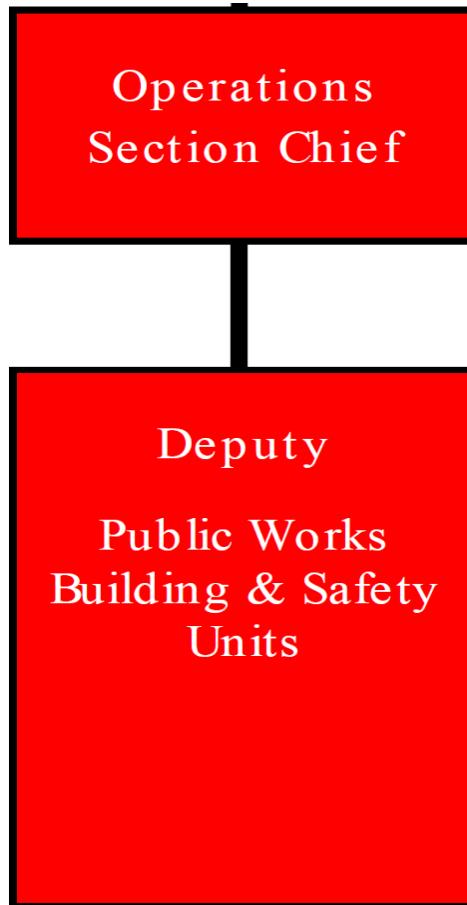
Figure 6: EOC Operations Section

Figure 6: EOC Operations Section, above, shows all the positions that are part of the EOC Operations Section.

This section contains functional section and position descriptions, responsibilities, and Position Checklists for personnel assigned to the Operations Section of the City EOC. Position Checklists describe the minimum actions that should be accomplished by personnel assigned to functional positions within the section.

Section Overview:
- The Operations Section is primarily responsible for managing the operations of various response elements involved in the disaster/emergency as well as coordination with Public Safety units.

Section Responsibilities Include:
- **Public Works:** Street, Traffic, Utilities, Solid Waste, Wastewater, Parking, Facility and Vehicle Maintenance
- **Building & Safety:** Evaluation and inspection of all City-owned and private structures damaged in an incident.

Position Checklist: Operations Section Chief

POSITION OVERVIEW		Responsible for the management and coordination of all EOC related operational functions. The Operations Section Coordinator will ensure, based on the emergency, that all necessary operational functions have been activated and are appropriately staffed
REPORT	**TO**	**MANAGEMENT** | EOC DIRECTOR/MANAGER
	TO ME	**STAFF** • Public Works Unit • Building and Safety Unit
PLANS		**EOC ACTION PLAN** | SUPPORTS DEVELOPMENT

FORMS & REPORTS

FORMS
- **POSITION CHECKLIST**
- **RESOURCE REQUEST**
- **EOC-205A COMMUNICATION LIST**
- **EOC-209 INCIDENT STATUS SUMMARY**
- **EOC-211 CHECK-IN LIST**
- **EOC-213 RESOURCE REQUEST**
- **EOC-214 ACTIVITY LOG**
- **EOC-215 RESOURCE PLANNING WORKSHEET**

REPORT
- **ENERGY STATUS**
- **PUBLIC WORKS STATUS**
- **TRANSPORTATION STATUS**
- **UTILITY STATUS**
- **WATER/SANITATION STATUS**

TECHNOLOGY
- **LAPTOP**
- **PHONE (DESK OR CELL)**

RESOURCES
- **WORKSTATION**
- **BINDER**
- **VEST**

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Ensure that the Operations Function is carried out including coordination of activities for all operational functions assigned to the EOC.	
		Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively.	
		Establish the appropriate level of unit organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly.	
		Exercise overall responsibility for the coordination of Unit activities within the Operations Section. 　📋 **(FORM | EOC-215)**	
		Ensure that the Planning/Intelligence Section is provided with Status Reports and Major Incident Reports.	
		Conduct periodic Operations briefings for the EOC Director/Manager as required or requested.	
		Supervise the Operations Section.	
ACTIVATION			
		Check in at the EOC. 　📋 **(FORM | EOC-211, FORM | EOC-205A)**	
		Assist with EOC Set-up (If not already fully set-up).	
		Check workstation to ensure readiness.	
		Wear identification vest and read over position checklist.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities. 　📋 **(FORM | EOC-214)**	
		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.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Based on the situation, activate positions/units within the section as needed: ☐ Public Works Unit ☐ Building and Safety Unit	
		Determine if there are mutual aid requests for these functional areas. Initiate coordination with appropriate mutual aid systems as required.	
		Request additional personnel for the section as necessary for 24-hour operation.	
		• Obtain a current communications status briefing from the Communications Section Chief. • Ensure that there is adequate equipment and radio frequencies available as necessary for the section.	
		Determine estimated times of arrival of section staff from the Personnel Unit in Logistics.	
		Confer with the EOC Director/Manager 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.	
		Coordinate with the Planning/Intelligence Section Chief to determine the need for any Technical Specialists.	
		Establish radio or phone communications with Department Operations Centers (DOCs), and/or with Incident Commander(s) as directed and coordinate accordingly.	
		Determine activation status of other EOCs in the Operational Area or adjacent areas 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 units in section; develop an Operations Plan detailing strategy for carrying out Operations objectives.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Adopt a pro-active attitude. Think ahead and anticipate situations and problems before they occur.	
RESPONSE			
		Ensure Operations Section position logs and other necessary files are maintained.	
		Ensure that situation and resources information is provided to the Planning/Intelligence Section on a regular basis or as the situation requires, including Status Reports and Major Incident Reports. 　📄 **(FORM | EOC-209)** 　📄 **(REPORT | COMMUNICATION STATUS)** 　📄 **(REPORT | ENERGY STATUS)** 　📄 **(REPORT | PUBLIC WORKS STATUS)** 　📄 **(REPORT | TRANSPORTATION STATUS)** 　📄 **(REPORT | UTILITY STATUS)**	
		Ensure that all media contacts are referred to the Public Information Officer.	
		Conduct periodic briefings and work to reach consensus among staff on objectives and work assignments for forthcoming operational periods. 　📄 **(FORM | EOC-215)**	
		Attend and participate in EOC Director/Manager'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 Unit Leader to ensure that the Operations Section objectives, as defined in the current Action Plan, are being addressed.	
		Ensure that the units coordinate all resource needs through the Logistics Section. 　📄 **(FORM | RESOURCE REQUEST)**	
		Ensure that intelligence information from Unit Leaders 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/Manager on all major incidents.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Complete a Major Incident Report for all major incidents; forward a copy to the Planning/ Intelligence Section.	
		Brief Unit Leaders periodically on any updated information you may have received.	
		Share status information with other sections as appropriate.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. 　　**(FORM | USE CURRENT POSITION CHECKLIST)** 　　**(FORM | USE CURRENT EOC-214)**	
		Provide all completed documentation to the Documentation Unit.	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. 　　**(FORM | EOC-211, FORM | EOC-205A)**	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director/Manager and follow demobilization directions/plan.	
		• Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Chief.	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name: _____

Date: _____

Forwarding Phone #: _____

Time: _____ am / pm

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Position Checklist: Public Works Unit

POSITION OVERVIEW		Evaluates and assesses the safety and condition of roadways, bridges, and other public works infrastructure.
REPORT	TO	**OPERATIONS**	CHIEF
PLANS		**EOC ACTION PLAN**	SUPPORT DEVELOPMENT
FORMS & REPORTS		**FORMS** • **POSITION CHECKLIST** • **EOC-205A COMMUNICATION LIST** • **EOC-211 CHECK-IN LIST** • **EOC-214 ACTIVITY LOG** **REPORT** • **PUBLIC WORKS STATUS**
TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **WORKSTATION** • **POSITION BINDER (CAN BE VIRTUAL)** • **VEST**

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Assist other Operation Section Units by providing construction equipment and operators as necessary.	
		Provide heavy equipment assistance to the Building/Safety 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 streambed debris clearance.	
		Supervise the Public Works Unit.	
ACTIVATION			
		Check in at the EOC (FORM | EOC-211, FORM | EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over position checklist.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities (FORM | EOC-214)	
RESPONSE			
		Establish and maintain a position log and other necessary files.	
		Ensure that appropriate staff are 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 Building/Safety Unit in inspecting damaged structures and facilities.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		As requested, direct staff to provide flood fighting assistance, clear debris from roadways and water ways, assist 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 Operations Section Chief informed of unit status. 📋 **(REPORT | PUBLIC WORKS STATUS)**	
		Refer all contacts with the media to the Public Information Officer.	
<td colspan="4" style="background:red;color:white">**SHIFT CHANGE/TRANSFER OF DUTIES**</td>
		Provide turnover briefing to position replacement.	

		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.
		   📋 **(FORM | USE CURRENT POSITION CHECKLIST)**
		   📋 **(FORM | USE CURRENT EOC-214)**	

		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. 📋 **(FORM | EOC-211, FORM | EOC-205A)**	
<td colspan="4" style="background:red;color:white">**DEMOBILIZATION**</td>
		Deactivate position when authorized by EOC Director/Manager and follow demobilization directions/plan.	
		• Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Chief.	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

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Name: _____

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Forwarding
Phone #: _____

Time: _____am / pm

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Position Checklist: Building and Safety Unit

POSITION OVERVIEW		The Building and Safety Unit is responsible for the evaluation and inspection of all City-owned and private structures damaged in an incident.
REPORT	**TO**	**OPERATIONS |** CHIEF
PLANS		**EOC ACTION PLAN |** SUPPORTS DEVELOPMENT
FORMS & REPORT		**FORMS** • **POSITION CHECKLIST** • **EOC-205A COMMUNICATION LIST** • **EOC-211 CHECK-IN LIST** • **EOC-214 ACTIVITY LOG**
TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **WORKSTATION** • **POSITION BINDER (CAN BE VIRTUAL)** • **VEST**

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Evaluation and inspection of all City-owned and private structures damaged in an incident.	
		Assist in developing damage cost estimates.	
		Supervise the Building and Safety Unit.	
ACTIVATION			
		Check in at the EOC. 📋 **(FORM | EOC-211, FORM | EOC-205A)**	
		Assist with EOC Set-up (If not already fully set-up).	
		Check workstation to ensure readiness.	
		Wear identification vest and read over position checklist.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities. 📋 **(FORM | EOC-214)**	
RESPONSE			
		Establish and maintain a position log and other necessary files.	
		Establish and maintain communications with the field units assigned to the Building and Safety Unit.	
		Determine the extent of damage to city facilities and private structures.	
		Determine the status of facilities and structures to be re-occupied.	
		Provide safety assessment information and statistics to the Damage Assessment Unit of the Planning/Intelligence Section.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Coordinate investigation and safety assessment of damage to buildings, structures and property within the City for the purpose of: - Identifying life-threatening hazardous conditions for immediate abatement. - Inspecting and identifying buildings and property for re-occupancy and posting and declaring unsafe conditions. - Determining the cost and percentage of damage to all buildings, structures and properties.	
		Coordinate investigation of building code performance. Determine the extent of damage to buildings and structures and develop recommendations for building code changes.	
		Provide the engineering support as requested for other Operations Section Units.	
		Refer all contacts with the media to the Public Information Officer.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. **(FORM | USE CURRENT POSITION CHECKLIST)** **(FORM | USE CURRENT EOC-214)**	
		Provide all completed documentation to the Documentation Unit.	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. **(FORM | EOC-211, FORM | EOC-205A)**	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director/Manager and follow demobilization directions/plan.	
		- Complete all required forms, reports, and other documentation. - Provide all completed documentation to the Documentation Unit, prior to your departure. - Turn over financial information to Finance/Administration Section Coordinator.	
		Clean up your work area before you leave.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

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Name: _____

Date: _____

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Time: _____am / pm

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3.3 Planning & Intelligence Section

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│     Section Chief       │
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┌────────────┴────────────┐
│                         │
│         Deputy          │
│                         │
│    Situation Status     │
│     Documentation       │
│         Damage          │
│       Assessment        │
│   Resource Tracking     │
│         Units           │
│                         │
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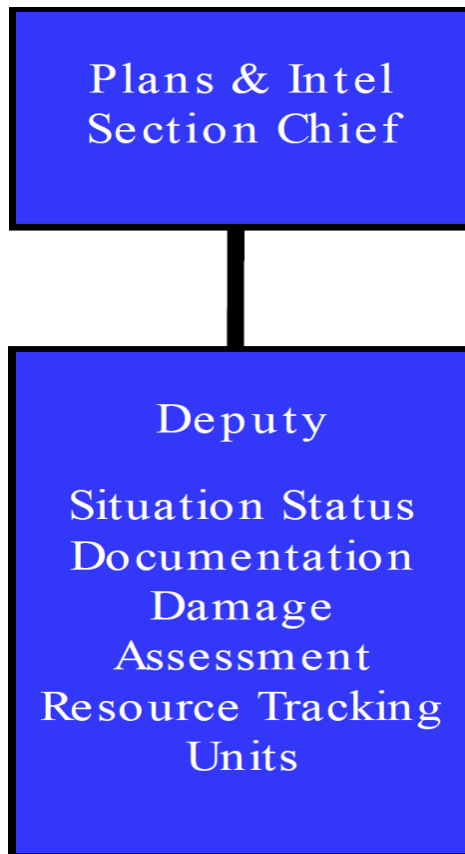
Figure 7: EOC Planning & Intelligence Section

Figure 7: EOC Planning & Intelligence Section, above, shows all the positions that are part of the EOC Planning & Intelligence Section.

This section contains functional section and position descriptions, responsibilities, and position checklists for personnel assigned to the Planning & Intelligence Section of the City EOC. Position checklists describe the minimum actions that should be accomplished by personnel assigned to functional positions within the section.

Section Overview:
- The Planning & Intelligence Section is primarily responsible for compiling, assembling, and reporting all safety/damage assessment information

Section Responsibilities Include:
- Collect, evaluate, analyze, display, and disseminate incident information and status of all assigned and available resources
- Functions as the primary support for decision-making to the overall emergency organization
- Provides anticipatory appraisals and develops plans necessary to cope with changing events

Position Checklist: Planning & Intelligence Section Chief

POSITION OVERVIEW		Responsible for managing the collection, documentation, evaluation, forecasting, dissemination and use of information about the development of the incident and status of resources
REPORT	**TO**	**MANAGEMENT**	EOC DIRECTOR/MANAGER
	TO ME	**STAFF** • Situation Status Unit • Documentation Unit • Damage Assessment Unit • Personnel Resource Tracking Unit
PLANS & REPORTS		**EOC ACTION PLAN**	OVERSEE DEVELOPMENT **ADVANCE PLANS**	OVERSEE DEVELOPMENT **OPERATION SECTION REPORTS**	OVERSEES COMPLITATION & DISTRIBUTION **LOCAL GOVERNMENT AFTER ACTION REPORT**	SUPPORTS DEVELOPMENT
FORMS		• **POSITION CHECKLIST** • **EOC-201 INCIDENT BRIEFING** • **EOC-202 INCIDENT OBJECTIVES** • **EOC-205A COMMUNICATION LIST** • **EOC-207 ORGANIZATION CHART** • **EOC-209 INCIDENT STATUS SUMMARY** • **EOC-211 CHECK-IN LIST** • **EOC-214 ACTIVITY LOG** • **EOC-215 RESOURCE PLANNING WORKSHEET** • **EOC-230 DAILY MEETING SCHEDULE**
TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **WORKSTATION** • **POSITION BINDER (CAN BE VIRTUAL)** • **VEST**

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Establish the appropriate level of staffing and organization for the Section.	
		Exercise overall responsibility for the coordination of unit activities within the section.	
		Supervise the Planning/Intelligence Section.	
		Ensure that the following responsibilities of the Section are addressed as required: • Collect, analyze, and display situation information • Prepare periodic Situation Report • Preparing and distributing the EOC Action Plan and facilitating the Action Planning meeting • Conducting Advance Planning activities and report • Providing technical support services to the various EOC sections and units, and documenting and maintaining files on all EOC activities	
		In coordination with the other Section Coordinators, ensure that Status Reports are completed and utilized as a basis for Situation Analysis Reports, and the EOC Action Plan.	
		Keep the EOC Director/Manager informed of significant issues affecting the P&I Section	
ACTIVATION			
		Check in at the EOC 🗋 **(FORM | EOC-211, FORM | EOC-205A)**	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over position checklist.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities 🗋 **(FORM | EOC-214)**	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		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 positions/unit within the section as needed: ☐ Situation Status Unit ☐ Documentation Unit ☐ Damage Assessment Unit ☐ Personnel Resource Tracking Unit	
		Request additional personnel for the section as necessary to maintain a 24-hour operation.	
		• Establish contact with the Operational Area EOC when activated. • Coordinate Situation Analysis Reports with their Planning/Intelligence Section. o **(FORM | EOC-209)**	
		Meet with Operations Section Coordinator; obtain and review any major incident reports.	
		Review responsibilities of units in the 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. o **(FORM | EOC-202)**	
		Keep the EOC Director/Manager informed of significant events.	
		Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.	
RESPONSE			
		Ensure that Planning/Intelligence Section position logs and other necessary files are maintained.	
		Ensure that The Situation Status Unit is maintaining current information for the situation analysis report.	
		Ensure that major incidents reports, and status reports are completed by the Operations Section and are accessible by Planning/Intelligence.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Ensure that a situation analysis report is produced and distributed to EOC Sections and the Operational Area EOC at least once, prior to the end of the operational period. 📋 **(FORM | EOC-209)**	
		Ensure that all status boards and other displays are kept current and that posted information is neat and legible.	
		Ensure that the Public Information Unit 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. 📋 **(FORM | EOC-201)**	
		Facilitate the EOC Director's/Manager's Action Planning meetings approximately two hours before the end of each operational period. 📋 **(FORM | EOC-230)**	
		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. 📋 **(FORMS | EOC-201, EOC-202, EOC-205A, EOC-207, EOC-208, EOC-215, EOC-230 | EOC ACTION PLAN)**	
		Work closely with each 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 Plans Section 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 specialists to all EOC sections as required.	
		Ensure that fiscal and administrative requirements are coordinated through the Finance/ Administration Section.	

SHIFT CHANGE/TRANSFER OF DUTIES

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. 　📋 **(FORM | USE CURRENT POSITION CHECKLIST)** 　📋 **(FORM | USE CURRENT EOC-214)**	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. 　📋 **(FORM | EOC-211, FORM | EOC-205A)**	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow demobilization directions/plan.	
		• Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Chief.	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input and/or facilitate the after-action report. 　📄 **(REPORT | LOCAL GOVERNMENT AFTER ACTION REPORT)**	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name: _____

Date: _____

Forwarding Phone #: _____

Time: _____am / pm

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Position Checklist: Situation Status Unit

POSITION OVERVIEW		Responsible for the collection, evaluation, organization, analysis, and display of incident status and situation information; and for compiling Department Status Reports
REPORT TO		**PLANNING & INTELLIGENCE |** CHIEF
PLANS		**EOC ACTION PLAN |** SUPPORT DEVELOPMENT AND DISTRIBUTION **OPERATION SECTION REPORTS |** SUPPORTS COMPLITATION & DISTRIBUTION
FORMS & GUIDES		**FORM** • **POSITION CHECKLIST** • **EOC-202 INCIDENT OBJECTIVES** • **EOC-205A COMMUNICATION LIST** • **EOC-209 INCIDENT STATUS SUMMARY** • **EOC-211 CHECK-IN LIST** • **EOC-214 ACTIVITY LOG** **GUIDE** • **PLANNING "P" GUIDE**
TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **WORKSTATION** • **POSITION BINDER (CAN BE VIRTUAL)** • **VEST**

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Oversee the collection, organization, and analysis of situation information related to the emergency.	
		Ensure that information collected from all sources is validated prior to posting on status boards.	
		Ensure that situation analysis reports are developed for dissemination to EOC staff and to other EOCs as required.	
		Ensure that an EOC Action Plan is developed for each operational period.	
		Ensure that all maps, status boards and other displays contain current and accurate information.	
		Supervise Situation Status Unit.	
ACTIVATION			
		Check in at the EOC **(FORM | EOC-211, FORM | EOC-205A)**	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over position checklist.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities **(FORM | EOC-214)**	
		Contact local government EOCs in the operational area and establish a schedule for obtaining situation reports.	
		• Ensure there are adequate staff available to collect and analyze incoming information. • Maintain the Situation Analysis Report and facilitate the Action Planning process. o **(FORM | EOC-209)** o **(GUIDE | PLANNING "P" GUIDE)**	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Prepare Situation Status Unit objectives for the initial Action Planning meeting. 🗐 **(FORM | EOC-202)**	
RESPONSE			
		Establish and maintain a position log and other necessary files.	
		Oversee the collection and analysis of all emergency related information.	
		• Oversee the preparation and distribution of the Situation Report. • Coordinate with the Documentation Unit for manual distribution and reproduction as required. o **(FORM | EOC-209)**	
		Ensure that each EOC Section provides the Situation Status Unit with Status Reports on a regular basis.	
		Meet with the Public Information Officer to determine the best method for ensuring access to current information.	
		Prepare a situation summary for the EOC Action Planning meeting. 🗐 **(FORM | EOC-209)**	
		Ensure each section provides their objectives at least 30 minutes prior to each Action Planning meeting	
		• In preparation for the Action Planning meeting, ensure that all EOC objectives are posted on chart paper. • Ensure the meeting room is set up with appropriate equipment and materials (easels, markers, situation analysis reports, etc.).	
		Following the meeting, ensure that the Documentation Unit publishes and distributes the EOC Action Plan prior to the beginning of the next operational period. (See attachment).	
		Ensure that adequate staff are assigned to maintain all maps, status boards and other displays.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. 🗐 **(FORM | USE CURRENT POSITION CHECKLIST)** 🗐 **(FORM | USE CURRENT EOC-214)**	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. 📇 **(FORM | EOC-211, FORM | EOC-205A)**	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director/Manager and follow demobilization directions/plan.	
		• Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Chief.	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name: _____

Date: _____

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Position Checklist: Documentation Unit

POSITION OVERVIEW		Responsible for maintaining complete documentation of the emergency. This includes damage assessment reports, EOC action reports, after action and corrective action reports.
REPORT TO		**PLANNING & INTELLIGENCE**	CHIEF
PLANS & REPORTS		**EOC ACTION PLAN**	SUPPORT DEVELOPMENT AND DISTRIBUTION **OPERATION SECTION REPORTS**	SUPPORTS COMPLITATION & DISTRIBUTION
FORMS & REPORT		• **POSITION CHECKLIST** • **EOC-201 INCIDENT BRIEFING** • **EOC-202 INCIDENT OBJECTIVES** • **EOC-205A COMMUNICATION LIST** • **EOC-207 ORGANIZATION CHART** • **EOC-209 INCIDENT STATUS SUMMARY** • **EOC-211 CHECK-IN LIST** • **EOC-214 ACTIVITY LOG** • **EOC-215 RESOURCE PLANNING WORKSHEET** • **EOC-230 DAILY MEETING SCHEDULE**
TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **WORKSTATION** • **POSITION BINDER (CAN BE VIRTUAL)** • **VEST**

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Collect, organize and file all completed emergency related forms, to include: all EOC position logs, situation analysis reports, EOC Action Plans and any other related information, just prior to the end of each operational period.	
		Provide document reproduction services to EOC staff.	
		Distribute the EOC situation analysis reports, EOC Action Plan, and other documents, as required.	
		Maintain a permanent electronic archive of all situation reports and Action Plans associated with the emergency.	
		Assist the EOC Coordinator in the preparation and distribution of the After-Action Report.	
		Supervise the Documentation Unit.	
ACTIVATION			
		Check in at the EOC 📋 **(FORM | EOC-211, FORM | EOC-205A)**	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over position checklist.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities 📋 **(FORM | EOC-214)**	
RESPONSE			
		Establish and maintain a position log and other necessary files.	
		Meet with the Planning/Intelligence Section Chief to determine what EOC materials should be maintained as official records.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Meet with the Finance Section Chief 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 this position at the end of each shift. 📋 **(FORM | EOC-207, FORM | EOC-205A)**	

		Reproduce and distribute the Situation Reports and Action Plans. Ensure distribution is made to the Operational Area EOC.
		   📋 **(FORM | EOC-209)**
		   �äd **(FORMS | EOC-201, EOC-202, EOC-205A, EOC-207, EOC-208, EOC-215, EOC-230, PLAN | EOC ACTION PLAN)**	

		Keep extra copies of reports and plans available for special distribution as required.	
		Set up and maintain document reproduction services for the EOC.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	

		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.
		   📋 **(FORM | USE CURRENT POSITION CHECKLIST)**
		   📋 **(FORM | USE CURRENT EOC-214)**	

		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. 📋 **(FORM | EOC-211, FORM | EOC-205A)**	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director/Manager and follow demobilization directions/plan.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		• Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Chief.	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name: _____

Date: _____

Forwarding Phone #: _____

Time: _____am / pm

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Position Checklist: Damage Assessment Unit

POSITION OVERVIEW		Responsible for maintaining detailed records of safety/damage assessment information and supporting the documentation process.
REPORT	**TO**	**PLANNING & INTELLIGENCE**	CHIEF
PLANS		**EOC ACTION PLAN**	SUPPORT DEVELOPMENT
FORMS		• **POSITION CHECKLIST** • **EOC-205A COMMUNICATION LIST** • **EOC-207 ORGANIZATION CHART** • **EOC-211 CHECK-IN LIST** • **EOC-213 RESOURCE REQUEST** • **EOC-214 ACTIVITY LOG** • **EOC-215 RESOURCE PLANNING WORKSHEET**
TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **WORKSTATION** • **POSITION BINDER (CAN BE VIRTUAL)** • **VEST**

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending

DUTIES

| | | Responsible for maintaining detailed records of safety/damage assessment information and supporting the documentation process. | |
| | | Responsible for coordinating closely with field resources and incident personnel to obtain damage assessment information. | |

ACTIVATION

		Check in at the EOC **(FORM | EOC-211, FORM | EOC-205A)**	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over position checklist.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities **(FORM | EOC-214)**	

RESPONSE

		Attends the Tactics/Strategy meeting (led by the Operations Section Chief) to complete the Operational Planning Worksheet **(FORM | EOC-215)**	

		Complete resource request forms (ICS 213 form) for personnel, supplies, services, and equipment-as determined from the Operational Planning Worksheet (ICS 215 form/worksheet) developed during the Tactics/Strategy meeting.
		  (FORM | EOC-213)
		  (FORM | EOC-215)	

		Provides damage information to the Situation Analysis Unit and Finance Section. **(FORM | EOC-209)**	

SHIFT CHANGE/TRANSFER OF DUTIES

| | | Provide turnover briefing to position replacement. | |

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. 　📋 **(FORM | USE CURRENT POSITION CHECKLIST)** 　📋 **(FORM | USE CURRENT EOC-214)**	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. 　📋 **(FORM | EOC-211, FORM | EOC-205A)**	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director/Manager and follow demobilization directions/plan.	
		• Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Chief.	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name: _____

Date: _____

Forwarding
Phone #: _____

Time: _____am / pm

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Position Checklist: Resource Tracking Unit

POSITION OVERVIEW		Responsible for tracking and documenting all personnel resources.
REPORT	TO	**PLANNING & INTELLIGENCE**	CHIEF
PLANS		**EOC ACTION PLAN**	SUPPORT DEVELOPMENT
FORMS		• **POSITION CHECKLIST** • **EOC-205A COMMUNICATION LIST** • **EOC-207 ORGANIZATION CHART** • **EOC-211 CHECK-IN LIST** • **EOC-213 RESOURCE REQUEST** • **EOC-214 ACTIVITY LOG** • **EOC-215 RESOURCE PLANNING WORKSHEET**
TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **WORKSTATION** • **POSITION BINDER (CAN BE VIRTUAL)** • **VEST**

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Responsible for tracking and documenting resources including personnel, critical resources, transportation and support equipment.	
		Responsible for coordinating closely with all units in the Logistics Section, particularly Procurement Unit, Personnel Unit, and Transportation Unit.	
ACTIVATION			
		Check in at the EOC **(FORM | EOC-211, FORM | EOC-205A)**	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over position checklist.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities **(FORM | EOC-214)**	
RESPONSE			
		Attends the Tactics/Strategy meeting (led by the Operations Section Chief) to complete the Operational Planning Worksheet **(FORM | EOC-215)**	
		Complete resource request forms (ICS 213 form) for personnel, supplies, services, and equipment-as determined from the Operational Planning Worksheet (ICS 215 form/worksheet) developed during the Tactics/Strategy meeting. **(FORM | EOC-213)** **(FORM | EOC-215)**	
		Verifies proper check-in and check-out of personnel in the EOC using a Recorder. **(FORM | EOC-211)**	
		Provides resource information to the Situation Analysis Unit and Logistics Section. **(FORM | EOC-209)**	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Assists in preparation of Organization Chart and post in the EOC. 📄 **(FORM | EOC-207)**	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	

		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.
		    📄 **(FORM | USE CURRENT POSITION CHECKLIST)**
		    📄 **(FORM | USE CURRENT EOC-214)**	

		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. 📄 **(FORM | EOC-211, FORM | EOC-205A)**	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director/Manager and follow demobilization directions/plan.	
		• Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Chief.	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name: _____

Date: _____

Forwarding Phone #: _____

Time: _____am / pm

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3.4 Logistics Section

Logistics Section Chief

Deputy

Procurement
Supply (Food)
Facilities
Transportation
Personnel
Care & Shelter
Units
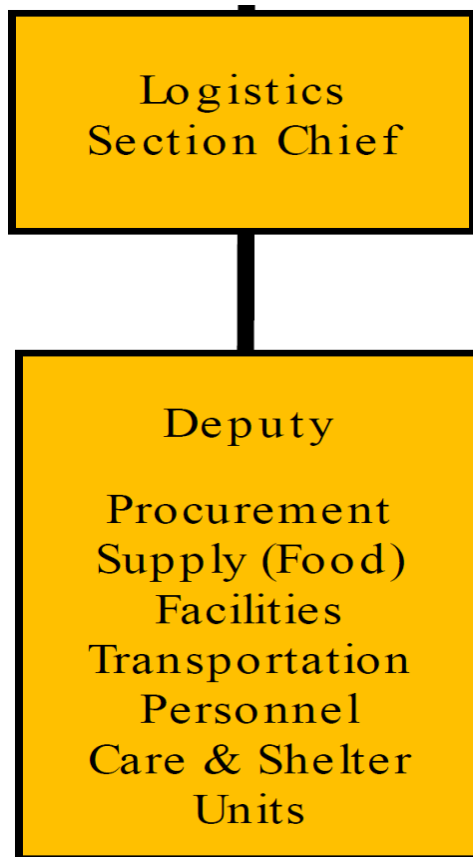
Figure 8: EOC Logistics Section

Figure 8: EOC Logistics Section, above, shows all the positions that are part of the EOC Logistics Section.

This section contains functional section and position descriptions, responsibilities, and position checklists for personnel assigned to the Logistics Section of the City EOC. Position checklists describe the minimum actions that should be accomplished by personnel assigned to functional positions within the section.

Section Overview:
- The Logistics Section is responsible for providing resources to support the city's disaster response, including, but not limited to, personnel, vehicles, care and shelter and equipment.

Section Responsibilities Include:
- Provide operational and logistical support for emergency response personnel and optimize the use of resources
- Provide support to the other sections of the EOC and support as directed for field emergency response activities
- Support the restoration of essential services and systems
- Support Care and Shelter operations

Position Checklist: Logistics Section Chief

POSITION OVERVIEW		Responsible for managing and coordinating logistical response efforts and the acquisition, transportation, and mobilization of resources
REPORT	TO	**MANAGEMENT |** EOC DIRECTOR/MANAGER
REPORT	TO ME	STAFF • Procurement Unit • Supply Unit • Facilities Unit • Transportation Unit • Personnel Unit • Care and Shelter Unit
PLANS		**EOC ACTION PLAN**	SUPPORT DEVELOPMENT
FORMS		• **POSITION CHECKLIST** • **EOC-205A COMMUNICATION LIST** • **EOC-211 CHECK-IN LIST** • **EOC-213 RESOURCE REQUEST** • **EOC-214 ACTIVITY LOG**
TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **WORKSTATION** • **POSITION BINDER (CAN BE VIRTUAL)** • **VEST**

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		• 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.	
		Establish the appropriate level of unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.	
		Ensure section objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.	
		Coordinate closely with the Operations Section Coordinator to establish priorities for resource allocation to activated Incident Commands within the affected area.	
		Keep the EOC Director/Manager informed of all significant issues relating to the Logistics Section.	
		Supervise the Logistics Section.	
ACTIVATION			
		Check in at the EOC **(FORM | EOC-211, FORM | EOC-205A)**	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over position checklist.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities **(FORM | EOC-214)**	
		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.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Based on the situation, activate units within section as needed and designate Unit Leaders for each element: ☐ Procurement Unit ☐ Supply Unit ☐ Facilities Unit ☐ Transportation Unit ☐ Personnel Unit ☐ Care and Shelter Unit	
		Mobilize sufficient section staffing for 24-hour operations.	
		Establish communications with the Logistics Section at the Operational Area EOC if activated.	
		Advise units within the section to coordinate with appropriate units in the Operations Section to prioritize and validate resource requests from DOCs or Incident Command Posts in the field. This should be done prior to acting on the request.	
		Meet with the EOC Director/Manager 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 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/Manager.	
		Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.	
RESPONSE			
		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.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Ensure that the Supply and Procurement Units coordinate 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 resources are tracked and accounted for, as well as resources ordered through Mutual Aid.
		    📋 **(FORM | EOC-213)**
		    📋 **(FORM | RESOURCE TRACKING)**	

		Provide section staff with information updates as required.	

<table>
<tr><td colspan="4" style="background:#F2A900;">SHIFT CHANGE/TRANSFER OF DUTIES</td></tr>
</table>

TYPE	TIME		STATUS
		Provide turnover briefing to position replacement.	

		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.
		    📋 **(FORM | USE CURRENT POSITION CHECKLIST)**
		    📋 **(FORM | USE CURRENT EOC-214)**	

		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. 📋 **(FORM | EOC-211, FORM | EOC-205A)**	

<table>
<tr><td colspan="4" style="background:#F2A900;">DEMOBILIZATION</td></tr>
</table>

TYPE	TIME		STATUS
		Deactivate position when authorized by EOC Director and follow demobilization directions/plan.	
		• Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Chief.	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name: _____

Date: _____

**Forwarding
Phone #:** _____

Time: _____am / pm

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Position Checklist: Procurement Unit

POSITION OVERVIEW		Responsible for obtaining all non-fire and non-law-enforcement mutual aid materials, equipment and supplies to support emergency operations
REPORT	TO	**LOGISTICS |** CHIEF
PLANS		**EOC ACTION PLAN |** SUPPORTS DEVELOPMENT
FORMS		• **POSITION CHECKLIST** • **EOC-205A COMMUNICATION LIST** • **EOC-211 CHECK-IN LIST** • **EOC-214 ACTIVITY LOG**
TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **WORKSTATION** • **POSITION BINDER (CAN BE VIRTUAL)** • **VEST**

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Oversee the procurement of supplies and materiel not normally provided through mutual aid channels.	
		Coordinate procurement actions with the Finance/Administration Section and Supply Unit.	
		Supervise the Procurement Unit.	
ACTIVATION			
		Check in at the EOC 📋 **(FORM | EOC-211, FORM | EOC-205A)**	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over position checklist.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities 📋 **(FORM | EOC-214)**	
RESPONSE			
		Establish and maintain a position log and other necessary files.	
		Determine if requests for supplies and material have already been requested.	
		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 number of supplies and materiel, and verify that the request has not been previously filled through another source.	
		Maintain a status board or other reference depicting procurement actions in progress and their status.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		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 and in coordination with the Supply 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.	
		Keep the Logistics Section Chief informed of significant issues affecting the Procurement Unit.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. **(FORM | USE CURRENT POSITION CHECKLIST)** **(FORM | USE CURRENT EOC-214)**	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. **(FORM | EOC-211, FORM | EOC-205A)**	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director/Manager and follow demobilization directions/plan.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		• Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Chief.	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name: _____

Date: _____

Forwarding Phone #: _____

Time: _____am / pm

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Position Checklist: Supply Unit

POSITION OVERVIEW		Responsible for maintaining stocks of and delivery all non-fire and non-law-enforcement mutual aid materials, equipment and supplies to support emergency operations
REPORT TO		**LOGISTICS**	CHIEF
PLANS		**EOC ACTION PLAN**	SUPPORTS DEVELOPMENT
FORMS		• **POSITION CHECKLIST** • **EOC-205A COMMUNICATION LIST** • **EOC-211 CHECK-IN LIST** • **EOC-214 ACTIVITY LOG**
TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **WORKSTATION** • **POSITION BINDER (CAN BE VIRTUAL)** • **VEST**

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Oversee the stocking and allocation of supplies and materiel not normally provided through mutual aid channels.	
		Coordinate supply actions with the Finance/Administration Section.	
		Coordinate delivery of supplies and materiel as required.	
		Supervise the Supply Unit.	
ACTIVATION			
		Check in at the EOC **(FORM | EOC-211, FORM | EOC-205A)**	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over position checklist.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities **(FORM | EOC-214)**	
RESPONSE			
		Establish and maintain a position log and other necessary files.	
		Determine if requested types and quantities of supplies and material are available in inventory.	
		Maintain a status board or other reference depicting supply actions in progress and their status.	
		Work with the Procurement Unit to restock supply stores and caches.	
		If delivery services are not available, coordinate pickup and delivery of supplies through the Transportation Unit.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		• 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 Unit.	

SHIFT CHANGE/TRANSFER OF DUTIES

		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. **(FORM | USE CURRENT POSITION CHECKLIST)** **(FORM | USE CURRENT EOC-214)**	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. **(FORM | EOC-211, FORM | EOC-205A)**	

DEMOBILIZATION

		Deactivate position when authorized by EOC Director/Manager and follow demobilization directions/plan.	
		• Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Chief.	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name: _____

Date: _____

Forwarding Phone #: _____

Time: _____ am / pm

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Position Checklist: Facilities Unit

POSITION OVERVIEW		Responsible for ensuring 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.
REPORT TO		**LOGISTICS |** CHIEF
PLANS		**EOC ACTION PLAN |** SUPPORTS DEVELOPMENT
FORMS		• **POSITION CHECKLIST** • **EOC-205A COMMUNICATION LIST** • **EOC-211 CHECK-IN LIST** • **EOC-214 ACTIVITY LOG**
TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **WORKSTATION** • **POSITION BINDER (CAN BE VIRTUAL)** • **VEST**

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending

		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.	
		Ensure acquired buildings, building floors, and or workspaces are returned to their original state when no longer needed.	
		Supervise the Facilities Unit.	

| ACTIVATION | | | |

		Check in at the EOC **(FORM	EOC-211, FORM	EOC-205A)**	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over position checklist.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities **(FORM	EOC-214)**	

| RESPONSE | | | |

		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 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.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		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.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. 　　📋 **(FORM | USE CURRENT POSITION CHECKLIST)** 　　📋 **(FORM | USE CURRENT EOC-214)**	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. 　　📋 **(FORM | EOC-211, FORM | EOC-205A)**	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow demobilization directions/plan.	
		• Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator.	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name: _____

Date: _____

Forwarding Phone #: _____

Time: _____ am / pm

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Position Checklist: Transportation Unit

POSITION OVERVIEW		Responsible for coordinating the allocation of transportation resources required to move people, equipment, and essential supplies during emergency response and recovery operations.
REPORT TO		**LOGISTICS** | CHIEF
PLANS		**EOC ACTION PLAN** | SUPPORTS DEVELOPMENT **TRANSPORTATION PLAN** | DEVELOPS (CAN USE TRANSPORTATION STATUS REPORT AS BASIS FOR PLAN)
FORMS & REPORT		**FORM** • **POSITION CHECKLIST** • **EOC-205A COMMUNICATION LIST** • **EOC-211 CHECK-IN LIST** • **EOC-214 ACTIVITY LOG** • **RESOURCE TRACKING** **REPORT** • **TRANSPORTATION STATUS**
TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **WORKSTATION** • **POSITION BINDER (CAN BE VIRTUAL)** • **VEST**

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		In coordination with the Public Works Unit, and the Situation Status Unit, develop a transportation plan to support EOC operations.	
		Arrange for the acquisition or use of required transportation resources.	
		Supervise the Transportation Unit.	
ACTIVATION			
		Check in at the EOC **(FORM | EOC-211)**	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over position checklist.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities **(FORM | EOC-214)**	
RESPONSE			
		Establish and maintain a position log and other necessary files.	
		Routinely coordinate with the Situation Status Unit to determine the status of transportation routes in and around the affected area. **(REPORT | TRANSPORTATION STATUS)**	
		Routinely coordinate with the Public Works Unit and Damage Assessment Unit 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 material.	
		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. **(FORM | RESOURCE TRACKING)**	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Keep the Logistics Section Chief informed of significant issues affecting the Transportation Unit.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. **(FORM | USE CURRENT POSITION CHECKLIST)** **(FORM | USE CURRENT EOC-214)**	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. **(FORM | EOC-211, FORM | EOC-205A)**	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow demobilization directions/plan.	
		• Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Chief.	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name: _____

Date: _____

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Phone #: _____

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Position Checklist: Personnel Unit

POSITION OVERVIEW	Responsible for obtaining, coordinating, and allocating all non-fire and non-law-enforcement mutual aid personnel support requests; registering and coordinating volunteers as Disaster Services Workers (DSWs); feeding and caring for all emergency workers; and the overall coordination and care of all City/Agency staff, both paid and volunteer. Develop a Demoblization Plan for local resources and EOC staff.
REPORT TO	**LOGISTICS**	CHIEF
PLANS	**EOC ACTION PLAN**	SUPPORTS DEVELOPMENT
FORMS	• **POSITION CHECKLIST** • **EOC-205A COMMUNICATION LIST** • **EOC-207 ORGANIZATION CHART** • **EOC-211 CHECK-IN LIST** • **EOC-214 ACTIVITY LOG** • **RESOURCE REQUEST** • **RESOURCE TRACKING** • **DSWV REGISTRATION**
TECHNOLOGY	• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES	• **WORKSTATION** • **POSITION BINDER (CAN BE VIRTUAL)** • **VEST**

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Provide personnel resources as requested in support of the EOC and Field Operations.	
		Identify, recruit and register volunteers as required.	
		Develop an EOC organization chart. **(FORM | EOC-207)**	
		Supervise the Personnel Unit.	
ACTIVATION			
		Check in at the EOC **(FORM | EOC-211, FORM | EOC-205A)**	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over position checklist.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities **(FORM | EOC-214)**	
RESPONSE			
		Establish and maintain a position log and other necessary files.	
		• Manage check-in o **(FORM | EOC-211, FORM | EOC-205A)** • 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. o **(FORM | EOC-207)**	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Coordinate with the Liaison Officer and Security/Safety Officer to ensure that all EOC staff to include volunteers, receive a current situation and safety briefing upon check-in. 📋 **(FORM | EOC-208)**	
		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. o **(FORM | RESOURCE REQUEST)** o **(FORM | RESOURCE TRACKING)**	
		Maintain a status board or other reference to keep track of incoming personnel resources.	
		Update EOC organization chart for each operational period.	
		Coordinate with the Liaison Officer and Safety/Security Officer to ensure access, badging or identification, and proper direction for responding personnel upon arrival at the EOC.	
		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 Security/Safety Officer, determine the need for crisis counseling for emergency workers; acquire mental health specialists as needed.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		In coordination with the Plans Resource Tracking Unit and EOC Coordinator, develop a Demobilization Plan to release local and EOC resources that are no longer needed. • The Demobilization Plan should include: o Steps and approvals needed to complete the demobilization process. o Safety check to avoid exhausted employees driving o Completion and submission of all EOC related documentation.	
		Arrange for childcare services for EOC personnel as required.	
		Establish registration locations with sufficient staff to register volunteers and issue them disaster service worker identification cards. **(FORM | DSWV REGISTRATION)**	
		Keep the Logistics Section Chief informed of significant issues affecting the Personnel Unit.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. **(FORM | USE CURRENT POSITION CHECKLIST)** **(FORM | USE CURRENT EOC-214)**	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. **(FORM | EOC-211, FORM | EOC-205A)**	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director/Manager and follow demobilization directions/plan.	
		• Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Chief.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name: _____

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Phone #:** _____

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Position Checklist: Care & Shelter Unit

POSITION OVERVIEW		Responsible for opening and operating evacuation centers and mass care facilities in the City until, and if, the American Red Cross assumes responsibility; coordinating efforts with the American Red Cross and other volunteer agencies; and supporting the Personnel Unit in the care and sheltering of employees and their families
REPORT	TO	**LOGISTICS|** CHIEF
PLANS		**EOC ACTION PLAN**	SUPPORTS DEVELOPMENT
FORMS & REPORT		**FORMS** • **POSITION CHECKLIST** • **EOC-205A COMMUNICATION LIST** • **EOC-211 CHECK-IN LIST** • **EOC-214 ACTIVITY LOG** **REPORT** • **MASS CARE STATUS**
TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **WORKSTATION** • **POSITION BINDER (CAN BE VIRTUAL)** • **VEST**

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		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.	
		Assist the American Red Cross with inquiries and registration services to reunite families or respond to inquiries from relatives or friends.	
		Assist the American Red Cross with the transition from mass care to separate family/individual housing.	
		Supervise the Care & Shelter Unit.	
ACTIVATION			
		Check in at the EOC. **(FORM | EOC-211, FORM | EOC-205A)**	
		Assist with EOC Set-up (If not already fully set-up).	
		Check workstation to ensure readiness.	
		Wear identification vest and read over position checklist.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities. **(FORM | EOC-214)**	
RESPONSE			
		Establish and maintain a 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.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		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. **(REPORT | MASS CARE STATUS)**	
		Refer all contacts with the media to the Public Information Officer.	

SHIFT CHANGE/TRANSFER OF DUTIES

TYPE	TIME		STATUS
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. **(FORM | USE CURRENT POSITION CHECKLIST)** **(FORM | USE CURRENT EOC-214)**	
		Provide all completed documentation to the Documentation Unit.	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. **(FORM | EOC-211, FORM | EOC-205A)**	

DEMOBILIZATION

TYPE	TIME		STATUS
		Deactivate position when authorized by EOC Director/Manager and follow demobilization directions/plan.	
		• Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Chief.	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

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3.5 Finance/Administration Section
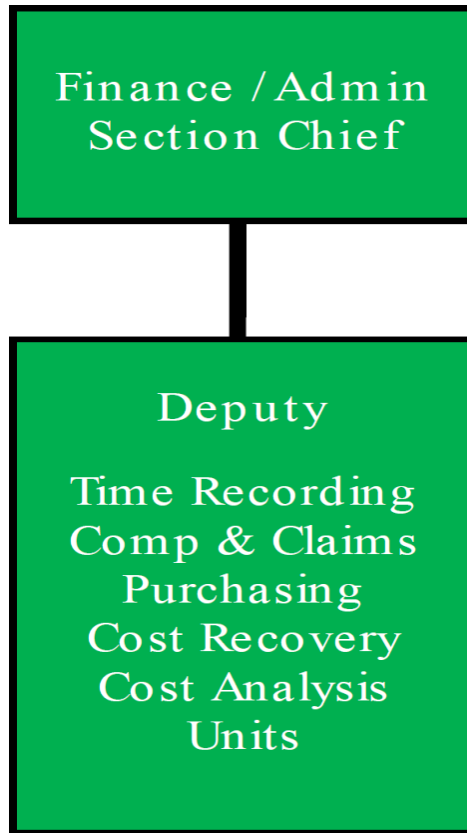
Figure 9: EOC Finance & Administration Section

Figure 9: EOC Finance & Administration Section, above, shows all the positions that are part of the EOC Finance & Administration Section.

This section contains functional section and position descriptions, responsibilities, and position checklists for personnel assigned to the Finance & Administration Section of the City EOC. Position checklists describe the minimum actions that should be accomplished by personnel assigned to functional positions within the section.

Section Overview:
- The Finance & Administration Section is responsible for providing financial support and coordination.

Section Responsibilities Include:
- Protect Life, Property, and the Environment
- Provide Continuity of Financial Support to the City and Community
- Document and Manage City costs and recovery of those costs as allowable
- Maintain a positive image for the City in its dealings with the community

Position Checklist: Finance & Administration Chief

POSITION OVERVIEW		Responsible for the financial support, response, and recovery for the incident
REPORT	TO	**MANAGEMENT |** EOC DIRECTOR/MANAGER
PLANS & REPORTS		**ASSESS, TRACKS, AND ORGANIZE COST OF IMPLIMENTATION PER STATE AND FEDERAL COST RECOVERY GUIDELINES**
FORMS, GUIDES		**FORMS** • **POSITION CHECKLIST** • **EOC-205A COMMUNICATION LIST** • **EOC-211 CHECK-IN LIST** • **EOC-214 ACTIVITY LOG** **GUIDES** • **PA DAMAGE CATEGORIES**
TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **WORKSTATION** • **POSITION BINDER (CAN BE VIRTUAL)** • **VEST**

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Ensure that all financial records are maintained throughout the emergency.	
		Ensure that all on-duty time is recorded for all emergency response personnel.	
		Ensure that all on-duty time sheets are collected from EOC staff; Departments are collecting these from DOC staff, and Field Supervisors are for their staff.	
		Ensure there is a continuum of the payroll process for all employees responding to the emergency.	
		Determine/remind individuals of purchase order limits for the procurement function in Logistics.	
		Ensure that workers' compensation claims, resulting from the response are processed within a reasonable time.	
		Ensure that all travel and expense claims are processed within a reasonable time.	
		Provide administrative support to all EOC Sections as required, in coordination with the Personnel Unit.	
		• Activate units within the Finance/Administration Section as required. • Monitor section activities continuously and modify the organization as needed.	
		Ensure that all recovery documentation is accurately maintained and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.	
		Supervise the Finance/Administration Section.	
ACTIVATION			
		Check in at the EOC. 🔲 **(FORM | EOC-211, FORM | EOC-205A)**	
		Assist with EOC Set-up (If not already fully set-up).	
		Check workstation to ensure readiness.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Wear identification vest and read over position checklist.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities. **(FORM | EOC-214)**	
		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 Unit Coordinators for each element: ☐ Time Recording Unit ☐ Cost Analysis Unit ☐ Compensation & Claims Unit ☐ Purchasing Unit ☐ Cost 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/Manager when the Finance/Administration Section is operational.	
		Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.	
RESPONSE			
		Ensure that Finance/Administration Section 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.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		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/other officials aware of the current fiscal situation and other related matters, on an on-going basis.	
		Ensure that the Cost Recovery Unit maintains all financial records throughout the emergency.	
		Ensure that the Time Recording 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 emergency, in a reasonable timeframe, given the nature of the situation.	
		Ensure that the Time Recording Unit processes all timesheets 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 Cost 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.	

SHIFT CHANGE/TRANSFER OF DUTIES

TYPE	TIME		STATUS
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. 　🖼 **(FORM | USE CURRENT POSITION CHECKLIST)** 　🖼 **(FORM | USE CURRENT EOC-214)**	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. 　🖼 **(FORM | EOC-211, FORM | EOC-205A)**	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DEMOBILIZATION			
		Deactivate appropriate Section Positions when authorized by EOC Director/Manager and follow demobilization directions/plan.	
		• Identify staff to support on-going Recovery Operations and Recovery Plan. • Advise identified staff on their continual support role.	
		Complete all required forms, reports, and other documentation. Provide all completed documentation to the Documentation Unit, prior to departure.	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	
TERMINATION			
		Transition over to Recovery Operations and support Recovery Manager in tracking per project costs as directed by FEMA cost recovery and public assistance guidelines.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name: _____

Date: _____

Forwarding Phone #: _____

Time: _____am / pm

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Position Checklist: Time Recording Unit

POSITION OVERVIEW		Responsible for working with all Department Liaisons and Sections to ensure field units track hours worked by personnel and volunteers & preparing daily personnel time recording documents.
REPORT TO		**FINANCE & ADMINISTRATION |** CHIEF
PLANS & REPORTS		**SUPPORTS ASSESSMENT, TRACKING, AND ORGANIZATION OF THE COST OF IMPLEMENTATION PER STATE AND FEDERAL COST RECOVERY GUIDELINES**
FORMS, GUIDES		**FORMS** • **POSITION CHECKLIST** • **RESOURCE TRACKING** • **EOC-205A COMMUNICATION LIST** • **EOC-210 RESOURCE STATUS CHANGE** • **EOC-211 CHECK-IN LIST** • **EOC-214 ACTIVITY LOG** **GUIDES** • **PA DAMAGE CATEGORIES**
TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **WORKSTATION** • **POSITION BINDER (CAN BE VIRTUAL)** • **VEST**

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Track, record, and report all on-duty time for personnel working during the emergency.	
		Ensure that personnel time records, travel expense claims and other related forms are prepared and submitted to budget and payroll office.	
		Supervise the Time Recording Unit.	
ACTIVATION			
		Check in at the EOC 📋 **(FORM | EOC-211, FORM | EOC-205A)**	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over position checklist.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities 📋 **(FORM | EOC-214)**	
RESPONSE			
		Establish and maintain a time recording system. 📋 **(FORM | EOC-211)** 📋 **(FORM | RESOURCE TRACKING)** 📋 **(FORM | EOC-210)**	
		• 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 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.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		• Establish a file for each employee or volunteer within the first operational period. • 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 Recording Unit.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. 📋 **(FORM | USE CURRENT POSITION CHECKLIST)** 📋 **(FORM | USE CURRENT EOC-214)**	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. 📋 **(FORM | EOC-211, FORM | EOC-205A)**	
DEMOBILIZATION			
		Deactivate position when authorized by Finance/Administration Section Chief and follow demobilization directions/plan.	
		• Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Chief.	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name: _____

Date: _____

Forwarding Phone #: _____

Time: _____ am / pm

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Position Checklist: Compensation & Claims Unit

POSITION OVERVIEW		Responsible for investigating and processing physical-injury and property-damage claims arising from emergency/disaster incident
REPORT	TO	**FINANCE & ADMINISTRATION |** CHIEF
PLANS		**SUPPORTS ASSESSMENT, TRACKING, AND ORGANIZATION OF THE COST OF IMPLEMENTATION PER STATE AND FEDERAL COST RECOVERY GUIDELINES**
FORMS, GUIDES		**FORMS** • **POSITION CHECKLIST** • **EOC-205A COMMUNICATION LIST** • **EOC-208 SAFETY MESSAGE** • **EOC-211 CHECK-IN LIST** • **EOC-215A SAFETY ANALYSIS** • **EOC-214 ACTIVITY LOG** • **EOC-227 CLAIMS LOG** **GUIDES** • **PA DAMAGE CATEGORIES**
TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **WORKSTATION** • **POSITION BINDER (CAN BE VIRTUAL)** • **VEST**

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Oversee the investigation of injuries and property/equipment damage claims arising out of the emergency.	
		Complete all forms required by worker's compensation program.	
		Maintain a file of injuries and illnesses associated with the emergency which includes results of investigations.	
		Supervise the Compensation and Claims Unit.	
ACTIVATION			
		Check in at the EOC. **(FORM | EOC-211, FORM | EOC-205A)**	
		Assist with EOC Set-up (If not already fully set-up).	
		Check workstation to ensure readiness.	
		Wear identification vest and read over position checklist.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities. **(FORM | EOC-214)**	
RESPONSE			
		Establish and maintain a compensation and claims system.	
		Maintain a chronological log of injuries and illnesses, and property damage reported during the emergency. **(FORM | EOC-227)**	
		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 jurisdiction's policy & procedures.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Coordinate with the Security/Safety Officer regarding the mitigation of hazards. **(FORM | EOC-208)**	
		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.	

SHIFT CHANGE/TRANSFER OF DUTIES

TYPE	TIME		STATUS
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. **(FORM | USE CURRENT POSITION CHECKLIST)** **(FORM | USE CURRENT EOC-214)**	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. **(FORM | EOC-211, FORM | EOC-205A)**	

DEMOBILIZATION

TYPE	TIME		STATUS
		• Deactivate position when authorized by EOC Director/Manager and directed by Section Chief. • Follow demobilization directions/plan.	
		• Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Chief.	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name: _____

Date: _____

Forwarding Phone #: _____

Time: _____ am / pm

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Position Checklist: Purchasing Unit

POSITION OVERVIEW		Responsible for financial matters involving vendor contracts
REPORT TO		**FINANCE & ADMINISTRATION** | CHIEF
PLANS		**SUPPORTS ASSESSMENT, TRACKING, AND ORGANIZATION OF THE COST OF IMPLEMENTATION PER STATE AND FEDERAL COST RECOVERY GUIDELINES**
FORMS, GUIDES		**FORMS** • **POSITION CHECKLIST** • **EOC-205A COMMUNICATION LIST** • **EOC-211 CHECK-IN LIST** • **EOC-214 ACTIVITY LOG** **GUIDES** • **PA DAMAGE CATEGORIES**
TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **WORKSTATION** • **POSITION BINDER (CAN BE VIRTUAL)** • **VEST**

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Coordinate vendor contracts not previously addressed by existing approved vendor lists.	
		Coordinate with the Procurement Unit on all matters involving the need to exceed established purchase order limits.	
		Supervise the Purchasing Unit.	
ACTIVATION			
		Check in at the EOC. **(FORM | EOC-211, FORM | EOC-205A)**	
		Assist with EOC Set-up (If not already fully set-up).	
		Check workstation to ensure readiness.	
		Wear identification vest and read over position checklist.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities. **(FORM | EOC-214)**	
RESPONSE			
		Establish and maintain a purchasing system.	
		Review the emergency purchasing procedures.	
		Prepare and sign contracts as needed, be sure to 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 emergencies.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Finalize all agreements and contracts, as required.	
		Complete final processing and send documents to City Finance 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.	

SHIFT CHANGE/TRANSFER OF DUTIES

TYPE	TIME		STATUS
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. 📋 **(FORM | USE CURRENT POSITION CHECKLIST)** 📋 **(FORM | USE CURRENT EOC-214)**	
		Provide all completed documentation to the Documentation Unit.	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. 📋 **(FORM | EOC-211, FORM | EOC-205A)**	

DEMOBILIZATION

TYPE	TIME		STATUS
		• Deactivate position when authorized by EOC Director/Manager and directed by Section Chief. • Follow demobilization directions/plan.	
		• Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Chief.	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name: _____

Date: _____

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Position Checklist: Cost Recovery Unit

POSITION OVERVIEW		Responsible for executing procedures to capture and document costs relating to a disaster/emergency
REPORT	TO	**FINANCE & ADMINISTRATION**	CHIEF
PLANS & REPORTS		**SUPPORTS ASSESSMENT, TRACKING, AND ORGANIZATION OF THE COST OF IMPLEMENTATION PER STATE AND FEDERAL COST RECOVERY GUIDELINES** **AFTER ACTION REPORT**
FORMS, GUIDES		**FORMS** • **POSITION CHECKLIST** • **EOC-205A COMMUNICATION LIST** • **EOC-211 CHECK-IN LIST** • **EOC-214 ACTIVITY LOG** **GUIDES** • **PA DAMAGE CATEGORIES**
TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **WORKSTATION** • **POSITION BINDER (CAN BE VIRTUAL)** • **VEST**

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Determine impacts of the emergency requiring recovery planning.	
		Initiate recovery-planning meetings with appropriate individuals and agencies.	
		Develop the initial recovery plan and strategy for the jurisdiction.	
		Ensure that all appropriate agencies are kept informed and have the opportunity to participate in the recovery planning process.	
		Develop the strategy to transition from recovery planning in the EOC to a wider post-emergency recovery effort.	
		Supervise the Cost Recovery Unit.	
ACTIVATION			
		Check in at the EOC. **(FORM | EOC-211, FORM | EOC-205A)**	
		Assist with EOC Set-up (If not already fully set-up).	
		Check workstation to ensure readiness.	
		Wear identification vest and read over position checklist	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities. **(FORM | EOC-214)**	
RESPONSE			
		Establish and maintain a recovery system.	
		Monitor the current situation report to include recent updates and determine overall impacts of the emergency.	
		Based on available information, prepare an initial estimate of likely recovery issues that must be addressed. Document these in a preliminary report.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Coordinate with the Plans Section to determine major mid-to-long range social, economic, environmental and political impacts.	
		Assist the Operational Area as necessary in determining appropriate sites for Disaster Application Centers.	
		Facilitate recovery planning meetings involving appropriate Management and General Staff personnel and other agencies as needed.	
		Develop a recovery plan and strategy for the jurisdiction or agency.	
		Coordinate with Finance/Administration to ensure that FEMA, OES and other public reimbursement source documents and applications are consistent with the recovery strategy.	
		In conjunction with Finance/Administration, ensure that specific project timelines are developed to meet the goals and objectives of the recovery plan.	

SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. 　　**(FORM | USE CURRENT POSITION CHECKLIST)** 　　**(FORM | USE CURRENT EOC-214)**	
		Provide all completed documentation to the Documentation Unit.	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. 　　**(FORM | EOC-211, FORM | EOC-205A)**	

DEMOBILIZATION			
		• Deactivate position when authorized by EOC Director/Manager and directed by Section Chief. • Follow demobilization directions/plan.	
		• Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Chief.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Assists the EOC Coordinator and Planning & Intelligence Section with preparing the After-Action Report. 🎨 **(REPORT | AFTER ACTION)**	

SHIFT/STAFF CHANGE

TASKS (PENDING)

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POSITION CHECKLIST: Cost Analysis Unit

POSITION OVERVIEW		The Cost Analysis Unit is responsible for providing financial impact for the incident to help the planning and recovery efforts. This analysis includes: • Tracking ongoing costs of the response. • Estimating the economic loss and damage impact to the budget.
REPORT	**TO**	**FINANCE & ADMINISTRATION |** CHIEF
PLANS & REPORTS		**AFTER ACTION REPORT**
FORMS, GUIDES		**FORMS** • **POSITION CHECKLIST** • **EOC-205A COMMUNICATION LIST** • **EOC-211 CHECK-IN LIST** • **EOC-214 ACTIVITY LOG** **GUIDES** • **PA DAMAGE CATEGORIES**
TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **WORKSTATION** • **POSITION BINDER (CAN BE VIRTUAL)** • **VEST**

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Prepare and analyze cost estimates of EOC and field operations.	
		Analyze the impact of revenue losses caused by the disaster.	
		Analyze the extended economic impact of the disaster (i.e., property tax erosion, sales tax loss, etc).	
		Evaluate alternative costs of City operations caused by damages to facilities and equipment.	
		Evaluate the City's uninsured losses resulting from the disaster.	
		Supervise the Cost Analysis Unit.	
ACTIVATION			
		Check in at the EOC. **(FORM | EOC-211, FORM | EOC-205A)**	
		Assist with EOC Set-up (If not already fully set-up).	
		Check workstation to ensure readiness.	
		Wear identification vest and read over position checklist.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities. **(FORM | EOC-214)**	
RESPONSE			
		Prepare and analyze cost estimates of EOC and field operations.	
		Analyze the impact of revenue losses caused by the disaster.	
		Based on available information, Analyze the extended economic impact of the disaster (i.e., property tax erosion, sales tax loss, etc). Document these in a preliminary report.	
		Evaluate alternative costs of City operations caused by damages to facilities and equipment.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Evaluate the City's uninsured losses resulting from the disaster.	
		Supervise the Cost Analysis Unit.	

SHIFT CHANGE/TRANSFER OF DUTIES

		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. 　📋 **(FORM | USE CURRENT POSITION CHECKLIST)** 　📋 **(FORM | USE CURRENT EOC-214)**	
		Provide all completed documentation to the Documentation Unit.	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. 　📋 **(FORM | EOC-211, FORM | EOC-205A)**	

DEMOBILIZATION

		• Deactivate position when authorized by EOC Director/Manager and directed by Section Chief. • Follow demobilization directions/plan.	
		• Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Chief.	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Assists the EOC Coordinator and Planning & Intelligence Section with preparing the After-Action Report. 　📊 **(REPORT | AFTER ACTION)**	

SHIFT/STAFF CHANGE

TASKS (PENDING)

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3.6 Communication Section
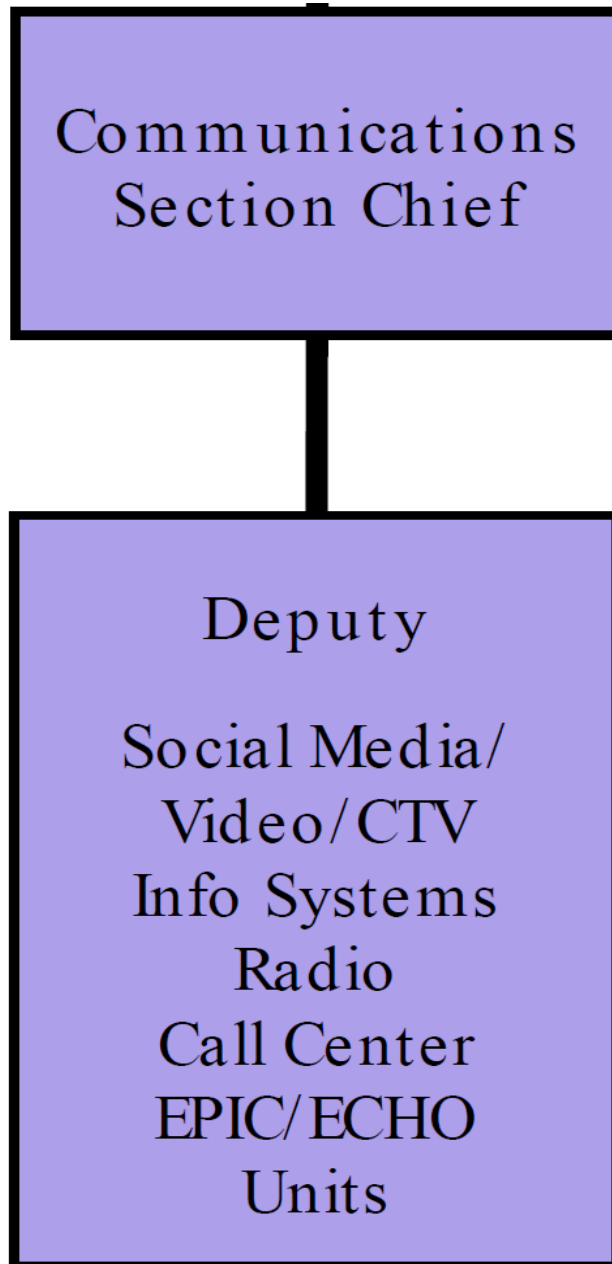
Figure 10: EOC Communication Section

Figure 10: Communication Section, above, shows all the positions that are part of the EOC Finance & Administration Section.

This section contains functional section and position descriptions, responsibilities, and position checklists for personnel assigned to the Communication Section of the City EOC. Position checklists describe the minimum actions that should be accomplished by personnel assigned to functional positions within the section.

Section Overview:

- The Communication Section is responsible for coordination of telecommunications technologies.

Section Responsibilities Include:

- Protect Life, Property, and the Environment
- Provide Continuity of Telecommunications Technology Support to the City and Community
- Predicting probable communication and technology needs.
- Preparing alternative strategies in the event of system impacts.
- Maintain a positive image for the City in its dealings with the community

Communications Section Chief

POSITION OVERVIEW		Responsible for managing and coordinating all internal and external communications efforts.
REPORT	**TO**	**MANAGEMENT |** EOC DIRECTOR/MANAGER
REPORT	**TO ME**	STAFF • Information Systems Unit • Social Media/Video/CTV Unit • Radio Unit • Call Center Unit • EPIC/ECHO Unit
PLANS		**EOC ACTION PLAN | COMMUNICATIONS PLAN**
FORMS		• **POSITION CHECKLIST** • **EOC-205A COMMUNICATION LIST** • **EOC-211 CHECK-IN LIST** • **EOC-213 RESOURCE REQUEST** • **EOC-214 ACTIVITY LOG** • **RESOURCE REQUEST** • **RESOURCE TRACKING** • **INCOMING CALL LOG**
TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **WORKSTATION** • **POSITION BINDER (CAN BE VIRTUAL)** • **VEST**

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		• Obtain briefing from the EOC Director/Manager. • Observe constraints of release of information imposed by the EOC Director/Manager. • Arrange for necessary workspace, materials, telephones, and staffing • Coordinate public information activities with EOC Public Information Officer, field level Incident Commanders, their Public Information Officers, other jurisdiction, and agency PIOs. • Obtain copies of current Situation Status Reports and EOC Action Plans • In coordination with the EOC PIO, prepare initial information summary for distribution as soon as possible after arrival • In coordination with the EOC PIO, provide rumor control; verify news media is accurate; update all social media distributed by the City.	
		Establish the appropriate level of unit staffing within the Communications Section, continuously monitoring the effectiveness of the organization and modifying as required.	
		Ensure section objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.	
		Coordinate closely with the Management Section to establish priorities for resource allocation to activated Incident Commands within the affected area.	
		Keep the EOC Director informed of all significant issues relating to incident communications.	
		Supervise the Communications Section.	
ACTIVATION			
		Check in at the EOC 🔲 **(FORM | EOC-211, FORM | EOC-205A)**	
		Assist with EOC communications Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over position checklist.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities 📋 **(FORM | EOC-214)**	
		Ensure the Communications 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 units within section as needed and designate Unit Leaders for each element as needed.
		    ☐ Information Systems Unit
		    ☐ Social Media/Video/CTV Unit
		    ☐ Call Center Unit
		    ☐ Radio Unit
		    ☐ EPIC/ECHO Unit	

		Mobilize sufficient section staffing for 24-hour operations (12-hour shifts)	
		Advise Units within the section to coordinate with appropriate Units in all sections to support any communications needs	
		Meet with the EOC Director/Manager and General Staff and identify immediate communications needs.	
		Assist 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/Manager.	
		Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.	
RESPONSE			
		Ensure that 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 Communications Section objectives at least 30 minutes prior to each Action Planning meeting.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Attend and participate in EOC Action Planning meetings.	
		Ensure that all communications resources are tracked and accounted for, as well as resources ordered through Mutual Aid. 　　🔲 **(FORM | EOC-213)**	
		Provide section staff with information updates as required.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. 　　🔲 **(FORM | USE CURRENT POSITION CHECKLIST)** 　　🔲 **(FORM | USE CURRENT EOC-214)**	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. 　　🔲 **(FORM | EOC-211, FORM | EOC-205A)**	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director/Manager and follow demobilization directions/plan.	
		• Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name: _____

Date: _____

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Phone #:** _____

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Social Media/Video/CTV Unit

POSITION OVERVIEW		Responsible for managing Social Media, Video and CTV needs of the EOC staff.
REPORT TO		**COMMUNICATIONS SECTION** | CHIEF
PLANS		**EOC ACTION PLAN | COMMUNICATIONS PLAN**
FORMS		**POSITION CHECKLIST** **EOC-205A COMMUNICATION LIST** **EOC-211 CHECK-IN LIST** **EOC-213 RESOURCE REQUEST** **EOC-214 ACTIVITY LOG** **RESOURCE REQUEST**
TECHNOLOGY		**LAPTOP** **PHONE (DESK OR CELL)**
RESOURCES		**WORKSTATION** **POSITION BINDER (CAN BE VIRTUAL)** **VEST**

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		• Obtain briefing from the EOC Director/Manager/Section Chief. • Maintain access and visibility into social media networks to identify information of value to the EOC. • Develop Social Media messaging, in cooperation with the PIO, to provide timely and accurate messaging to the community. • Maintain the CTV system and provide timely and accurate messaging to the community. • Coordinate videography coverage in the field. • Coordinate messaging for AM radio station (AM 1630).	
		Establish the appropriate level of unit staffing within the Social Media/Video/CTV Unit, continuously monitoring the effectiveness of the organization and modifying as required.	
		Ensure unit objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.	
		Keep the Communications Section Chief informed of all significant issues relating to Social Media/Video/CTV.	
		Supervise the Social Media/Video/CTV Unit.	
ACTIVATION			
		Check in at the EOC (FORM | EOC-211, FORM | EOC-205A)	
		Assist with EOC communications Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over position checklist.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities (FORM | EOC-214)	
		Ensure the Social Media/Video/CTV Unit is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Mobilize sufficient section staffing for 24-hour operations (12-hour shifts)	
		Coordinate with appropriate Units in all sections to support any Social Media/Video/CTV needs	
		Meet with the EOC Communications Section Chief and identify immediate Social Medi/Video/CTV EOC needs.	
		Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.	
RESPONSE			
		Ensure that unit position logs and other necessary files are maintained.	
		• Obtain briefing from the EOC Director/Manager/Section Chief. • Maintain access and visibility into social media networks to identify information of value to the EOC. • Develop Social Media messaging, in cooperation with the PIO, to provide timely and accurate messaging to the community. • Maintain the CTV system and provide timely and accurate messaging to the community. • Coordinate videography coverage in the field. • Coordinate messaging for AM radio station (AM 1630).	
		Provide section staff with information updates as required.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	

		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.
		    (FORM | USE CURRENT POSITION CHECKLIST)
		    (FORM | USE CURRENT EOC-214)	

		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. **(FORM | EOC-211, FORM | EOC-205A)**	
DEMOBILIZATION			

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Deactivate position when authorized by EOC Director/Manager and follow demobilization directions/plan.	
		• Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name: _____

Date: _____

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Phone #: _____

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Information Systems Unit

POSITION OVERVIEW		Responsible for managing all data and telephone needs of the EOC staff.
REPORT	**TO**	**COMMUNICATIONS SECTION**	CHIEF
PLANS		**EOC ACTION PLAN	COMMUNICATIONS PLAN**
FORMS		• **POSITION CHECKLIST** • **EOC-205A COMMUNICATION LIST** • **EOC-211 CHECK-IN LIST** • **EOC-213 RESOURCE REQUEST** • **EOC-214 ACTIVITY LOG**
TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **WORKSTATION** • **POSITION BINDER (CAN BE VIRTUAL)** • **VEST**

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		• Obtain briefing from the EOC Director/Manager/Section Chief. • Notify support agencies and oversee the installation, activation and maintenance of all data, and telephone communications services inside of the EOC and between the EOC and outside agencies. • Make special assignment of data, and telephone services as directed by the EOC Director.	
		Establish the appropriate level of unit staffing within the Information Systems Unit, continuously monitoring the effectiveness of the organization and modifying as required.	
		Ensure unit objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.	
		Coordinate closely with the Communications Section Chief to establish priorities for resource allocation in the EOC.	
		Keep the Communications Section Chief informed of all significant issues relating to incident communications.	
		Supervise the Information Systems Unit.	
ACTIVATION			
		Check in at the EOC 🔲 **(FORM | EOC-211, FORM | EOC-205A)**	
		Assist with EOC communications Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over position checklist.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities 🔲 **(FORM | EOC-214)**	
		Ensure the Information Systems Unit is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.	
		Mobilize sufficient section staffing for 24-hour operations (12-hour shifts)	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Advise Units within the section to coordinate with appropriate Units in all sections to support any communications needs	
		Meet with the EOC Communications Section Chief and identify immediate information systems EOC needs.	
		Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.	
RESPONSE			
		Ensure that unit position logs and other necessary files are maintained.	
		Meet regularly with unit staff and work to reach consensus on unit objectives for forthcoming operational periods.	
		Provide section staff with information updates as required.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. 📄 **(FORM | USE CURRENT POSITION CHECKLIST)** 📄 **(FORM | USE CURRENT EOC-214)**	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. 📄 **(FORM | EOC-211, FORM | EOC-205A)**	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director/Manager and follow demobilization directions/plan.	
		• Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name: _____

Date: _____

Forwarding Phone #: _____

Time: _____ am / pm

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Radio Unit

POSITION OVERVIEW		Responsible for managing all radio needs of the EOC staff.
REPORT TO		**COMMUNICATIONS SECTION** | CHIEF
PLANS		**EOC ACTION PLAN | COMMUNICATIONS PLAN**
FORMS		• **POSITION CHECKLIST** • **EOC-205A COMMUNICATION LIST** • **EOC-211 CHECK-IN LIST** • **EOC-213 RESOURCE REQUEST** • **EOC-214 ACTIVITY LOG**
TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **WORKSTATION** • **POSITION BINDER (CAN BE VIRTUAL)** • **VEST**

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		• Obtain briefing from the EOC Director/Manager/Section Chief. • Notify support agencies and oversee the installation, activation and maintenance of all radio communications services inside of the EOC and between the EOC and outside agencies. • Determine the appropriate placement of all radio transmitting equipment brought to the EOC to support operations. Approve all radio frequencies to minimize interference conditions. • Provide necessary communication system operators and ensure effective continuous 24-hour operation of all communications services. • Copy and log incoming radio reports on situation reports, major incident reports, resource requests and general messages. • Make special assignment of radio services as directed by the EOC Director. • Organize, place, and oversee the operation of amateur radio services working in support of the EOC.	
		Establish the appropriate level of unit staffing within the Radio Unit, continuously monitoring the effectiveness of the organization and modifying as required.	
		Ensure unit objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.	
		Coordinate closely with the Communications Section Chief to establish priorities for resource allocation in the EOC.	
		Keep the Communications Section Chief informed of all significant issues relating to incident communications.	
		Supervise the Radio Unit.	
ACTIVATION			
		Check in at the EOC 🖺 **(FORM | EOC-211, FORM | EOC-205A)**	
		Assist with EOC Communications Section Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over position checklist.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities 🔲 **(FORM | EOC-214)**	
		Ensure the Radio Unit is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.	
		Mobilize sufficient section staffing for 24-hour operations (12-hour shifts)	
		Advise Units within the section to coordinate with appropriate Units in all sections to support any communications needs	
		Meet with the EOC Communications Section Chief and identify immediate Radio Unit needs for the EOC.	
		Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.	
RESPONSE			
		Ensure that unit position logs and other necessary files are maintained.	
		Meet regularly with unit staff and work to reach consensus on unit objectives for forthcoming operational periods.	
		Provide section staff with information updates as required.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. 🔲 **(FORM | USE CURRENT POSITION CHECKLIST)** 🔲 **(FORM | USE CURRENT EOC-214)**	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. 🔲 **(FORM | EOC-211, FORM | EOC-205A)**	
DEMOBILIZATION			

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Deactivate position when authorized by EOC Director/Manager and follow demobilization directions/plan.	
		• Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure.	
		Close any open Calabasas radio nets and sign off from any non-Calabasas radio nets.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

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Name: _____

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Call Center Unit

POSITION OVERVIEW		Responsible for managing the EOC Call Center.
REPORT	**TO**	**COMMUNICATIONS SECTION |** CHIEF
PLANS		**EOC ACTION PLAN | COMMUNICATIONS PLAN**
FORMS		• **POSITION CHECKLIST** • **EOC-205A COMMUNICATION LIST** • **EOC-211 CHECK-IN LIST** • **EOC-213 RESOURCE REQUEST** • **EOC-214 ACTIVITY LOG**
TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **WORKSTATION** • **POSITION BINDER (CAN BE VIRTUAL)** • **VEST**

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		• Obtain briefing from the EOC Director/Manager/Section Chief. • Manage and maintain the EOC Call Center. • Route calls and messages to appropriate EOC functions. • Refer callers to outside resources when appropriate. • Maintain a log of all in-coming calls and dispositions. • Organize, place, and oversee the operation of the Call Center working in support of the EOC.	
		Establish the appropriate level of unit staffing within the Call Center Unit, continuously monitoring the effectiveness of the organization and modifying as required.	
		Ensure unit objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.	
		Coordinate closely with the Communications Section Chief to establish priorities for resource allocation in the EOC.	
		Keep the Communications Section Chief informed of all significant issues relating to incident communications.	
		Supervise the Call Center Unit.	
ACTIVATION			
		Check in at the EOC **(FORM | EOC-211, FORM | EOC-205A)**	
		Assist with EOC Communications Section Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over position checklist.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities **(FORM | EOC-214)**	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Ensure the Call Center Unit is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories. • Verify that Call Center phones are properly set up to receive calls.	
		Mobilize sufficient section staffing for 24-hour operations (12-hour shifts)	
		Meet with the EOC Director/Manager and General Staff and identify immediate information systems needs.	
		Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.	
RESPONSE			
		Receive calls from the public and either route calls to the appropriate EOC staff or prepare a written/electronic message and ensure delivery to the appropriate staff.	
		Receive calls for the public and refer them to outside resources when appropriate.	
		Ensure that unit position logs and other necessary files are maintained.	
		Meet regularly with unit staff and work to reach consensus on unit objectives for forthcoming operational periods.	
		Provide section staff with information updates as required.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. ▣ **(FORM | USE CURRENT POSITION CHECKLIST)** ▣ **(FORM | USE CURRENT EOC-214)**	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. ▣ **(FORM | EOC-211, FORM | EOC-205A)**	
DEMOBILIZATION			

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Deactivate position when authorized by EOC Director/Manager and follow demobilization directions/plan.	
		• Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure.	
		Ensure Call Center phone lines are re-routed or closed appropriately.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name: _____

Date: _____

Forwarding
Phone #: _____

Time: _____am / pm

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EPIC/ECHO Unit

POSITION OVERVIEW		Responsible for managing EPIC's Emergency Communications to Home Occupants (ECHO) system.
REPORT	**TO**	**COMMUNICATIONS SECTION** | CHIEF
PLANS		**EOC ACTION PLAN** | **COMMUNICATIONS PLAN**
FORMS		• **POSITION CHECKLIST** • **EOC-205A COMMUNICATION LIST** • **EOC-211 CHECK-IN LIST** • **EOC-213 RESOURCE REQUEST** • **EOC-214 ACTIVITY LOG**
TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **WORKSTATION** • **POSITION BINDER (CAN BE VIRTUAL)** • **VEST**

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		• Obtain briefing from the EOC Director/Manager/Section Chief. • Verify that City Hall and Duty Officers are in communications via whatever methods are available - telephone, text, voice over radio or digital over radio. • Survey the status of communication links. Connect to EOC. • If appropriate, activate Duty Officer Net. • Designate Net Control Scribe and begin messaging log maintenance. • Monitor *Calnet* (Calabasas Repeater), K6DCS and other relevant frequencies at City Hall. • Send Duty Officers all emergency announcement texts that is being sent out over the AM Radio if the AM Radio is used for this emergency. Send Duty Officers the information sent to the County over https://oarrs.lacounty.gov/oarrs/home/login.jsp. • Forward to Duty Officers relevant messages from LA County Fire and LA County Sheriff's Office. • Conduct ECHO "bottom of the hour" broadcasts from EOC. • Activate sub-duty officers. • Create rotating schedule of Duty Officers to act as Net Control.	
		Establish the appropriate level of unit staffing within the EPIC/ECHO Unit, continuously monitoring the effectiveness of the organization and modifying as required.	
		Ensure unit objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.	
		Coordinate closely with the Communications Section Chief to establish priorities for resource allocation in the EOC.	
		Keep the Communications Section Chief informed of all significant issues relating to incident communications.	
		Supervise the EPIC/ECHO Unit.	
ACTIVATION			
		Check in at the EOC 🖻 **(FORM | EOC-211, FORM | EOC-205A)**	
		Assist with EOC Communications Section Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Wear identification vest and read over position checklist.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities 📋 **(FORM | EOC-214)**	
		Ensure the EPIC/ECHO Unit is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.	
		Mobilize sufficient section staffing for 24-hour operations (12-hour shifts)	
		Alert Duty Officers to Stand By status.	
		Verify that City Hall and Duty Officers are in communications via whatever methods are available - telephone, text, voice over radio or digital over radio.	
		Advise Units within the section to coordinate with appropriate Units in all sections to support any communications needs	
		Meet with the EOC Director/Manager and General Staff and identify immediate EPIC/ECHO needs.	
		Survey the status of communication links. Connect to EOC.	
		If appropriate, activate Duty Officer Net.	
		Designate Net Control Scribe and begin messaging log maintenance.	
		Forward to Duty Officers relevant messages from LA County Fire and LA County Sheriff's Office.	
		Begin conducting ECHO "bottom of the hour" broadcasts from EOC.	
		Activate sub-duty officers, as needed.	
		Create rotating schedule of Duty Officers to act as Net Control.	
		Send Duty Officers all emergency announcement texts that is being sent out over the AM Radio if the AM Radio is used for this emergency. Send Duty Officers the information sent to the County over https://oarrs.lacounty.gov/oarrs/home/login.jsp.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.	
RESPONSE			
		Ensure that unit position logs and other necessary files are maintained.	
		Meet regularly with unit staff and work to reach consensus on unit objectives for forthcoming operational periods.	
		Provide section staff with information updates as required.	
		Maintain the actions listed under Activation.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. **(FORM | USE CURRENT POSITION CHECKLIST) (FORM | USE CURRENT EOC-214)**	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. **(FORM | EOC-211, FORM | EOC-205A)**	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director/Manager and follow demobilization directions/plan.	
		• Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Forwarding
Name: **Phone #:** _____

Date: **Time:** _____am / pm

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4 EOC Forms & Tools

4.1 EOC Action Planning

EOC Action Planning is a process that allows for the coordination of EOC activities and the development of the EOC Action Plan.

The EOC Action Plan (EAP) is a printed document which outlines the priorities and planned response of the organization for a defined operational period (time period).

During the initial stages of incident management, EOC staff must develop a simple plan that can be communicated through concise verbal briefings. Frequently, this plan must be developed very quickly and with incomplete information. As the incident management effort evolves over time with additional lead time, staff, information, more detailed and concise EOC Action Plans are created.

Overall – planning involves the following 5 phases:

1. Understanding the situation
2. Establishing incident objectives
3. Developing the Plan
4. Preparing and Disseminating the Plan
5. Executing, Evaluating and Revising the Plan

The basis for an efficient and effective EOC Action Planning process begin with the development and maintenance of a common operating picture.

4.1.1 Common Operating Picture Guidance

In order to develop a common operating picture an emergency management organization member must exercise effective situational awareness.

Situational Awareness is the ability to identify, process, and comprehend the critical information about an incident – knowing what is going on around you [requiring] continuous monitoring of relevant sources of information regarding actual incidents and developing hazards (National Response Framework).

Elements of situational awareness include:

- Perception (Gather information)
- Comprehension (Interpret information)
- Projection (Anticipate future status and needs)

Situational awareness can be obtained through the following sources:

- Responders and government agencies
- 911 centers
- Citizens
- Media

- Social media
- Non-governmental organizations (NGOs)

Situational awareness information compiled together is used to develop a common operating picture.

A common operating picture is a continuously updated overview of an incident compiled throughout an incident's life cycle from data shared between integrated systems for communication, information management, and intelligence and information sharing (NRF Resource Center).

Having a common operating picture enables:

- Effective and timely decision-making
- Increase collaboration among all responders and disseminates pertinent information
- Improve incident safety
- Inform predictions and proactive response
- Help ensure consistency of messages

A common operating picture contains the following elements:

- Data: Collect bits from various sources
- Information: Bits are put together
- Intelligence: Analyze the information
- Make recommendations for decisions

Situational awareness influences the development of a common operating picture and follows the following input/output process.

Situational Awareness shared at every SEMS level through a common operating picture helps others achieve overall incident situational awareness as shown in the diagram on the right.

If an event is not continuously monitored and the common operating picture updated and shared, situational awareness will decrease and in inaccurate operating picture will result.

Situational awareness and common operating picture information can be shared through:

- Senior leadership briefs
- Formal reports
- Information gathered from Incident/EOC Action Plans (I/EAPs), Situation Reports (SITREPs), etc.

INPUT → Information → Situational Awareness → Common Operating Picture → OUTPUT

Common Operating Picture

Federal SA
State SA
Local SA
Scene SA
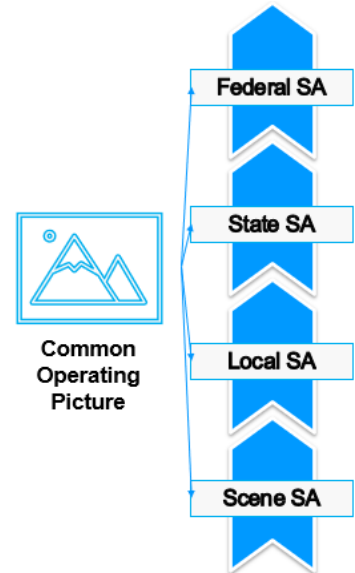
4.1.2 Planning P

The Planning "P" is a guide to the action planning process. The Planning "P" can be used for both smaller, short-term incidents or events, and for longer, more complex incident planning.

The Planning "P" depicts the stages in the action planning process.

The leg of the "P" includes initial steps to gain awareness of the situation and establish the organization for incident management. Steps in Phase 1 are done only one time. Once they are accomplished, incident management shifts into a cycle of planning and operations, that continues and is repeated each operational period. In this way, the Planning "P" becomes the Planning "O" after the first operation period.

PHASE 4:
Prepare and Disseminate the Plan

6 PLANNING MEETING **7** EOC ACTION PLAN PRODUCTION **8** APPROVAL & DISTRIBUTION

PHASE 3:
Develop the Plan

5 DETERMINE EOC RESOURCES TO SUPPORT FIELD NEEDS

Regular Sit Reps are completed and routed.

"Heads Up" Briefings updates are utilize for rapid information dissemination

9 EOC BRIEFING

PHASE 5:
Execute, Evaluate and Revise the Plan

PHASE 2:
Establish Incident Objectives

4 EOC OBJECTIVES UPDATED & POLICIES CONFIRMED

ONGOING FIELD SUPPORT & ASSESSMENT

10 NEW OPS PERIOD BEGINS

3 INITIAL BRIEFING

PHASE 1:
Understand the Situation (Initial)

2 EOC ACTIVATES

INITIAL RESPONSE

1 INCIDENT OCCURS

Figure: Planning P

Figure: Ongoing O

4.1.3 Planning P Meeting Agendas

The following are example Planning P meeting details and agendas:
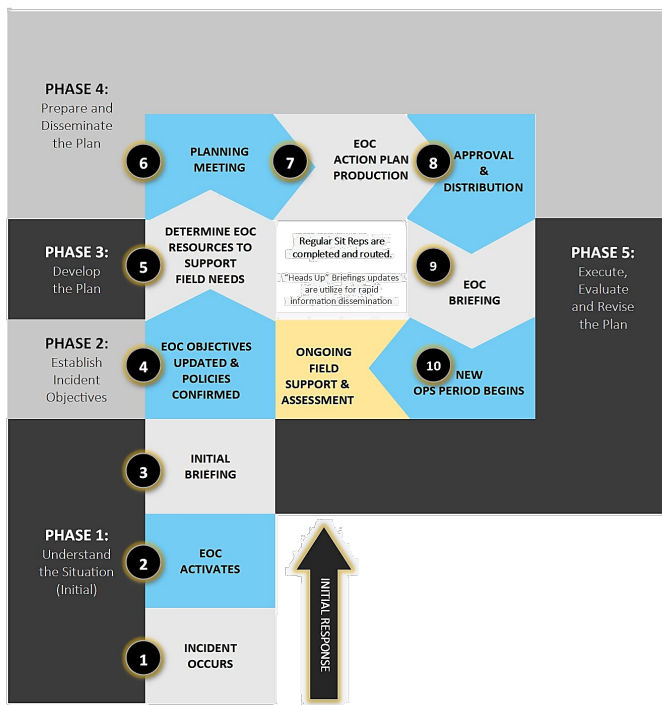
Initial Briefing Meeting
(Planning P Step 3):

Meeting Called By: EOC Director/Manager
Attended By: All EOC personnel deemed necessary by the EOC Director/Manager.
Led By: EOC Plans Section Chief
Purpose: Provide information on current on-scene operations, agency and jurisdictional concerns and establish working EOC organization.
Outcome: Organizational Structure and Common Operating Picture!
Ground Rules:

- Cell Phone on Silent or Vibrate
- Come Prepared for each meeting
- No side conversations
- Ask questions if you don't understand
- Take Notes
- Stick to agenda

Agenda/Flow

- Meeting Facilitator brings meeting to order, conducts roll call, covers ground rules and reviews the agenda
- Introduce EOC Management and General Staff
- Provide situation update to include:
    1. What has happened
    2. Affected areas and individuals
    3. Incident Command Post Objectives and Priorities if known (ICS-201 for Field)
    4. Activated emergency response facilities
    5. Jurisdictions and agencies involved
    6. Any actions we have taken
    7. Safety Concerns
    8. Agency or jurisdiction restrictions
- Verify that Incident commander(s), Area Command(s), supporting EOCs, DOCs, and coordinating agencies have been informed that the EOC is staffed and operational.
- Establish the following:
    o Event name
    o Operational period duration and work shift hours
    o Initial goals and objectives
    o EOC staffing organization, structure, pattern
    o Meeting schedule
- All resource requests will be facilitated through the EOC.
- Agree on unified logistics approach to resource ordering procedures to follow.
- Agree on resource authorization procedures.
- Agree on Information/Intelligence matters and the flow of information into the EOC and vetted information out of the EOC.
- Next meeting EOC Objectives meeting.
- Prepare for the Objectives Meeting.

Objectives Updates & Policy Confirmation Meeting (Planning P Step 4):

Meeting Called By: EOC Director/Manager
Attended By: Management & General Staff
Led By: Planning & Intelligence Chief or Designee
Purpose: Develop EOC objectives to support on-scene and EOC operations and confirm policies.
Outcome: EOC objectives updated and policies confirmed.
Ground Rules:

- Cell Phone on Silent or Vibrate
- Come Prepared for each meeting
- No side conversations
- Ask questions if you don't understand
- Take Notes
- Stick to agenda

Agenda:

- P&I Section Chief (PSL) brings meeting to order, conducts roll call, covers ground rules and reviews the agenda
- Review and /or update key current actions
- Review current and projected situation
- Set prioritized SMART objectives in support of field Incident Commander(s) considering on-scene incident objectives/resource priorities, limitations, and constraints
- Discuss the incidents potential for the next operational period
- Review and confirm policies by EOC Management with input from General Staff which may include:
  - Managing sensitive information/intelligence
  - Information flow into and out of the EOC
  - Resource ordering process
  - Cost sharing and cost accounting (Finance/Admin.)
  - Operational security issues
  - Establishment of a JIC
- Review, document, and/or resolve status of any open actions.

Resource Meeting
(Planning P Step 5):

Meeting Called By: EOC Director/Manager
Attended By: Management & General Staff (other EOC positions as appropriate)
Led By: Planning & Intelligence Chief or Designee
Purpose: Develop a unified EOC strategy to support emergency management and on-scene operation resource needs.
Outcome: Resources identified to support emergency management and field needs.
Ground Rules:

- Cell Phone on Silent or Vibrate
- Come Prepared for each meeting
- No side conversations
- Ask questions if you don't understand
- Take Notes
- Stick to agenda

Agenda:

- P&I Section Chief brings meeting to order, conducts roll call, covers ground rules and reviews the agenda
- Review current and projected incident situation
- Review and /or update key current actions
- Review coordination and support objectives and ensures accountability for each
- Resources on-scene, en-route, and ordered are identified (Plans Section and Operations Section)
- Resource priorities are discussed P&I Section Chief and Operations Section Chief
- PSL and OSL develop strategic and resource needs
- Logs Section Chief verify support requirements and contributes logistics info as necessary
- Logs Section Chief reviews resource ordering process
- F&A Section Chief evaluates funding /fiscal implications
- Quick recap of the meeting and assignments
- End meeting and prepare for Planning Meeting
- Sections/Staff conduct break out meetings to fill in the information gaps that may exist
- Prepare for Planning Meeting

Planning Meeting
(Planning P Step 6):

Meeting Called By: EOC Director/Manager
Attended By: Management & General Staff (other EOC positions as appropriate)
Led By: Planning & Intelligence Chief or Designee
Purpose: Validate EOC Action Plan components: objectives, policies, authorities, resources etc.
Outcome: Validation of EOC Action Plan.
Ground Rules:
- Cell Phone on Silent or Vibrate
- Come Prepared for each meeting
- No side conversations
- Ask questions if you don't understand
- Take Notes
- Stick to agenda

Agenda:
- Planning & Intelligence Chief brings meeting to order, conducts roll call, covers ground rules and reviews the agenda
- EOC Director/Manager provides opening remarks
- Situation Unit provides briefing on current situation, resources at risk, weather forecast, and incident projections.
- Planning & Intelligence Chief reviews coordination and support priorities, objectives, and decisions
- Operations Section Chief provides briefing on current operations followed with an overview on the proposed plan including strategy work assignments, resource commitment, contingencies, Operations Section organizational structure, and needed support facilities
- Planning & Intelligence Chief reviews Operations Section Chief proposed plan to ensure that the EOC Management Priorities and operational objectives are met.
- Planning & Intelligence Chief reviews and validates responsibility for any open actions/tasks and management objectives.
    - Planning & Intelligence Chief conducts round robin of EOC Management Group and Management Staff members to solicit their final input and commitment to the proposed plan.
    - Logistics Section Chief covers transport, communications and supply updates and issues,
    - Finance Section Chief covers fiscal issues,
    - Public Information Officer covers public affairs and public information issues,
    - Liaison Officer covers interagency issues, and
    - Safety Officer covers any safety concerns or considerations
- Planning & Intelligence Chief requests EOC Management Group's approval of the plan as presented. EOC Management Group may provide final comments

- Planning & Intelligence Chief issues assignments to appropriate EOC members for developing Coordination Plan support documentation along with deadlines.
- Planning Section prepares the EOC Action Plan using the forms and /or format as described in the EOP or determined during the Planning meeting preparation phase.
- Sections conduct break out meetings to fill in the information gaps that may exist.

EOC Briefing Meeting
(Planning P Step 9):

Meeting Called By: EOC Director/Manager

Attended By: All EOC personnel

Led By: Planning & Intelligence Chief or Designee

Purpose: To brief the oncoming shift on the EOC Action Plan and status of on-scene operations

Outcome: Oncoming shift understands EOC Action Plan and situation to execute

Ground Rules:
- Cell Phone on Silent or Vibrate
- Come Prepared for each meeting
- No side conversations
- Ask questions if you don't understand
- Take Notes
- Stick to agenda

Agenda:
- Planning & Intelligence Chief brings meeting to order, conducts roll call for personnel required to attend both incoming and out-going shift, covers ground rules and reviews the agenda.
- EOC Director/Manager provides opening remarks
- Planning & Intelligence Chief reviews objectives and any changes to the EOC Action Plan
- Situation Unit conducts Situation Briefing.
- Operations Section Chief discusses current response actions and accomplishments.
- Logistics Section Chief covers transport, communications, and supply updates
- Finance Section Chief covers fiscal issues.
- Public Information Officer covers public affairs and public information issues
- Safety Officer covers any safety concerns or considerations
- Liaison Officer covers interagency issues and Intel covers intelligence issues
- Planning & Intelligence Chief solicits final comments and adjourns briefing.
- Out-going Sections Chief conduct individual break out meetings with the on-coming Section Chief to complete process.

Appendix A – EOC Forms

EOC Forms in BOLD are typically part of the EOC Action Plan.

#	Name
1.	FORM_EOC 201_Incident Briefing
2.	**FORM_EOC 202_Incident Objectives (EOC Action Plan)**
3.	**FORM_EOC 205A_Communication List (EOC Action Plan)**
4.	**FORM_EOC 207_Organization Chart (EOC Action Plan)**
5.	**FORM_EOC 208_Safety Message (EOC Action Plan)**
6.	FORM_EOC 209_Incident Status Summary
7.	FORM_EOC 210_Resource Status Change
8.	FORM_EOC 211_Check-In
9.	FORM_EOC 213_Resource Request
10.	FORM_EOC 214_Activity Log
11.	FORM_EOC 215_Resource Planning Worksheet
12.	FORM_EOC 227_Claims Log
13.	FORM_EOC 230_Meeting Schedule
14.	STATUS_FORM_Communications
15.	STATUS_FORM_Energy
16.	STATUS_FORM_Mass Care
17.	STATUS_FORM_Public Works
18.	STATUS_FORM_Transportation
19.	STATUS_FORM_Water/Sanitation
20.	EOC_PLAN_Demobilization
21.	EOC_PROCLAMATIONS_Samples
22.	EOC_RESOURCE_Damage Categories
23.	EOC_RESOURCE_Planning "P" Guide
24.	CAL_OES_EOC After Action Report

EOC 201: Incident Briefing (4 Pages)

INCIDENT BRIEFING (EOC-201)

CITY of CALABASAS

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:

4. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment):

5. Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.

6. Prepared by: Name: _____ Position/Title: _____ Signature: _____
Date/Time: _____

INCIDENT BRIEFING (EOC-201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated:
		Date: Time:

7. Current and Planned Objectives (Enter the objectives used on the incident and note any specific problem areas.)

8. Current and Planned Actions:	
Time:	Actions:

6. Prepared by: Name: _____ Position/Title: _____ Signature: _____

Date/Time: _____

INCIDENT BRIEFING (EOC-201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated:
		Date: Time:

9. Current Organization (Fill in additional organization as appropriate)
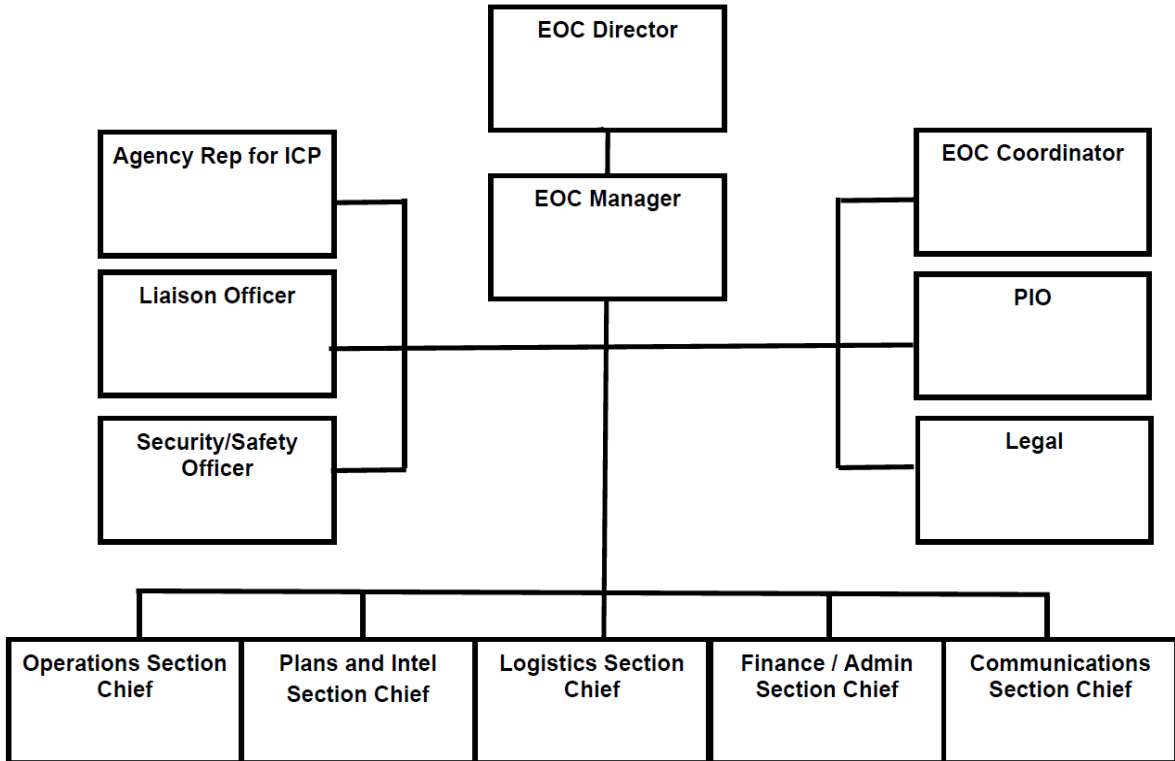
```
                          ┌─────────────────┐
                          │   EOC Director   │
                          └─────────────────┘
                                  │
┌──────────────────┐     ┌─────────────────┐     ┌──────────────────┐
│ Agency Rep for ICP│     │   EOC Manager   │     │  EOC Coordinator  │
└──────────────────┘     └─────────────────┘     └──────────────────┘
┌──────────────────┐                             ┌──────────────────┐
│  Liaison Officer  │                             │       PIO        │
└──────────────────┘                             └──────────────────┘
┌──────────────────┐                             ┌──────────────────┐
│  Security/Safety  │                             │      Legal       │
│     Officer       │                             └──────────────────┘
└──────────────────┘
```

Operations Section Chief	Plans and Intel Section Chief	Logistics Section Chief	Finance / Admin Section Chief	Communications Section Chief

---

6. Prepared by: Name: _____ Position/Title: _____ Signature: _____

Date/Time: _____

INCIDENT BRIEFING (EOC-201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:

10. Resource Summary:

Resource	Resource Identifier	Date/Time Ordered	ETA	Arrived	Notes (location/assignment/status)
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	

6. Prepared by: Name: _____ Position/Title: _____ Signature: _____
Date/Time: _____

EOC 202: Incident Objectives

INCIDENT OBJECTIVES (EOC-202)

CITY of CALABASAS

1. Incident Name:	2. Incident Number:	3. Operational Period Date From: Date To: Time From: Time To:

4. Objective(s): Enter clear, concise objectives for managing the response. Objectives should be listed in priority order and follow the SMART model.

Specific – Is the wording precise and unambiguous? **Measurable** – How will achievements be measured? **Action-oriented** – Is an action verb used to describe expected accomplishments? **Realistic** – Is the outcome achievable with given available resources? **Time-sensitive** – What is the timeframe?

5. General Situational Awareness:

6. Incident Action Plan (the items checked below are included in this Incident Action Plan):

☐ EOC 201 – Incident Briefing

☐ EOC 205A – Communications List

☐ EOC 207 – Organization Chart

☐ EOC 208 – Safety Message/Plan

☐ EOC 211 – Check-In

☐ Map/Chart

☐ Weather Forecast/Tides/Currents

Other Attachments:

☐ _____

☐ _____

☐ _____

7. Prepared by: Name: _____ Position/Title: _____ Signature: _____
Date/Time: _____

8. Approved by: Name: _____ Position/Title:(**EOC Director**) Signature: _____
Date/Time: _____

EOC 205A: Communications List

COMMUNICATIONS LIST (EOC 205A)

CITY of CALABASAS

1. Incident Name:	2. Incident Number:	3. Operational Period Date From: Date To: Time From: Time To:

4. Basic Local Communications Information:

Assigned Position	Name (Alphabetized)	Method(s) of Contact (phone, pager, cell, radio etc.)

5. Prepared by: Name: _____ Position/Title: _____ Signature: _____

Date/Time: _____

EOC 207: Organization Chart

ORGANIZATION CHART (EOC-207)

CITY of CALABASAS

1. Incident Name:	2. Incident Number:	3. Operational Period Date From: Date To: Time From: Time To:

4. Organizational Chart

```
                                    EOC Director

Agency Rep for ICP                  EOC Manager                    EOC Coordinator

Liaison Officer                                                    PIO

Security/Safety Officer                                           Legal
```

Operations Section Chief	Plans and Intel Section Chief	Logistics Section Chief	Finance/Admin Section Chief	Communications Section Chief
Deputy Operations Section Leader	Deputy Plans Section Leader	Deputy Logistics Section Leader	Deputy Finance/Admin Section Leader	Deputy Communications Section Leader
Public Works Unit Leader	Situation Status Unit Leader	Procurement Unit Leader	Time Recording Unit Leader	Social Media/Video/CTV Unit Leader
Building and Safety Unit Leader	Documentation Unit Leader	Care and Shelter Unit Leader	Comp and Claims Unit Leader	Info Systems Unit Leader
Care and Shelter Unit Leader	Damage Assessment Unit Leader	Supply (Food) Unit Leader	Purchasing Unit Leader	Radio Unit Leader
	Resource Tracking Unit Leader	Facilities Unit Leader	Cost Recovery Unit Leader	Call Center Unit Leader
		Transportation Unit Leader	Cost Analysis Unit Leader	EPIC/ECHO Unit Leader
		Personnel Unit Leader		

5. Prepared by: Name: _____ Position/Title: _____ Signature: _____

Date/Time: _____

251

EOC 208: Safety Message/Plan

SAFETY MESSAGE/PLAN (EOC-208)

CITY of CALABASAS

1. Incident Name:	2. Incident Number:	3. Operational Period Date From: Date To: Time From: Time To:

4. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan:

5. Prepared by: Name: _____ Position/Title: _____ Signature: _____

Date/Time: _____

EOC 209: Incident Status Summary

INCIDENT STATUS SUMMARY (EOC-209)

CITY of CALABASAS

1. Incident Name:	2. Incident Number:	3. Operational Period Date From: Date To: Time From: Time To:

4. Report Version (check one box): ☐ Initial Rpt # ☐ Update (if used): ☐ Final	5. Incident Management Organization: (what has activated in Jurisdiction and what agencies are responding)	6. Incident Start Date/Time: Date: _____ Time: _____

7. Incident Summary

8. Incident Location ((list all affected areas or a reference point):	9. Incident Type:	10. Incident Complexity Level:

11. Significant Events (summarize significant progress made, evacuations, incident growth, etc. for current period):

12. Damage Assessment (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.):

A. Structural Summary	B. # Threatened (72 hrs.)	C. # Damaged	D. # Destroyed
E. Single Residences			
F. Nonresidential Commercial Property			
Other Minor Structures			
Other			

13. Prepared by: Name: _____ Position/Title: _____ Signature: _____

Date/Time: _____

EOC 210: Resource Status Change

RESOURCE STATUS CHANGE (EOC 210)

CITY of CALABASAS

1. Incident Name:	2. Incident Number:	3. Operational Period Date From: Date To: Time From: Time To:

4. Resource Number	5. New Status (Available, Assigned)	6. From (Assignment and Status):	7. To (Assignment and Status):	8. Time and Date of Change:	

9. Comments:

10. Prepared by: Name: _____ Position/Title: _____ Signature: _____
Date/Time: _____

EOC 211: Incident Check-In List

INCIDENT CHECK-IN LIST (EOC-211)

City *of* Calabasas

1. Incident Name:	2. Incident Number:	3. Operational Period Date From: Date To: Time From: Time To:	4. Check-In Location:	5. Start Date/Time: Date: Time:

6. Check-In

7. Name	8. State | Agency	9. Assignment | Qualifications	10. Contact Information	11. Time	
				In	Out

12. Prepared by: Name: _____ Position/Title: _____ Signature: _____ Date/Time: _____

EOC 213: Resource Request

RESOURCE REQUEST (EOC 213)

CITY of CALABASAS

1. Incident Name:	2. Incident Number:	3. Resource Request Number:	4. Operational Period Date From: Date To: Time From: Time To:

5. Order (Use additional forms when requesting different resource sources of supply.):

Requestor

Qty.	Kind	Type	Detailed Item Description: (Vital characteristics, brand, specs, experience, size, etc.)	Arrival Date and Time		Cost
				Requested	Estimated	

6. Requested Delivery/Reporting Location:

7. Suitable Substitutes and/or Suggested Sources:

Logistics

8. Requested by Name/Position:	9. Priority: ☐ Urgent ☐ Routine ☐ Low	10. Section Chief Approval:

11. Logistics Order Number:

12. Supplier Phone/Fax/Email:

13. Name of Supplier/POC:

14. Notes:

Finance

15. Approval Signature of Auth Logistics Rep:	16. Date/Time:

17. Order placed by (check box): ☐ SPUL ☐ PROC

18. Reply/Comments from Finance:

19. Finance Section Signature:	20. Date/Time:

21. Prepared by: Name: _____ Position/Title: _____ Signature: _____ Date/Time: _____

EOC 214: Activity Log

ACTIVITY LOG (EOC 214)

CITY of CALABASAS

1. Incident Name:	2. Incident Number:	3. Operational Period Date From: Date To: Time From: Time To:

4. Activity Log:	
Date/Time	Activities (Decisions, Major Actions, Documents/Products Developed, Policy Changes, Meetings)

5. Prepared by: Name: _____   Position/Title: _____   Signature: _____

Date/Time: _____

EOC 215: Resource Planning Worksheet

RESOURCE PLANNING WORKSHEET (EOC-215)

CITY *of* CALABASAS

1. Incident Name:

2. Incident Number:

3. Operational Period
Date From:
Time From:
Date To:
Time To:

4. Work Assignment & Special Instructions	5. Resources		6. Special Equipment & Supplies	7. Report To (Name, Position)	8. Reporting Location	9. Requested Arrival Time
	Req.					
	Have					
	Need					
	Req.					
	Have					
	Need					
	Req.					
	Have					
	Need					
	Req.					
	Have					
	Need					
	Req.					
	Have					
	Need					
10. Total Resources Required						
11. Total Resources Have on Hand						
12. Total Resources Need To Order						

13. Prepared by: Name: _____ Position/Title: _____ Signature: _____ Date/Time: _____

EOC 227: Claims Log

CLAIMS LOG (EOC 227)

CITY *of* CALABASAS

1. Incident Name:

2. Incident Number:

3. Resource Request Number:

4. Operational Period
Date From: Date To:
Time From: Time To:

5. Date/Time	6. Claim	7. Property Owner	8. Location of Incident	9. Claim Form Initiated	10. Agency Reps Advised	11. Property Owner Contacted	12. Investigation Started	13. Clam Form Completed	14. Status

4. Prepared by: Name: _____ Position/Title: _____ Signature: _____ Date/Time: _____

EOC 230: Daily Meeting Schedule

DAILY MEETING SCHEDULE (EOC-230)

CITY of CALABASAS

1. Incident Name:	2. Incident Number:	3. Operational Period Date From: Date To: Time From: Time To:

4. Meeting Schedule (Commonly-held meetings are included)

Date/Time	Meeting Name	Purpose	Attendees	Location
	Initial Briefing	Go over situation (use EOC-201 Form or comparable EAP sections)	EOC General Staff	
	EOC Objectives Updated & Policies Confirmed	EOC Director gives direction to the Management & General staff including EOC objectives and priorities.	EOC Management + General Staff	
	Determine EOC Resources to Support EOC, DOC & Field Needs	Develop/review primary and alternate strategies to meet EOC objectives for next operational period.	Planning, Operations, and Logistic Section Chiefs	
	Planning Meeting	Review status and finalize strategies and assignments to meet EOC objectives for the next operational period.	Determined by EOC Director and Planning Section Chief	
	EOC Briefing	Present EOC Action Plan and assignments for the next operational period.	Management and General Staff, Field Support Teams & Personnel	

6. Prepared by: Name: _____   Position/Title: _____   Signature: _____

Date/Time: _____

Status Form: Communications (4 Pages)

COMMUNICATION STATUS

CITY *of* CALABASAS

Reported By: Click here to enter text.　　**Agency:** Click here to enter text.

Position: Click here to enter text.　　**Phone:** Click here to enter text.

Event Name: Click here to enter text.　　**Event Date:** Click here to enter a date.

Area Affected: Choose an item.

Situation:
Click here to enter text.

Radio

System Hardware Damage

Tower/Hardware Name	Type of Damage	Affected Systems	Restoration Timeline

Channel Damage/Interference

Channel Name	Frequency	Type of Interference

Comments: Click here to enter text.

COMMUNICATION STATUS

Telecommunications

Provider	Jurisdiction(s) Served	Affected Systems	Restoration Timeline

Comments: Click here to enter text.

Broadband Systems

Provider	Jurisdiction(s) Served	Affected Systems	Restoration Timeline

Comments: Click here to enter text.

CITY *of* CALABASAS

COMMUNICATION STATUS

Mutual Aid Received in the Last 24 Hours? ☐ Yes ☐ No

List Agencies Responding:

Click here to enter text.

Mutual Aid Needed in the Next 24 Hours? ☐ Yes ☐ No

List Types of Mutual Aid Needed:

Click here to enter text.

Critical Issues? ☐ Yes ☐ No

Explain:

Click here to enter text.

Prognosis | ☐ Worsening ☐ No Change ☐ Improving

Date of Report: Click here to enter text.

COMMUNICATION STATUS

CITY *of* CALABASAS

Critical Contacts

	Name/Agency		Address/Phone
1.	Name:		Street:
	Agency:		City/Zip:
	Comments:		Phone:
2.	Name:		Street:
	Agency:		City/Zip:
	Comments:		Phone:
3.	Name:		Street:
	Agency:		City/Zip:
	Comments:		Phone:
4.	Name:		Street:
	Agency:		City/Zip:
	Comments:		Phone:
5.	Name:		Street:
	Agency:		City/Zip:
	Comments:		Phone:

Add maps or additional sheets of information if available

Status Form: Energy (5 Pages)

ENERGY STATUS

CITY *of* CALABASAS

Reported By: Click here to enter text. **Agency:** Click here to enter text.

Position: Click here to enter text. **Phone:** Click here to enter text.

Event Name: Click here to enter text. **Event Date:** Click here to enter a date.

Area Affected: Choose an item.

Situation:

Click here to enter text.

Electrical System Damages				
System Owner	Name/ID of Line	System Type	Areas Served	Population Served
		Choose an item.		
		Choose an item.		
		Choose an item.		
		Choose an item.		

Natural Gas System Damages				
System Owner	Name/ID of Line	System Type	Areas Served	Population Served
		Choose an item.		
		Choose an item.		
		Choose an item.		
		Choose an item.		
For Transmission system lines listed above, indicate pipeline diameter (in inches) and operating pressure (psig)			_____ in _____ psig _____ in _____ psig	

Hydroelectric Systems			
System Owner	Name/ID of Line	Areas Served	Population Served

ENERGY STATUS

Solar Systems			
System Owner	Name/ID of Line	Areas Served	Population Served

Petroleum Based Product Lines				
System Owner/Operator	Name/ID of Line	Damage Type	Product in Line	Anticipated Effects

Comments: Click here to enter text.

Does type of damage warrant evacuations (as per operator)? ☐ Yes ☐ No
Does type of damage warrant shelter-in-place (as per operator)? ☐ Yes ☐ No
If yes to either, what are the recommendations from the operator
(i.e. minimum radius or special instructions):

Click here to enter text.

What is the anticipated length of time until re-occupation is safe?

ENERGY STATUS

Click here to enter text.

Mutual Aid Received in the Last 24 Hours?   ☐ Yes   ☐ No

List Agencies Responding:

Click here to enter text.

Mutual Aid Needed in the Next 24 Hours?   ☐ Yes   ☐ No

List Types of Mutual Aid Needed:

Click here to enter text.

Critical Issues?   ☐ Yes   ☐ No

Explain:

Click here to enter text.

ENERGY STATUS

Prognosis | ☐ Worsening ☐ No Change ☐ Improving
Date of Report: Click here to enter text.

ENERGY STATUS

CITY *of* CALABASAS

Critical Contacts

	Name/Agency		Address/Phone	
1.	Name:		Street:	
	Agency:		City/Zip:	
	Comments:		Phone:	
2.	Name:		Street:	
	Agency:		City/Zip:	
	Comments:		Phone:	
3.	Name:		Street:	
	Agency:		City/Zip:	
	Comments:		Phone:	
4.	Name:		Street:	
	Agency:		City/Zip:	
	Comments:		Phone:	
5.	Name:		Street:	
	Agency:		City/Zip:	
	Comments:		Phone:	

Add maps or additional sheets of information if available

Status Form: Mass Care (3 Pages)

MASS CARE STATUS

CITY of CALABASAS

Reported By: Click here to enter text. **Agency:** Click here to enter text.

Position: Click here to enter text. **Phone:** Click here to enter text.

Event Name: Click here to enter text. **Event Date:** Click here to enter a date.

Area Affected: Choose an item.

Situation:
Click here to enter text.

Number of Persons Displaced by Event: Click here to enter text.
Number of Persons Not Sheltered: Click here to enter text.

Shelter Breakdown	Location(s)	# of Persons	# of Animals	# of Persons Fed
Evacuation Center				
General Population Shelter				
Medical Shelter				
Animal Shelter				
Other (specify)				
Totals:				

Comments: Click here to enter text.

Number of Mobile Feeding Sites: Click here to enter text.

Number of Fixed Feeding Sites: Click here to enter text.
Locations: Click here to enter text.

Number of Persons Projected to be Fed in the Next 24 Hours: Click here to enter text.

CITY *of* **CALABASAS**

MASS CARE STATUS

Mutual Aid Received in the Last 24 Hours?   ☐ Yes   ☐ No

List Agencies Responding:

Click here to enter text.

Mutual Aid Needed in the Next 24 Hours?   ☐ Yes   ☐ No

List Types of Mutual Aid Needed:

Click here to enter text.

Critical Issues?   ☐ Yes   ☐ No

Explain:

Click here to enter text.

Prognosis | ☐ Worsening   ☐ No Change   ☐ Improving

Date of Report: Click here to enter text.

MASS CARE STATUS

CITY *of* CALABASAS

Critical Contacts

Name/Agency		Address/Phone	
1.	Name:	Street:	
	Agency:	City/Zip:	
	Comments:	Phone:	
2.	Name:	Street:	
	Agency:	City/Zip:	
	Comments:	Phone:	
3.	Name:	Street:	
	Agency:	City/Zip:	
	Comments:	Phone:	
4.	Name:	Street:	
	Agency:	City/Zip:	
	Comments:	Phone:	
5.	Name:	Street:	
	Agency:	City/Zip:	
	Comments:	Phone:	

Add maps or additional sheets of information if available.

Status Form: Public Works (5 Pages)

PUBLIC WORKS STATUS

CITY *of* CALABASAS

Reported By: Click here to enter text.

Agency: Click here to enter text.

Position: Click here to enter text.

Phone: Click here to enter text.

Event Name: Click here to enter text.

Event Date: Click here to enter a date.

Area Affected: Choose an item.

Situation:

Click here to enter text.

Flood Control

Weather – Precipitation for the past 24 hours: Click here to enter text.

Weather – Forecasted precipitation for the next 24 hours: Click here to enter text.

Dam Status

Dam Name	Present Releases	Forecast Releases	Reserve Space

River/Gauge Levels

River/Gauge Name	Stage	Current Elevation	Forecast Elevation	Date/Time
	Choose an item.			
	Choose an item.			
	Choose an item.			
	Choose an item.			
	Choose an item.			

PUBLIC WORKS STATUS

CITY *of* CALABASAS

Levee Status

Levee Name/ID	Status	Actions
	Choose an item.	Choose an item.
	Choose an item.	Choose an item.
	Choose an item.	Choose an item.
	Choose an item.	Choose an item.

Localized Flooding

Location	Type	Actions
	Choose an item.	
	Choose an item.	
	Choose an item.	
	Choose an item.	

Comments: Click here to enter text.

Sewer System Status: Click here to enter text.

Sump Pump Status: Click here to enter text.

Have Sandbag Distribution Sites Been Activated: ☐ Yes ☐ No
Location(s): Click here to enter text.

Number of Sandbags Distributed: Click here to enter text.

Vendor to be Used for Sand Supply: Click here to enter text.

PUBLIC WORKS STATUS

City of Calabasas

Streets | Roadways

Road Closures

Road Name	Jurisdiction	Closed From-To	Reason

Right of Way Direction Changes

Road Name	Normal Flow	New Flow

Damaged Transportation Infrastructure

Road/Bridge Name	Level	Estimated Loss in Dollars
	Choose an item.	
	Choose an item.	
	Choose an item.	
	Choose an item.	

Comments: Click here to enter text.

PUBLIC WORKS STATUS

CITY *of* CALABASAS

Buildings

Damages

Type	Level	Estimated Loss in Dollars
Public Facilities	Choose an item.	
Private Residence	Choose an item.	
Businesses	Choose an item.	

Tagged Buildings

Number Awaiting Inspection	
Number Yellow Tagged	
Number Red Tagged	

Comments: Click here to enter text.

Mutual Aid Received in the Last 24 Hours?   ☐ Yes   ☐ No

List Agencies Responding:

Click here to enter text.

Mutual Aid Needed in the Next 24 Hours?   ☐ Yes   ☐ No

List Types of Mutual Aid Needed:

Click here to enter text.

Critical Issues?   ☐ Yes   ☐ No

Explain:

Click here to enter text.

Prognosis | ☐ Worsening   ☐ No Change   ☐ Improving

Date of Report: Click here to enter text.

PUBLIC WORKS STATUS

CITY of CALABASAS

Critical Contacts

	Name/Agency		Address/Phone	
1.	Name:		Street:	
	Agency:		City/Zip:	
	Comments:		Phone:	
2.	Name:		Street:	
	Agency:		City/Zip:	
	Comments:		Phone:	
3.	Name:		Street:	
	Agency:		City/Zip:	
	Comments:		Phone:	
4.	Name:		Street:	
	Agency:		City/Zip:	
	Comments:		Phone:	
5.	Name:		Street:	
	Agency:		City/Zip:	
	Comments:		Phone:	

Add maps or additional sheets of information if available

Status Form: Transportation (4 Pages)

TRANSPORTATION STATUS

City of Calabasas

Reported By: Click here to enter text.

Position: Click here to enter text.

Event Name: Click here to enter text.

Area Affected: Choose an item.

Agency: Click here to enter text.

Phone: Click here to enter text.

Event Date: Click here to enter a date.

Situation:

Click here to enter text.

Air Transportation

Airport

Airport Name	Fixed or Rotary Wing	Status	Divert Traffic To
	Choose an item.	Choose an item.	
	Choose an item.	Choose an item.	
	Choose an item.	Choose an item.	

Airstrip

Airstrip Name	Lat/Long Location	Status	Closure Due To

Aircraft Accidents

Type of Plane		FAA Registry #	
Lat/Long Location		# of Passengers	

Comments: Click here to enter text.

CITY *of* CALABASAS

Land Transportation

Public Transportation System Status

Name	Jurisdiction(s) Served	Number of Available Vehicles	Number of Available Drivers

Privately Owned Transportation System Status

Name	Jurisdiction(s) Served	Number of Available Vehicles	Number of Available Drivers

Paratransit System Status

Name	Jurisdiction(s) Served	Number of Available Vehicles	Number of Available Drivers	Wheelchair Accessibility (Y/N)
				Choose an item.
				Choose an item.
				Choose an item.
				Choose an item.

Comments: Click here to enter text.

Water Transportation

Port Closures

Port Name	Reason for Closure	Estimated Duration of Closure

Waterway Impacts

Waterway Name	Type of Impact	Estimated Duration	Reroute Waterway Traffic To

Comments: Click here to enter text.

Mutual Aid Received in the Last 24 Hours? ☐ Yes ☐ No

List Agencies Responding:

Click here to enter text.

Mutual Aid Needed in the Next 24 Hours? ☐ Yes ☐ No

List Types of Mutual Aid Needed:

Click here to enter text.

Critical Issues? ☐ Yes ☐ No

Explain:

Click here to enter text.

Prognosis | ☐ Worsening ☐ No Change ☐ Improving

Date of Report: Click here to enter text.

TRANSPORTATION STATUS

CITY *of* CALABASAS

Critical Contacts

Name/Agency		Address/Phone	
1.	Name:	Street:	
	Agency:	City/Zip:	
	Comments:	Phone:	
2.	Name:	Street:	
	Agency:	City/Zip:	
	Comments:	Phone:	
3.	Name:	Street:	
	Agency:	City/Zip:	
	Comments:	Phone:	
4.	Name:	Street:	
	Agency:	City/Zip:	
	Comments:	Phone:	
5.	Name:	Street:	
	Agency:	City/Zip:	
	Comments:	Phone:	

Add maps or additional sheets of information if available

Status Form: Water/Sanitation (3 Pages)

WATER/SANITATION STATUS

CITY of CALABASAS

Reported By: Click here to enter text.   **Agency:** Click here to enter text.

Position: Click here to enter text.   **Phone:** Click here to enter text.

Event Name: Click here to enter text.   **Event Date:** Click here to enter a date.

Area Affected: Choose an item.

Situation:
Click here to enter text.

Sewer System Damages				
System Owner	Name/ID of Line	System Type	Areas Served	Population Served

Sanitation System Damages				
System Owner	Name/ID of Line	System Type	Areas Served	Population Served

Water System Damage				
System Owner	Name/ID of Line	System Type	Areas Served	Population Served

Comments: Click here to enter text.

WATER/SANITATION STATUS

CITY *of* CALABASAS

Mutual Aid Received in the Last 24 Hours?   ☐ Yes   ☐ No
List Agencies Responding:

Click here to enter text.

Mutual Aid Needed in the Next 24 Hours?   ☐ Yes   ☐ No
List Types of Mutual Aid Needed:

Click here to enter text.

Critical Issues?   ☐ Yes   ☐ No
Explain:

Click here to enter text.

Prognosis | ☐ Worsening   ☐ No Change   ☐ Improving
Date of Report: Click here to enter text.

WATER/SANITATION STATUS

City of Calabasas

Critical Contacts

Name/Agency		Address/Phone	
1.	Name:	Street:	
	Agency:	City/Zip:	
	Comments:	Phone:	
2.	Name:	Street:	
	Agency:	City/Zip:	
	Comments:	Phone:	
3.	Name:	Street:	
	Agency:	City/Zip:	
	Comments:	Phone:	
4.	Name:	Street:	
	Agency:	City/Zip:	
	Comments:	Phone:	
5.	Name:	Street:	
	Agency:	City/Zip:	
	Comments:	Phone:	

Add maps or additional sheets of information if available

EOC PLAN: Demobilization (2 Pages)

DEMOBILIZATION PLAN

CITY *of* CALABASAS

Event Name: Click here to enter text.

Operational Period: Click here to enter text.

Jurisdiction Type: Choose an item.

Date Prepared: Click here to enter text.

Time Prepared: Click here to enter text.

Overall Demobilization Priorities

1. Personnel welfare (safety and rest)
2. Needs of the assisting/cooperating agencies
3. High dollar assets
4. Local government response resources
5. Federal government response resources

Release Procedures

Click here to enter text.

Actual Check-Out Procedures

Click here to enter text.

Prepared By: Planning Unit Section Chief Name

Approved By: EOC Director Name

DEMOBILIZATION PLAN

CITY *of* CALABASAS

Personnel Name	Position	Released	Method of Transport Home	Time Left	Estimated Arrival Time	Returned

EOC PROCLAMATIONS: Samples (6 Pages)

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

WHEREAS, Ordinance No. **Text Here** of the City of Calabasas 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 **Text Here**;
(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)
commencing on or about **Text Here**.m. on the **Text Here** day of **Text Here**, 20 **Text Here**); 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 **Text Here**, 20 **Text Here**.

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 Calabasas, State of California.**

Dated: **Text Here**   CITY COUNCIL
ATTEST: **Text Here**   City of Calabasas

_____
_____
_____
_____
_____

---

*   Use appropriate title, as established by ordinance.
**   Section 8630 of the Government Code provides: "...(c) (1) the governing body shall review, at its regularly scheduled meetings until the local emergency is terminated, the need for continuing the local emergency. However, in no event shall a review take place more than 21 days after the previous review. (2) Notwithstanding paragraph (1), if the governing body meets weekly, it shall review the need for continuing the local emergency at least every 14 days, until the local emergency is terminated.   (d) The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant."

CITY *of* CALABASAS

RESOLUTION PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY*
(By Director of Emergency Services)**

WHEREAS, Ordinance No. **Text Here** of the City of Calabasas 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 Calabasas does hereby find;

that conditions of extreme peril to the safety of persons and property have arisen within said City, caused by **Text Here** ; and **Text Here**;
(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)

That the City Council of the City of **Text Here** 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 **Text Here** Emergency Operations Plan, as approved by the City Council on **Text Here**, 20 **Text Here**.

Dated: **Text Here**

By: **Text Here**
Director of Emergency Services**
City of Calabasas

---

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

** Use appropriate title, as established by ordinance.

RESOLUTION CONFIRMING EXISTENCE OF A LOCAL EMERGENCY*

WHEREAS, Ordinance No. **Text Here** of the City of Calabasas 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 **Text Here**
(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)
commencing on or about **Text Here** .m. on the **Text Here** day of **Text Here**, 20 **Text Here**, at which time the City Council of the City of Calabasas 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 Calabasas did proclaim the existence of a local emergency within said City on the **Text Here** day of **Text Here**, 20 **Text Here**;

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 Calabasas, State of California.***

Dated: **Text Here**   CITY COUNCIL
ATTEST: **Text Here**   City of Calabasas

_____
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_____
_____

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

**   Use appropriate title, as established by ordinance.

***   Section 8630 of the Government Code provides: "...(c) (1) the governing body shall review, at its regularly scheduled meetings until the local emergency is terminated, the need for continuing the local emergency. However, in no event shall a review take place more than 30 days after the previous review. (2) Notwithstanding paragraph (1), if the governing body meets weekly, it shall review the need for continuing the local emergency at least every 14 days, until the local emergency is terminated.   (d) The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant."

CITY *of* CALABASAS

RESOLUTION REQUESTING GOVERNOR TO
PROCLAIM A STATE OF EMERGENCY

WHEREAS, on **Text Here**, 20 **Text Here**, the City Council of the City of Calabasas found that due to **Text Here**;
   (fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes) a condition of extreme peril to life and property did exist within said City; and

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

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

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

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

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

Dated: **Text Here**   CITY COUNCIL
ATTEST: **Text Here**   City of Calabasas

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

WHEREAS, on **Text Here**, 20 **Text Here**, the City Council of the City of Calabasas found that due to **Text Here**;
(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)
a condition of extreme peril to life and property did exist within said City; and

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

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

IT IS FURTHER RESOLVED that **Text Here**, (Title) **Text Here**,
is hereby designated as the authorized representative of the City of Calabasas for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state assistance.

Dated: **Text Here**   CITY COUNCIL
ATTEST: **Text Here**   City of Calabasas

_____
_____
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_____

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

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

CITY *of* CALABASAS

RESOLUTION PROCLAIMING TERMINATION OF LOCAL EMERGENCY

WHEREAS, a local emergency existed in the City of Calabasas in accordance with the resolution thereof by the City Council on the **Text Here** day of **Text Here**, 20 **Text Here**,

or

Director of Emergency Services* on the **Text Here** day of **Text Here**,
20 **Text Here**, and its ratification by the City Council on the **Text Here** day of **Text Here**, 20 **Text Here**,

As a result of conditions of extreme peril to the safety of persons and property caused by **Text Here** ; and *(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)*

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

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

Dated: **Text Here**   CITY COUNCIL
ATTEST: **Text Here**   City of Calabasas

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*   Use appropriate title, as established by ordinance.

EOC RESOURCES: Public Assistance Damage Categories (2 Pages)

PA DAMAGE CATEGORIES

CITY *of* CALABASAS

Use the descriptions of these categories when filling in the Public Assistance (PA) section of your Initial Damage Estimate (IDE).

CAT	NAME	INCLUDES
A	Debris Removal *(on public property only)*	• Overtime labor costs for debris removal operations (no regular time labor costs) • Equipment (force account or rented) costs for debris removal operations (regular and overtime costs; use FEMA rates) • Contract costs for debris removal (contract must be in writing)
B	Emergency Protective Measures	• Overtime labor costs for sandbagging, emergency pumping, security, search and rescue, mass care, etc. (no regular time labor costs) • Equipment (force account or rented) costs for emergency protective measures (e.g. hauling/placing sandbags, emergency pumping, police/fire vehicles; regular and overtime costs; use FEMA rates). • Material costs (sandbags, sand, plastic, gravel, food for workers, misc. supplies). • Contract costs for emergency protective measures (contract must be in writing)
C	Road and Bridge Systems	• Regular and overtime labor costs for the permanent restoration of roads, bridges, culverts, etc. (force account) • Equipment (force account or rented) costs for the permanent restoration of roads, bridges, culverts, etc. (regular and overtime costs; use FEMA rates) • Material costs for the permanent restoration of roads, bridges, culverts, etc. • Contract costs for the permanent restoration of roads, bridges, culverts, etc. (contract must be in writing). *Note: Only road systems not on the Federal Aid System (FAS) are eligible for permanent repairs. Permanent repairs on FAS road systems are under the authority of the Federal Highway Administration*
D	Water Control Facilities *(only facilities built specifically for flood control)*	• Regular and overtime labor costs for the permanent restoration of channel or reservoir capacity (force account). • Equipment (force account or rented) costs for the permanent restoration of channel or reservoir capacity (regular and overtime costs; use FEMA rates). • Material costs for the permanent restoration of channel or reservoir capacity. • Contract costs for the permanent restoration of channel or reservoir capacity. (contract must be in writing). *Note: The USACE and NRCS have statutory authority for the repair of flood control works (levees, floodwalls, flood control channels, dams) and shore protective devices. Permanent repairs to these facilities are not eligible under PA.*

PA DAMAGE CATEGORIES

CITY of CALABASAS

CAT	NAME	INCLUDES
E	Buildings and Equipment	• Regular and overtime labor costs for the permanent restoration of buildings and equipment (force account). • Equipment (force account or rented) costs for the permanent restoration of buildings and equipment (regular and overtime costs; use FEMA rates). • Material costs for the permanent restoration of buildings and equipment. • Contract costs for the permanent restoration of buildings and equipment (contract must be in writing). *Note: Insurance proceeds must be deducted from total damage costs.*
F	Utility Systems	• Regular and overtime labor costs for the permanent restoration of water treatment plants and delivery systems, power generation and distribution systems and sewage collection and treatment systems (force account). • Equipment (force account or rented) costs for the permanent restoration of water treatment plants and delivery systems, power generation and distribution systems and sewage collection and treatment systems (regular and overtime costs; use FEMA rates). • Material costs for the permanent restoration of water treatment plants and delivery systems, power generation and distribution systems and sewage collection and treatment systems. • Contract costs for the permanent restoration of water treatment plants and delivery systems, power generation and distribution systems and sewage collection and treatment systems (contract must be in writing). *Note: Insurance proceeds must be deducted from total damage costs.*
G	Parks, Recreational and Other	• Regular and overtime labor costs for the permanent restoration of parks, recreational areas and other types of facilities (force account). • Equipment (force account or rented) costs for the permanent restoration of parks, recreational areas and other types of facilities (regular and overtime costs; use FEMA rates). • Material costs for the permanent restoration of parks, recreational areas and other types of facilities. • Contract costs for the permanent restoration of parks, recreational areas and other types of facilities (contract must be in writing). *Note: Insurance proceeds must be deducted from total damage costs*

EOC RESOURCES: Planning "P" Guide (3 Pages)

CITY of CALABASAS

PLANNING "P" GUIDE

EOC PLANNING MEETING
- Meeting of senior staff to validate objectives, policies, and EOC resource needs
- Review authorities, resource tasks and ordering processes
- Other Mgnt and General Staff address key issues (Safety, PIO, Liaison, etc)
- Lead by Planning Section Chief
- Approval required by EOC Management

EOC AP PRODUCTION
- Planning Section compiles data on current situation, objectives, policies, tasks, and resources
- Collects from other sections remaining AP elements
- Assembles the AP

APPROVAL & DISTRIBUTION
- Completed EOC AP is presented to the EOC Command for approval and signature
- Approved EOC AP is duplicated and distributed to approved positions and parties

DETERMINE EOC RESOURCES TO SUPPORT FIELD NEEDS
- Determine current and projected field needs
- Compiled by Operations Section
- Inputs also provided by PSC, LSC, OSC, and others in operations as needed

EOC BRIEFING
- EOC Mgmt briefs EOC Team staff on approved EOC AP
- EOC Mgmt ensures resources are in place for implementation

EOC OBJECTIVES UPDATED AND POLICIES CONFIRMED
- Review current and projected situation
- Set prioritized SMART objectives in support of field Incident Commander(s)
- Policies confirmed by EOC Management with input from General Staff

NEW OPERATIONAL PERIOD BEGINS
- Incoming EOC Team staff are briefed
- Outgoing EOC Team staff are debriefed
- Senior staff normally arrives 60-120 minutes prior to the period change to promote effective transition

INITIAL BRIEFING
EOC Command and General Staff provides situation update and establish the following:
- Event name
- Operational period duration
- Initial goals and objectives
- EOC staffing pattern
- Meeting schedule

EOC ACTIVATED
- EOC Team staff are notified
- Emergency Manager ensures EOC readiness
- EOC Team staff checks in
- EOC Team staff reviews position tools & Job functions

ONGOING FIELD SUPPORT & ASSESSMENT & INFORMATION EXCHANGE
- Monitor ongoing field and EOC operations
- Continuous exchanges and analysis of information: internal and external
- Continuous evaluation of progress against stated objectives in the EOC AP
- Adjustments may be made but must be approved by the EOC Mgmt in coordination with the OSC and PSC

INCIDENT OCCURS
- Emergency responders arrive on-scene(s)
- Response activities commence
- Based upon pre-determined benchmarks, the EM COM is made aware of situation and need for EOC activation is determined

Central flow diagram blocks:

PLANNING MEETING — EOC AP PRODUCTION — APPROVAL & DISTRIBUTION

DETERMINE EOC RESCOURCES TO SUPPORT FIELD NEEDS

Regular SitReps are completed and routed

"Heads Up" briefing updates are utilized for rapid information dissemination

EOC BRIEFING

EOC OBJECTIVES UPDATED AND POLICIES CONFIRMED — ONGOING FIELD SUPPORT & ASSESSMENTS — NEW OPS PERIOD BEGINS

INITIAL BRIEFING

EOC ACTIVATED

Initial Response

INCIDENT OCCURS

Note: EOC operations for ongoing field support involves three elements that must be simultaneously managed: unfulfilled requests from prior operational periods; current resource requests; and planning for meeting future needs.

PLANNING "P" GUIDE

Objective(s): Enter clear, concise objectives for managing the response. Objectives should be listed in priority order and follow the SMART model:

Specific – Is the wording precise and unambiguous?
Measurable – How will achievements be measured?
Action-oriented – Is an action verb used to describe expected accomplishments?
Realistic – Is the outcome achievable with given available resources?
Time-sensitive – What is the timeframe?

Check	Time	Event
☐	0700 – 0800	Shift Change Briefing
☐	0800 – 0900	Prepare for Planning Meeting Purpose: To review accomplishments, identify new issues, identify resource needs and determine assignments for next operational period
☐	0900 – 1000	Planning Meetings (with Management and General Staff, Resources Status Unit Leader, Supply Unit Leader, Communications Unit Leader and Technical Specialists)
☐	1000 – 1400	Prepare EOC Action Plan
☐	1400 – 1600	Finalize EOC Action Plan
☐	1600	Complete EOC Action Plan
☐	1600 – 1700	Prepare for Operations Briefing Purpose: To review EOC Action Plan for next operational period.
☐	1700 – 1800	Operations briefing (Management, General Staff, and identified Operations staff and Technical Specialists)
☐	1800 – 1900	Finalize Reports (including Situation Status Report for the Operational Area EOC)
☐	1900 – 2000	Shift Change Briefing
☐	2000 – 2100	Prepare for Planning Meeting Purpose: To review accomplishments, identify new issues, identify resource needs and determine assignments for next operational period

PLANNING "P" GUIDE

City of Calabasas

Check	Time	Event
☐	2100 – 2200	Planning Meetings (with Management and General Staff, Resources Status Unit Leader, Supply Unit Leader, Communications Unit Leader and Technical Specialists)
☐	2200 – 0200	Prepare EOC Action Plan
☐	0200 – 0400	Finalize EOC Action Plan
☐	0400	Complete EOC Action Plan
☐	0400 – 0500	Prepare for Operations Briefing Purpose: To review EOC Action Plan for next operational period
☐	0500 – 0600	Operations briefing (Management, General Staff and identified Operations staff and Technical Specialists)
☐	0600 – 0700	Finalize Reports (including Situation Status Report for the Operational Area EOC)

CAL OES: EOC After Action Report (9 Pages)

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
Standardized Emergency Management System
AFTER ACTION REPORT

PART I - GENERAL INFORMATION

NAME OF AGENCY:

TYPE OF AGENCY:

☐ City ☐ State Agency ☐ Other _____
☐ County ☐ Federal Agency
☐ Operational Area ☐ Special District

OES ADMINISTRATIVE REGION:

☐ Coastal (Walnut Creek Office)
☐ Inland (Sacramento Office)
☐ Southern (Los Alamitos Office)

INCIDENT PERIOD OR DATE(S) OF EXERCISE:

Began: mm / dd / yyyy
Ended: mm / dd / yyyy

INCIDENT, PLANNED EVENT, OR EXERCISE:

EXERCISE TYPE: ☐ INCIDENT
☐ Table-top ☐ PLANNED EVENT:
☐ Functional _____
☐ Full-scale (specify)

TYPE OF HAZARD OR EXERCISE SCENARIO:

☐ Avalanche ☐ Flood ☐ Terrorism
☐ Civil Disorder ☐ Fire (Structural) ☐ Tsunami
☐ Dam Failure ☐ Fire (Wild) ☐ Winter Storm
☐ Drought ☐ Landslide ☐ Other
☐ Earthquake _____
(specify)

PART II SEMS FUNCTIONS EVALUATED								
SEMS FUNCTIONS	**TOTAL PARTICIPANTS** (Each Function)	**EVALUATION** Circle: (S) or (NI)		**CORRECTIVE ACTION REQUIREMENTS:** (Check to indicate corrective actions required)				
		S (Satisfactory)	NI (Needs Improvement)	PLANNING	TRAINING	PERSONNEL	EQUIPMENT	FACILITIES
Management: Public Information Safety, Liaison, Inter-agency Coordination, Security, etc.		S	NI					
Command (Field) Public Information Safety, Liaison, Inter-agency Coordination, Security, etc.		S	NI					
Operations: Law Enforcement, Fire/ Rescue, Const. & Eng., Medical/ Health, Care & Shelter etc.		S	NI					
Planning & Intelligence: Situation Status & Analysis, Documentation, Advance Planning, Demobilization etc.		S	NI					
Logistics: Services, Support, Facilities, Personnel, Procurement, Supplies, Equipment, Food etc.		S	NI					
Finance & Administration: Purchasing, Cost Unit, Time Unit, Compensation and Claims etc.		S	NI					
Other Participants: Exercise Staff, Community Volunteers, etc.		S	NI					
Grand Total:								

PART III - AFTER ACTION REPORT QUESTIONNAIRE

Complete this questionnaire for all functional or full-scale exercises, and actual INCIDENTS. Responses to questions 18-26 should address areas identified as "needing improvement and corrective action" in Part I, as well as any "No" answers given to questions 1-17 below:

INCIDENT NAME:	PLANNED EVENT / EXERCISE NAME:			
QUESTION:		YES	NO	N/A
1. Were procedures established and in place for response to the incident?				
2. Did your jurisdiction organize the response using established procedures?				
3. Did field command use ICS to manage field response?				
4. Did field command use all ICS Sections?				
5. Did field command establish a Unified Command?				
6. Was your EOC and/or DOC activated?				
7. Was the EOC and/or DOC organized according to SEMS?				
8. Did your jurisdiction assign sub-functions in the EOC / DOC around the five SEMS functions?				
9. Did your jurisdiction use trained response personnel in the EOC / DOC?				
10. Did your jurisdiction use action plans in the EOC / DOC?				
11. Did field level personnel use action-planning processes?				
12. Did your jurisdiction coordinate with volunteer agencies?				
13. Did your jurisdiction request and receive Mutual Aid?				
14. Was Mutual Aid coordinated from the EOC / DOC				
15. Did your jurisdiction establish an inter-agency coordination group established at the EOC / DOC level?				
16. Did your jurisdiction conduct public alert and warning according to procedures?				
17. Did your jurisdiction coordinate public safety and incident information media?				

18. During your response, was there any part of SEMS that did not work for your agency? If so, how would (did) you change the system to meet your needs?

19. As a result of your response, are any changes needed in your plans or procedures? Please provide a brief explanation:

20. Identify any specific areas not covered in the current SEMS Approved Course of Instruction or SEMS Guidelines.

21. Did your jurisdiction identify any issues for people with access and functional needs during sheltering, evacuation, alert and warning or access to assistance centers? If so, provide a brief explanation.

22. Did your jurisdiction identify any issues during coordination with any Emergency Function (EF)? If so, provide a brief explanation including the EF number and the issue.

23. Did your jurisdiction use volunteers during this incident or event? If so, please elaborate on the activities performed and any organizational affiliation if any.

24. Did your jurisdiction establish shelters during this incident of event? If so, how many shelters?

25. Did your jurisdiction identify any issues during this incident of event regarding pets or livestock? Please elaborate what the issues were and what actions your jurisdiction took to resolve the issues.

26. Did your jurisdiction establish an assistance center?

24. Did your jurisdiction establish shelters during this incident of event? If so, how many shelters?

PART IV - NARRATIVE

Use the space below to provide additional comments pertaining to Part III questions 18-26, or for any additional observations:

FORM COMPLETED BY:	YOUR AGENCY NAME:	REPORT DUE DATE:	OES USE ONLY
_____ (Print Name) **BUSINESS PHONE:**		mm / dd / yyyy **DATE COMPLETED:** mm / dd / yyyy	DATE RECEIVED: _____/_____/_____ RECEIVED BY: _____

PART V- RESPONSE SUMMARY

State and local agencies response activities chart

The following chart summarizes the wide array of activities that local and state agencies/departments performed during the *(Name of Incident)*. It reflects the various mutual aid systems (fire and rescue, law enforcement, medical), as well as other state response capabilities.

Note: Agencies and organizations not required to provide specific information on personnel and equipment deployment. However, if available, include the information in the matrix. N/A= data not available, not submitted.

Agency/Dept.	Period of Commitment	Personnel	Equipment
Name of State or Local Agency			
Activities			

Agency/Dept.	Period of Commitment	Personnel	Equipment
Name of State or Local Agency			
Activities			

Agency/Dept.	Period of Commitment	Personnel	Equipment
Name of State or Local Agency			
Activities			

Agency/Dept.	Period of Commitment	Personnel	Equipment
Name of State or Local Agency			
Activities			

PART VI - RECOVERY SUMMARY			

State and local agencies recovery activities chart

Agency/Dept.	Period of Commitment	Personnel	Equipment
Name of State or Local Agency			
Activities			

Agency/Dept.	Period of Commitment	Personnel	Equipment
Name of State or Local Agency			
Activities			

Agency/Dept.	Period of Commitment	Personnel	Equipment
Name of State or Local Agency			
Activities			

Agency/Dept.	Period of Commitment	Personnel	Equipment
Name of State or Local Agency			
Activities			

AFTER-ACTION REPORT INSTRUCTION SHEET

REASONS FOR COMPLETING THIS FORM:

[Note: Pursuant to §2450(a), Chapter 1, Division 2, Title 19 CCR, "any city, city and county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency, shall complete and transmit an after-action report to OES within ninety (90) days of the close of the emergency period as specified in CCR, Title 19, §2900(j)."]

Beyond the statutory requirement for after-action reports, information collected through this process is important for the California Governor's Office of Emergency Services in ensuring the effectiveness of the Standardized Emergency Management System. Information can also demonstrate grant performance activity associated with FEMA training and exercise programs; thus providing justification for future grant funded emergency management programs for California.

Affiliated agencies such as contract ambulance companies, volunteer agencies to include the American Red Cross and Salvation Army, and any other agency providing a response service during an actual occurrence or functional or full-scale exercise should complete this form.

PART I – GENERAL INFORMATION:

Please fill this information out completely. Check all boxes that apply. The following information provides additional clarification:

- **TYPE OF AGENCY:** If "other," indicate volunteer, contract, private business, etc.

- **DATES OF EVENT:** Beginning date is the date your agency first became involved in the response to the event or exercise. Ending date is the date the response phase or exercise officially ended.

- **TYPE OF EVENT:** Planned events are parades, demonstrations, or similar occurrences.

PART II – SEMS FUNCTIONS EVALUATED:

- **SEMS FUNCTION:** Descriptors under the principal SEMS functions (Management, Command, Operations, Planning/Intelligence, Logistics, and Finance Administration) are examples only. We recognize that terminology describing the elements of an "Operations Function" may vary according to the type of agency. Provide clarification in Parts III and IV, if necessary.

- **TOTAL PARTICIPANTS:** All participants in each principal SEMS function. It is not necessary to itemize the number participating in each element under the principle function.

PART II – SEMS FUNCTIONS EVALUATED:

- **EVALUATION:** If all elements of principal SEMS function were generally satisfactory, circle (S). If you noted deficiencies, circle (NI).

- **CORRECTIVE ACTION:** If you circled (NI) under EVALUATION, indicate whether the corrective action pertains to "planning, training, personnel..." etc. Further clarification should be provided in Part II, Questions 18-26, and Part III Narrative as desired.

- **OTHER PARTICIPANTS:** This box generally applies to exercises. Please indicate the total number of exercise staff, i.e.: controllers, simulators etc., and any community volunteers (simulated victims, moulage, etc.), in the parenthesis. Add this number to the Grand Total box.

PART III – AFTER ACTION REPORT QUESTIONNAIRE:

- **QUESTIONS 1-17:** Answer "YES, NO, or N/A (Not applicable)".

- **QUESTIONS 18-26:** Responses to these questions should address areas identified as "N/I" or requiring "Corrective Action," in Part I; as well as any "NO" answers given to questions 1-19.

PART IV – NARRATIVE:

This is optional space provided for further clarification and information relating to Parts II & III.

- **FORM COMPLETED BY:** Please print your name legibly in the space provided.

- **REPORT DUE DATES:** Please indicate the due date (Ninety days from the end of the response phase, or completion of the exercise).

- **DATE COMPLETED:** The actual date the report is completed and sent to OES.

PART V – RESPONSE SUMMARY:

This is an optional space for field level response activities if the information is available.

PART VI – RECOVERY SUMMARY:

This is an optional space for field level recovery activities if the information is available.

Please forward completed reports to Cal OES at SharedMail.CalAAR@CalOES.ca.gov. If you have questions or need further assistance, please contact Scott Marotte at call (916) 845-8780. Agencies are encouraged to maintain copies of this report on file for recordkeeping purposes.