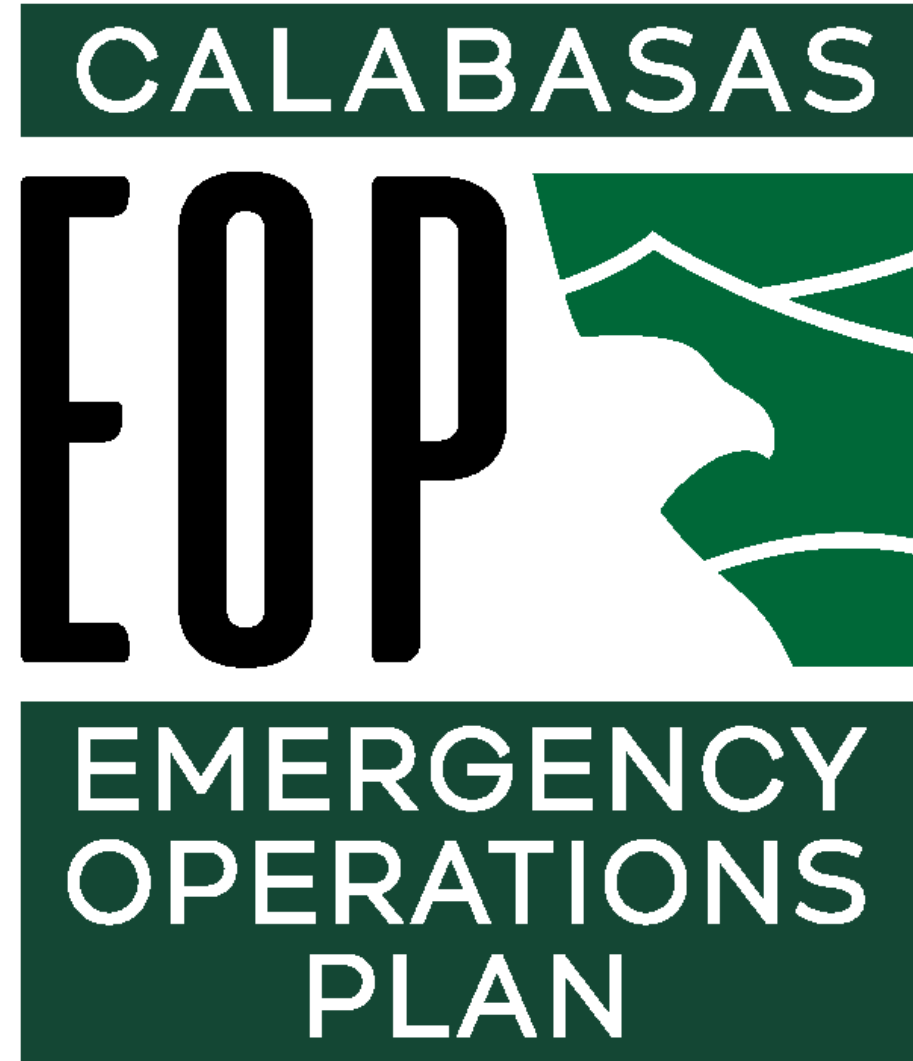


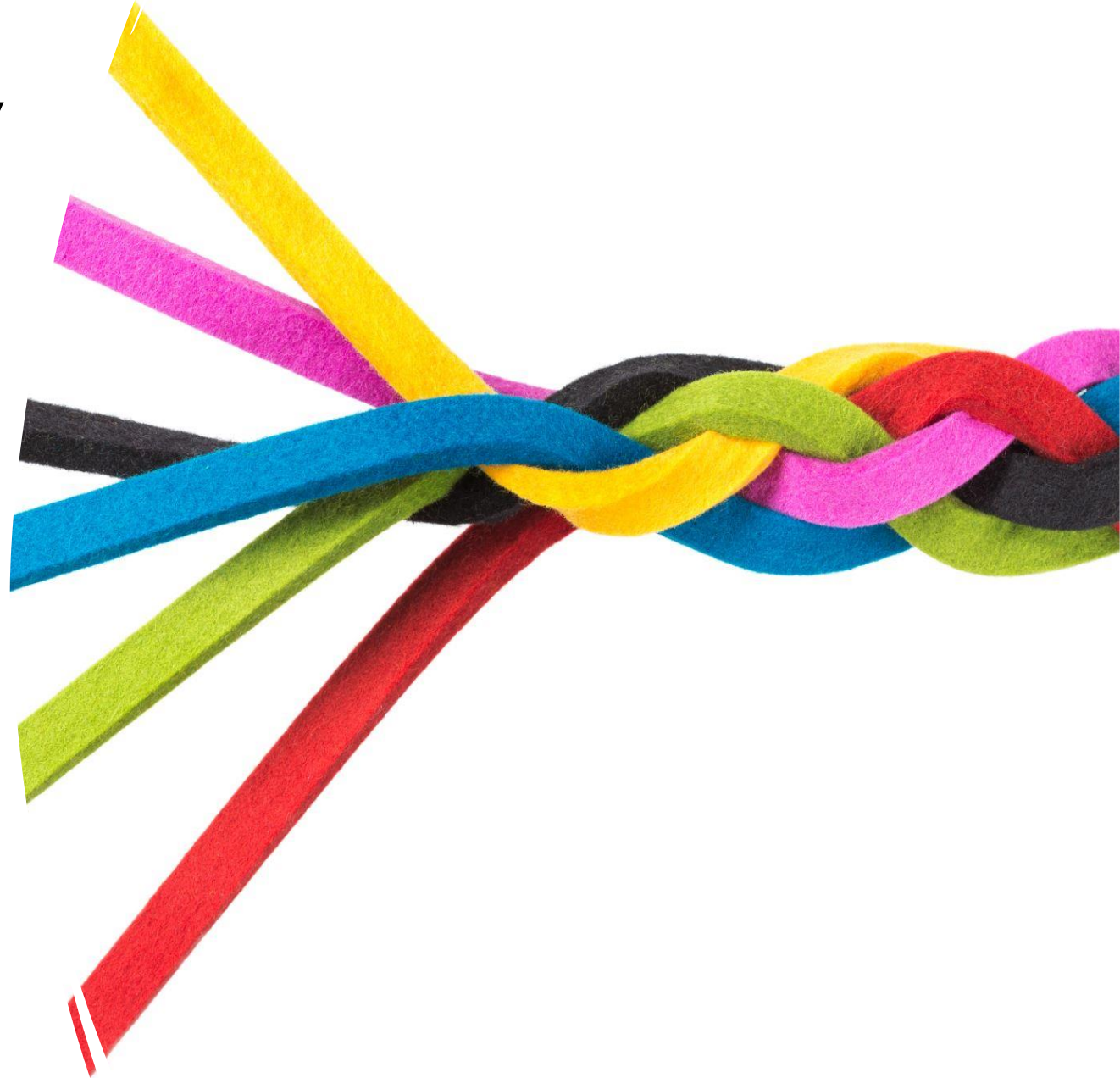
Emergency Operations Plan Review

March 09, 2023



Today's Journey

-
- Introduction and Welcome
 - Purpose of the Public Review
 - What is the Calabasas Emergency Operations Plan?
 - Review of Part One
 - Review of Part Two
 - Review Period
 - Questions



Introductions

- Dave Jeffries, Emergency Management Consultant
 - 40 Years in Public Safety
 - Certified Emergency Manager, International Assoc. of Emergency Managers
 - Masters, Emergency and Disaster Management – American Military University
 - Incident Commander (Type 3) – North Bay Incident Management Team
- Michael Dyer, Public Safety & Emergency Preparedness Manager
- Debbie Larson, Public Safety Coordinator

Purpose of the Public Review

To provide the community an opportunity to review and comment on the draft Emergency Operations Plan.

- Comments will be considered in developing the final draft.
- Previously reviewed by the Calabasas Public Safety Commission.
- The final draft will then go to the City Council for approval.

What is the Calabasas Emergency Operations Plan?

- Identifies the departments and agencies designated to perform response and recovery activities and specifies tasks they must accomplish.
- Outlines the integration of assistance that is available to local jurisdictions during disaster situations that generate emergency response and recovery needs beyond what the local jurisdiction can satisfy.
- Specifies the direction, control, and communications procedures and systems that will be relied upon to alert, notify, recall, and dispatch emergency response personnel; warn the public; protect residents and property; and request aid/support from other jurisdictions and/or the Federal Government (including the role of the Governor's Authorized Representative).
- Provides coordinating instructions and provisions for implementing Mutual Aid Agreements, as applicable.
- Describes the logistical support for planned operations.

What is the Calabasas Emergency Operations Plan?

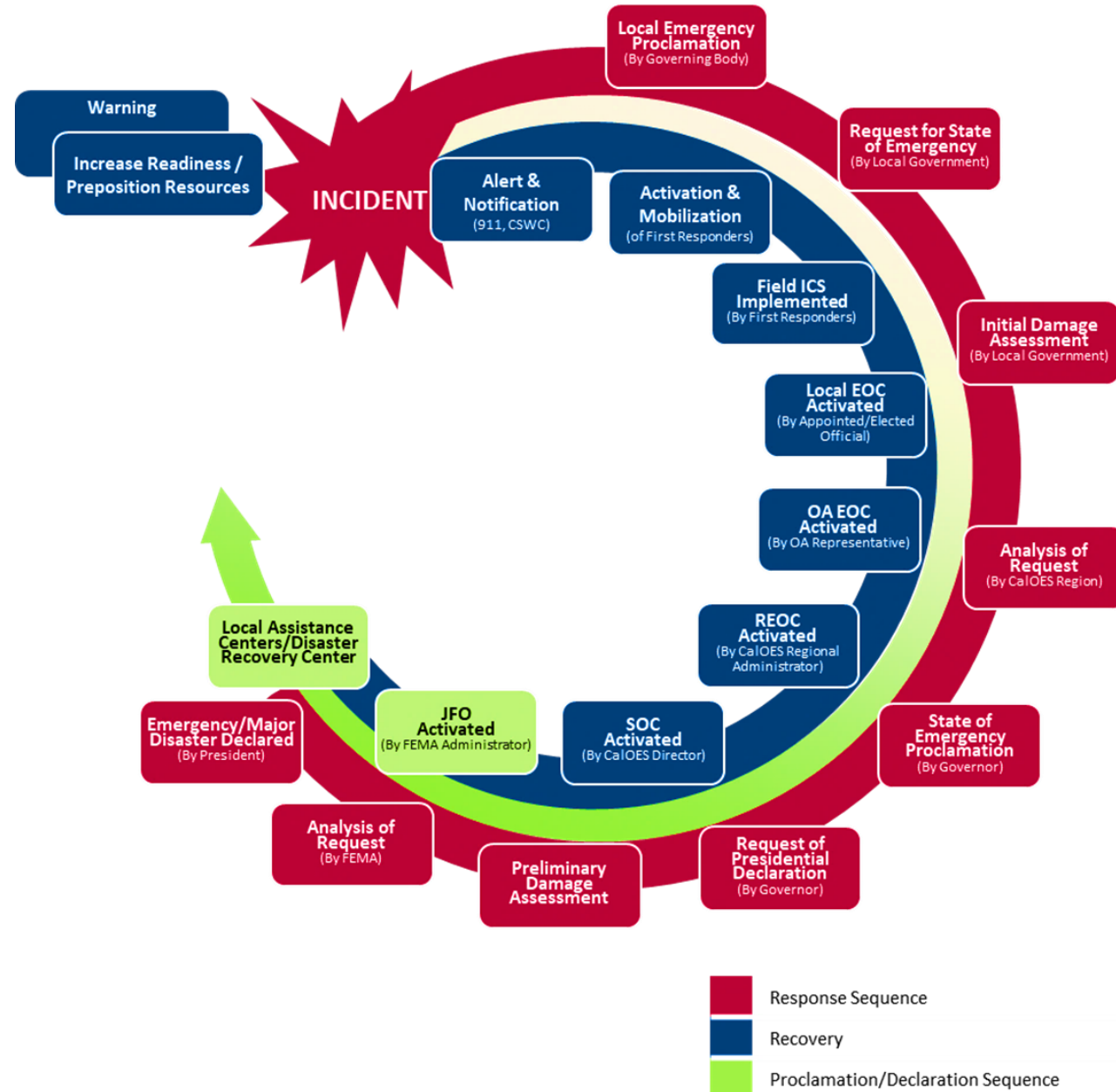
- The City of Calabasas Emergency Operations Plan is:
 - Based on a template developed specifically for Los Angeles County municipalities.
 - Customized with input from City staff.
 - Updated to reflect the way the City is currently structured to respond to emergencies.
 - Has been reviewed by the City of Calabasas Public Safety Commission.
 - Consists of Two Parts.

Part One – The Basic Plan

- Purpose, Scope, Situation and Assumptions
- Concept of Operations
- Organization and Assignment of Responsibilities
- Direction, Control and Coordination
- Communication
- Information Collection, Analysis and Distribution
- Administration, Finance and Logistics
- Plan Development and Maintenance
- Authorities and References
- Acronyms
- Glossary of Terms

Part One – The Basic Plan

Response Phase Sequence of Events



Part One – The Basic Plan

Field and Emergency Operations Centers

Command
v
Management

SEMS Function	Field Level	EOCs
Command / Management	Command is responsible for directing, ordering and/or controlling resources	Management is responsible for facilitation of overall policy, coordination, and support of the incident
Operations	The coordinated tactical response of all field operations in accordance with the Incident Action Plan	The coordination of all jurisdictional operations in support of the response to the emergency in accordance with the Emergency Center Action Plan
Planning & Intelligence	The collection, evaluation, documentation and use of intelligence related to the incident	Collecting, evaluating, and disseminating information and maintaining documentation relative to all jurisdictional activities
Logistics	Providing facilities, services, personnel, equipment, and materials in support of the incident	Providing facilities, services, personnel, equipment, and materials in support of all jurisdictional activities as required
Finance & Administration	Financial and cost analysis and administrative aspects not handled by the other functions	Responsible for coordinating and supporting administrative and fiscal consideration surrounding and emergency incident
Communications	N/A	Responsible for Social Media, city-to-resident communications service (BlackBoard Connect, Video/CTV, Information Systems and Radio)



Part Two – The Emergency Operations Center

- EOC Activation
- EOC Operations
- EOC Position Checklists
- EOC Forms and Tools

Part Two – The Emergency Operations Center

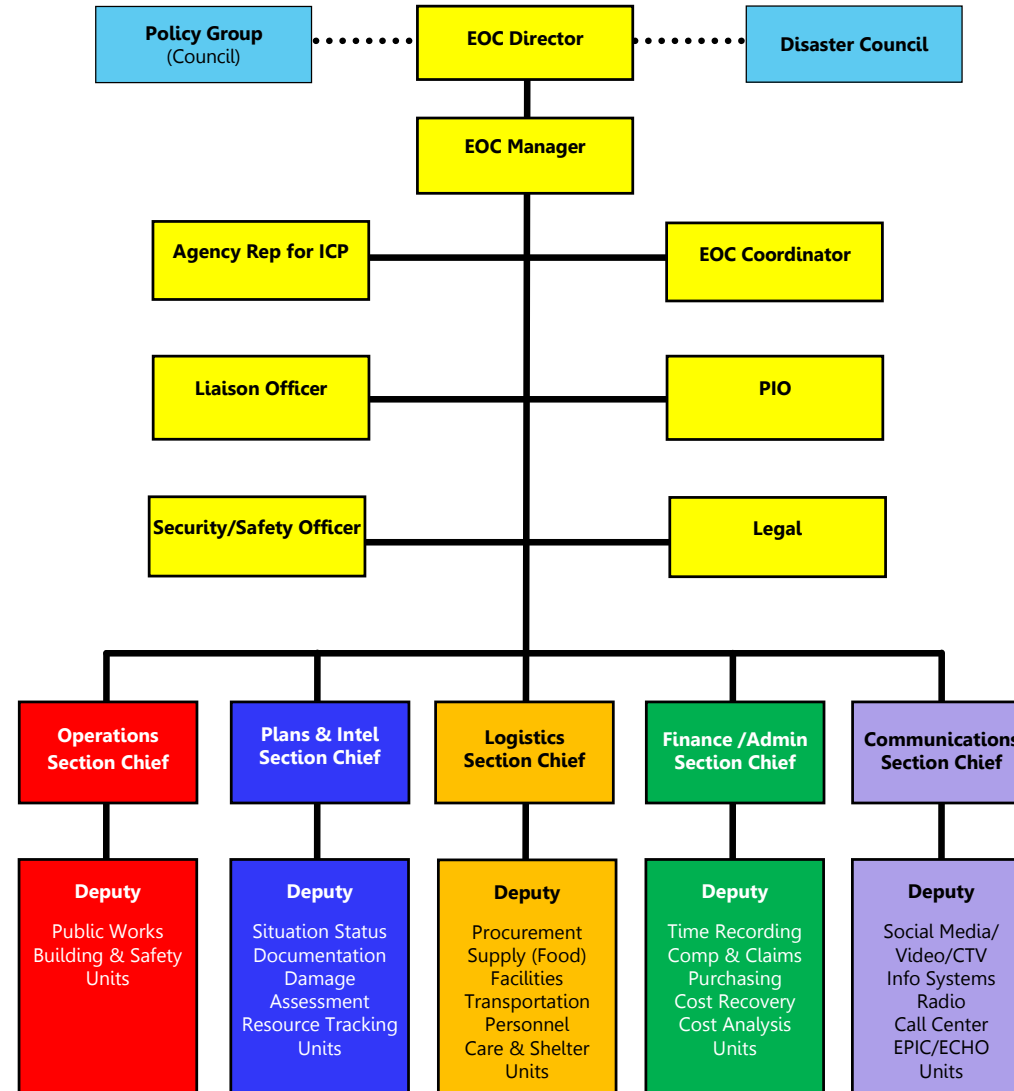
- EOC Locations:
 - Primary – 100 Civic Center Drive, Calabasas
 - Secondary – 200 Civic Center Drive, Calabasas

Part Two – The Emergency Operations Center

- Activation Levels
 - Three – Minimum Activation, lowest level
 - Lower Risk Events, Power Outages, Weather Alerts
 - Two – Partial Activation
 - 2 or more significant incidents, Major weather incident, moderate earthquake
 - One – Full Activation, highest level
 - Major City/Regional Incident, Major Earthquake, Terror threat or incident

Part Two – The Emergency Operations Center

Calabasas EOC 2023 Organization Chart



Part Two – The Emergency Operations Center

Position Checklists

- **Management Section**

- EOC Director/Manager
- EOC Coordinator
- Legal Officer
- Liaison Officer
- Agency Representative
- Public Information Officer
- Security/Safety Officer

- **Operations Section**

- Operations Section Chief
- Public Works Unit
- Building and Safety Unit

- **Plans Section**

- Plans Section Chief
- Situation Status Unit
- Documentation Unit
- Damage Assessment Unit
- Resource Tracking Unit

- **Logistics Section**

- Logistics Section Chief
- Procurement Unit
- Supply Unit
- Facilities Unit
- Transportation Unit
- Personnel Unit
- Care and Shelter Unit

- **Finance Section**

- Finance Section Chief
- Time Recording Unit
- Compensation and Claims Unit
- Purchasing Unit
- Cost Recovery Unit






- **Communications Section**

- Communications Section Chief
- Social Media / Video / CTV Unit
- Information Systems Unit
- Radio Unit
- Call Center Unit
- EPIC/ECHO Unit





Position Checklist: EOC Director/Manager

POSITION OVERVIEW		<ul style="list-style-type: none"> • 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	<table border="0"> <tr> <td> GENERAL STAFF <ul style="list-style-type: none"> • Operations Section Chief • Planning/Intelligence Chief • Logistics Section Chief • Finance/Administration Section Chief • Communications Section Chief </td> <td> MANAGEMENT STAFF <ul style="list-style-type: none"> • EOC Coordinator • Public Information Officer • Liaison Officer/Agency Representative • Security/Safety Officer • Legal Officer • Agency Representative for ICP </td> </tr> </table>	GENERAL STAFF <ul style="list-style-type: none"> • Operations Section Chief • Planning/Intelligence Chief • Logistics Section Chief • Finance/Administration Section Chief • Communications Section Chief 	MANAGEMENT STAFF <ul style="list-style-type: none"> • EOC Coordinator • Public Information Officer • Liaison Officer/Agency Representative • Security/Safety Officer • Legal Officer • Agency Representative for ICP
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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		<table border="0"> <tr> <td> <ul style="list-style-type: none"> • POSITION CHECKLIST • ALL ICS FORMS (IF USING) • PROCLAMATION RESOLUTION </td> <td> GUIDE <ul style="list-style-type: none"> • PLANNING "P" • Emergency Operations Plan • COOP Plan </td> </tr> </table>	<ul style="list-style-type: none"> • POSITION CHECKLIST • ALL ICS FORMS (IF USING) • PROCLAMATION RESOLUTION 	GUIDE <ul style="list-style-type: none"> • PLANNING "P" • Emergency Operations Plan • COOP Plan
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TECHNOLOGY		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL) 		
RESOURCES		<ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST 		



TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		<ul style="list-style-type: none"> 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.	
		<ul style="list-style-type: none"> 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.	
		<ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 📄 (FORM EOC-202) 📄 (GUIDE PLANNING "P" GUIDE) 	
		<ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> 📄 (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. <ul style="list-style-type: none"> 📄 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. <ul style="list-style-type: none"> 📄 (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. <ul style="list-style-type: none"> 📄 (FORM EOC-209) 	
		If appropriate, issue an Emergency Proclamation, and coordinate local government proclamations with other emergency response agencies. <ul style="list-style-type: none"> 📄 (FORM PROCLAMATION RESOLUTION) 	
SHIFT CHANGE/TRANSFER OF DUTIES			

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		<ul style="list-style-type: none"> • Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. <ul style="list-style-type: none"> 📄 (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 <ul style="list-style-type: none"> 📄 (FORM EOC-211, FORM EOC-205A) 	
DEMOBILIZATION			
		Authorize demobilization of sections and units when they are no longer required informally or via a plan. <ul style="list-style-type: none"> 📄 (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.	

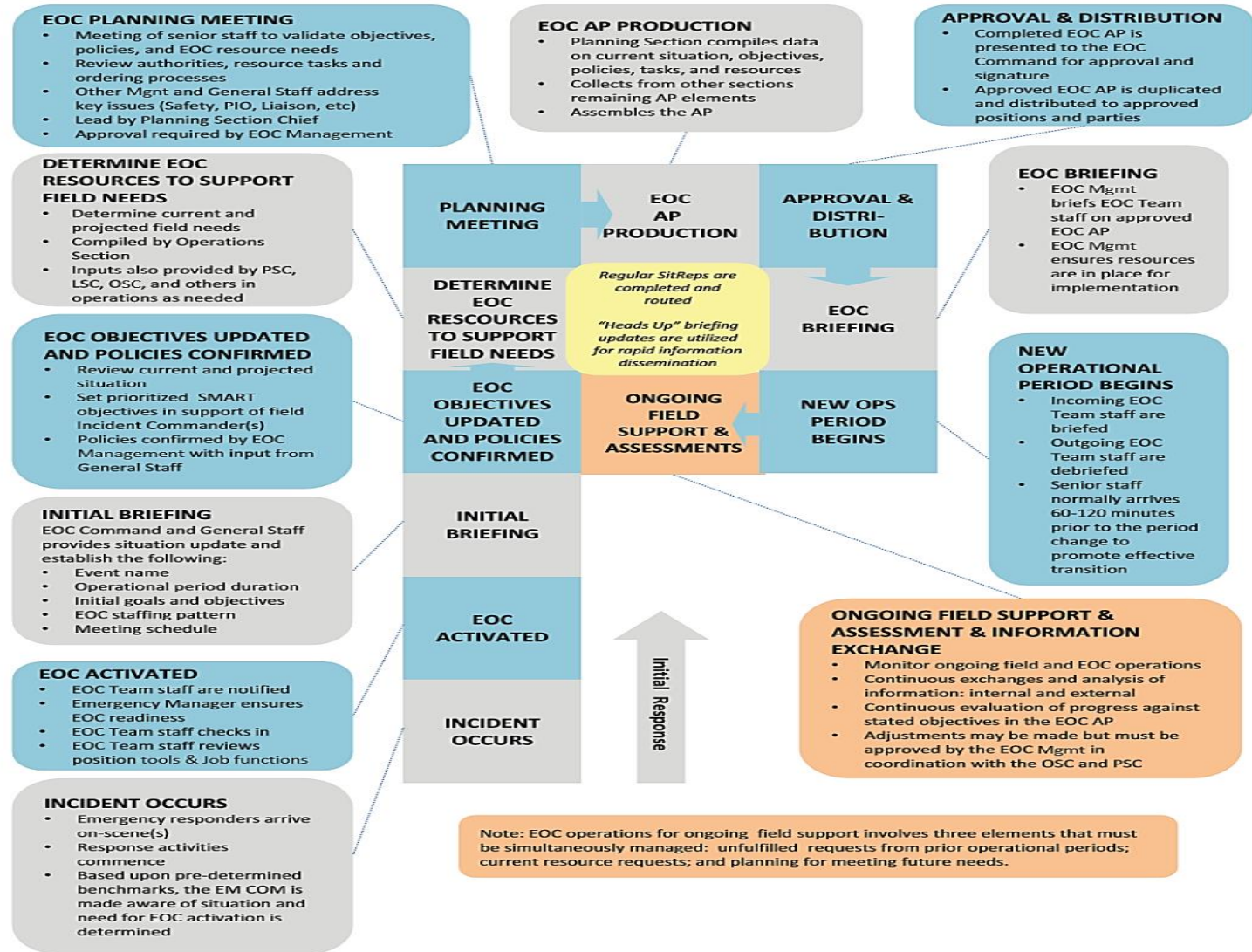


Part Two – The Emergency Operations Center

Action Planning



PLANNING “P” GUIDE



Part Two – The Emergency Operations Center

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:
 - Event name
 - Operational period duration and work shift hours
 - Initial goals and objectives
 - EOC staffing organization, structure, pattern
 - 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.



Part Two – The Emergency Operations Center

EOC Forms

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



Part Two – The Emergency Operations Center

EOC Forms



INCIDENT OBJECTIVES (EOC-202)

PAGE ____ OF ____

CITY of CALABASAS

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

3. 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?

4. General Situational Awareness:

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

<ul style="list-style-type: none"> <input type="checkbox"/> EOC 201 – Incident Briefing <input type="checkbox"/> EOC 205A – Communications List <input type="checkbox"/> EOC 207 – Organization Chart <input type="checkbox"/> EOC 208 – Safety Message/Plan <input type="checkbox"/> EOC 211 – Check-In <input type="checkbox"/> Map/Chart <input type="checkbox"/> Weather Forecast/Tides/Currents 	<p>Other Attachments:</p> <ul style="list-style-type: none"> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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

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




Part Two – The Emergency Operations Center

EOC Forms



PAGE ___ OF ___



INCIDENT STATUS SUMMARY (EOC-209)

1. Incident Name:

2. Incident Number:

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

Header Report Version (check one box):

Initial **Est. #**
 Update (if used):
 Final

4. Incident Management
Organization: (what has activated in
Jurisdiction and what agencies are
responding)

5. Incident Start Date/Time:
Date: _____
Time: _____

6. Incident Summary

7. Incident Location (list all affected
areas or a reference point):

8. Incident Type:

9. Incident Complexity Level:

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

11. 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			

PAGE ___ OF ___

INCIDENT STATUS SUMMARY (EOC-209)

1. Incident Name:

2. Incident Number:

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

Header Additional Incident Decision Support Information

	A. # This Reporting Period	B. Total # to Date		A. # This Reporting Period	B. Total # to Date
12. Public Status Summary:			13. Responder Status Summary:		
C. Indicate Number of Civilians (Public) Below:			C. Indicate Number of Responders Below:		
D. Fatalities			D. Fatalities		
E. With Injuries/Illness			E. With Injuries/Illness		
F. Trapped/In Need of Rescue			F. Trapped/In Need of Rescue		
G. Missing (note if estimated)			G. Missing		
H. Evacuated (note if estimated)			H. Sheltering in Place		
I. Sheltering in Place (note if estimated)			I. Have Received Immunizations		
J. In Temporary Shelters (note if est.)			J. Require Immunizations		
K. Have Received Mass Immunizations			K. In Quarantine		
L. Require Immunizations (note if est.)					
M. In Quarantine					
N. Total # Civilians (Public) Affected:			N. Total # Responders Affected:		

14. Life, Safety, and Health Status/Threat Remarks:

**15. Life, Safety, and Health Threat
Management:**

A. Check if Active

A. No Likely Threat

B. Potential Future Threat

C. Mass Notifications in Progress

D. Mass Notifications Completed

E. No Evacuation(s) Imminent

F. Planning for Evacuation

G. Planning for Shelter-in-Place

H. Evacuation(s) in Progress

I. Shelter-in-Place in Progress

J. Repopulation in Progress

K. Mass Immunization in Progress

L. Mass Immunization Complete

M. Quarantine in Progress

N. Area Restriction in Effect

16. Weather Concerns (synopsis of current and predicted
weather, discuss related factors that may cause concern):

17. Projected Incident Activity, Potential, Movement, Escalation, or Spread and influencing factors during the next
operational period and in 12-, 24-, 48-, and 72-hour timeframes:

12 hours:

24 hours:

48 hours:

72 hours:

Part Two – The Emergency Operations Center

EOC Forms



CITY of CALABASAS

SAMPLE | PROCLAMATIONS PAGE 3 OF 6

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;
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
ATTEST: Text Here

CITY COUNCIL
City of Calabasas

* 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."



EOP Public Review Period

- The public review draft of the 2023 Calabasas Emergency Operations Plan (EOP) is now available for comments, edits, and feedback until **Thursday March 16, 2023**.
- You can submit comments, edits, and feedback directly to the City of Calabasas by emailing Debbie Larson at dlarson@cityofcalabasas.com
- **Review Tip:** This plan provides a framework and guidance for the City of Calabasas and their partners when responding to emergencies and disasters. It is not intended to guide day-to-day events nor to be a field level tactical document.

Questions

