

City of Calabasas

Department of Public Safety & Emergency Preparedness

PART ONE

2023

(Revised 9/2024)

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1.2 Letter of Promulgation

To: City Officials, Employees and Residents

The preservation of life, property and the environment are inherent responsibilities of local, state, and federal governments. As disasters can occur at any time, the City must provide safeguards that will save lives and minimize property and environmental damage through careful planning, preparedness measures and training. Sound emergency plans carried out by knowledgeable and well-trained personnel can and will minimize losses.

The City's Emergency Operations Plan establishes an Emergency Management Organization and assigns functions and tasks consistent with California's Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). It provides for the integration and coordination of planning efforts through a whole community approach and authorizes City personnel to perform their duties and tasks before, during, and after an emergency.

This plan was developed for City departments and local special districts with emergency services responsibilities within the City. The content is based upon guidance approved and provided by the Federal Emergency Management Agency and the California Office of Emergency Services. The intent of the plan is to provide direction on how to respond to an emergency from the onset, through an extended response and into the recovery process.

Once adopted, this plan is an extension of the County of Los Angeles Emergency Response Plan and the California Emergency Plan. It will be reviewed and tested periodically and revised as necessary, to meet changing conditions such as lessons learned from an actual disaster or emergency; and/or changes in State/Federal guidance.

This EOP will be submitted to the City Council for review, and, upon their concurrence, officially adopted and promulgated.

This promulgation shall be effective upon its signing and shall remain in effect until amended or rescinded by further promulgation. The promulgation of this EOP further affirms the City's support for emergency management, and a safe and resilient community.



Kindon Meik

City Manager

1.3 Approval & Implementation

The City's Emergency Operations Plan (EOP) addresses the City's planned response to extraordinary emergency situations associated with natural or human-made disasters under an all-hazards approach. This plan does not apply to normal day-to-day emergency incidents or the established departmental procedures used to cope with such emergencies. Instead, this plan focuses on operational concepts that would be implemented in large-scale disasters, which can pose major threats to life, property, and the environment, requiring unusual emergency responses.

The City's Emergency Operations Plan accomplishes the following:

- Establishes the Emergency Management Organization required to address and mitigate any significant emergency or disaster affecting the City.
- Identifies the roles and responsibilities required to protect the health and safety of the public, public and private property, and the environment, due to natural or human-caused emergency disasters.
- Establishes the operational concepts associated with a field response to emergencies, the City's Emergency Operation Center (EOC) activities and the recovery process.

Upon concurrence of the City Council, the plan will be officially adopted and promulgated. The approval date will be included on the title page and the plan will be distributed to City departments, supporting agencies and community organizations having primary responsibilities with the Emergency Operations Plan, as necessary. The plan will also be available on the city website.

Upon the delegation of authority from the City Manager, specific modifications can be made to this plan without the signature of the City Council. This Emergency Operations Plan and attachments supersede all previous versions of the City's Emergency Operations Plan.

1.4 Plan Concurrence

The following list of signatures documents each City Councilmember's concurrence and receipt of the 2023 City's Emergency Operations Plan.


James R. Bozajian, Councilmember


5/13/23
Date

Peter Kraut, Councilmember


5-30-23
Date


Ed Albrecht, Councilmember


5/30/23
Date

David Shapiro, Mayor


5-26-23
Date

Alicia Weintraub, Mayor Pro-Tem


5-31-23
Date

1.5 Record of Changes

Version Number	Date of Change	Change Made By	Date of Approval	Change Approved by	Description of change
1	7/15	DYER	7/15	DYER	MINOR UPDATES/COOP/SHELTERS
2	8/16	DYER	8/16	DYER	MINOR
3	9/16/24	DYER/LARSON		DYER	MINOR
4					
5					
6					
7					
8					
9					
10					

1.6 Record of Distribution

Recipient Name	Recipient Title	Recipient Agency	Date of Delivery	Number of Copies Provided

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2 Purpose, Scope, Situation and Assumptions

2.1 Purpose

The purpose of the City's Emergency Operations Plan (EOP) is to provide the planning basis for a coordinated response to extraordinary emergency situations associated with natural, and human-caused emergencies or disasters within or affecting the City. This plan is the principal guide for the City's response to, management of, and recovery from real or potential emergencies and disasters occurring within its designated geographic boundaries. Specifically, this plan is intended to:

- Outline the methods and procedures used by emergency management personnel to assess emergency situations and take appropriate actions to save lives and reduce injuries, prevent, or minimize damage to public and private property, and protect the environment.
- Identify the components of an Emergency Management Organization and establish associated protocols required to effectively respond to, manage and recover from major emergencies and disasters.
- Develop a whole community approach to emergency management to facilitate a response that is inclusive of the entire community.
- Identify the organizational framework for the overall management and coordination of emergency operations in the City by implementing the National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS).
- Identify the responsibilities of local, state, and federal agencies in the event of an emergency or disaster affecting the City.
- Define the operational concepts and procedures associated with the EOC interface with the field emergency responders.
- Facilitate mutual aid to supplement local resources.
- Facilitate multiagency and multijurisdictional coordination between local government, the private sector, operational area (OA), state, and federal agencies.
- Support the provision for emergency public information, including information on personal protective actions the public can take.
- Serve as an operational plan and reference document that can be used for pre-emergency planning in addition to emergency operations.
- Use in coordination with applicable local, state, and federal contingency plans.

Allied agencies, special districts, private enterprise, and volunteer organizations that have roles and responsibilities in this plan are encouraged to develop operating protocols and emergency action checklists to support their responsibility to this plan.

Finally, this plan is divided into two parts containing general and specific information relating to City emergency management operations. Those parts are as follows:

Part 1: Basic Plan. This part provides the structure and organization of the City's emergency management structure, identifies roles and responsibilities, describes the concept of emergency operations, and identifies how the City implements SEMS and NIMS, as established by federal and state emergency management entities.

Part 2: EOC Management and Plan Implementation. This part introduces EOC operations, processes, considerations, EOC sections and positions, and describes supporting documentation such as position checklists and forms to support an EOC activation.

2.2 Scope

The policies, procedures and provisions of this plan are applicable to all agencies and individuals, public and private, having responsibilities for emergency preparedness, response, recovery and/or mitigation activities within the City.

The plan applies to any extraordinary situation associated with any hazard, natural, or human-caused, which may affect the city, as well as situations requiring a planned and coordinated response by multiple agencies or jurisdictions.

Incorporating the Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining Emergency Operations Plans, November 2020, Version 3.0 (draftv0.5), the CalOES Emergency Operations Plan Crosswalk - Local Government, 2020; the Los Angeles County Operational Area Emergency Response Plan, and the State of California Emergency Plan best practices, this plan is designed to be read, understood and exercised prior to an emergency and establishes the framework for the implementation of the Standardized Emergency Management System and National Incident Management System for the City.

This plan will be used in coordination with the State Emergency Plan and the National Response Framework.

2.3 Situation Overview

The city, situated within Los Angeles County, faces a variety of hazards. This plan was developed using an all-hazards planning approach and leverages the specific hazard and vulnerability findings that are identified in the County of Los Angeles All-Hazards Mitigation Plan, which include, but are not limited to:

- Climate Change
- Earthquake
- Flood
- Landslide
- Wildfire

More detailed information regarding the hazards to the County and the City can be found in the current Malibu/Las Virgenes Council of Governments Hazard Mitigation Plan, located on the city website.

The Malibu/Las Virgenes Council of Governments Hazard Mitigation Plan is due for update in 2023 and will consider the following additional hazards:

- Drought
- Pandemic
- Technological

2.4 Planning Assumption

The following are assumptions used during the development of this plan. These assumptions translate into basic principles for conducting emergency management operations in preparation for, response to and recovery from major emergencies.

- Emergencies or disasters may occur at any time, day, or night, in populated and remote areas of the city.
- Major emergencies and disasters will require a multiagency, multi-jurisdictional response. Therefore, it is essential that NIMS, SEMS, and ICS are implemented immediately by responding agencies, and expanded as the situation dictates.
- Large-scale emergencies and disaster may overburden local resources and require the need for mutual aid from neighboring jurisdictions.
- Large-scale emergencies and disasters and the complex organizational structure required to respond to them pose significant challenges in terms of warning and notification, logistics, and agency coordination.
- The City is primarily responsible for emergency actions within City boundaries and will commit all available resources to save lives, minimize injury to persons, protect the environment and minimize property damage.
- Major emergencies and disasters may generate widespread media and public interest; information provided to the public needs to be accurate and timely. Additionally, the media must be considered an ally in largescale emergencies and disasters; it can provide considerable assistance in emergency public information and warning.
- Large-scale emergencies and disasters may pose serious long-term threats to public health, property, the environment, and the local economy. While responding to significant disasters and emergencies, all strategic decisions must consider each of these threats.
- Disasters and emergencies may require an extended commitment of personnel and other resources from involved agencies and jurisdictions.
- The Emergency Management Organization is familiar with this plan, supporting documentation, and NIMS, SEMS, and ICS.

It is the City's intent to fulfill the policies described here, within the capabilities and resources available at the time of an emergency or disaster.

This plan uses the whole community concept where residents, emergency management representatives, organizational and community leaders, and government officials can understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their resources, capabilities, and interest. Engaging in the whole community emergency management planning process, builds a more effective path to societal security and resilience. This plan supports the following whole community principles:

- Understand and meet the needs of the entire community, including people with disabilities and those with other access and functional needs.
- Engage and empower all parts of the community to assist in all phases of the disaster cycle.
- Strengthen what works well in communities on a daily basis.

In keeping with the whole community approach, this plan was developed with representation from City departments and various other stakeholders. The effectiveness of the emergency response is largely based on the preparedness and resiliency of the community.

Community Resiliency Consists of Three Key Factors:

1. The ability of first responder agencies (e.g., fire, law etc.) to divert from their day-to-day operations to the emergency disaster effectively and efficiently.
2. The strength of the emergency management system and organization with the region, to include Emergency Operations Centers (EOCs), mass notification systems and communication systems.
3. The preparedness of the region's citizens, businesses, and community organizations.

By focusing on enhancing all three of these components, the City is improving not only the City's resiliency to emergency disaster, but also the region's.

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3 Concept of Operations

3.1 Response

During a major emergency response, the city will work in coordination with numerous governmental, non-governmental, and private organizations. To enable a multi-faceted operation, the City follows a specific response structure that designates the way local, county, and state-level entities coordinate and communicate during emergency response operations.

This Concept of Operations provides guidance to City decision makers and plan users regarding the sequence and scope of actions to be taken during a citywide emergency response.

The response phase concept of operations the City practices can be summarized in six key elements: (1) goals, priorities, and strategies; (2) plan activation; (3) proclaiming an emergency; (4) presidential declarations; (5) emergency management response levels; and (6) the sequence of events during disasters.

3.1.1 Goals, Priorities and Strategies

Operational Goals: During the response phase, the agencies charged with responsibilities in this plan should focus on the following five goals:

- 1 Mitigate hazards
- 2 Meet basic human needs
- 3 Address needs of People with Access and Functional Needs
- 4 Restore essential services
- 5 Support community and economic recovery
- 6 Maintain a high level of verified communications with the public

Operational Priorities: Operational priorities govern resource allocation and the response strategies for the city and its political subdivisions during an emergency. Below are operational priorities addressed in this plan:

- **Save Lives** – The preservation of life is the top priority and takes precedence over all other considerations.
- **Protect Health and Safety** – Measures should be taken to mitigate the impact of the emergency on public health and safety.
- **Protect Property** – All feasible efforts must be made to protect public and private property and resources, including critical infrastructure, from damage during and after an emergency.
- **Preserve the Environment** – All feasible efforts must be made to preserve the environment and protect it from damage during an emergency.

Operational Strategies: To meet the operational goals, emergency responders should consider the following strategies:

- **Mitigate hazards** –As soon as practical during the disaster response: suppress, reduce, or eliminate hazards/risks to people, property, and the environment to lessen their actual or potential effects/consequences.
- **Meet basic human needs** –All possible efforts must be made to supply resources to meet basic human needs, including food, water, accessible shelter, medical treatment, and security during an emergency.
- **Address needs of individuals with disabilities or access and functional needs** – People with access and functional needs are more vulnerable to harm during and after an emergency. The needs of these individuals must be considered and addressed.
- **Restore essential services** –Power, water, sanitation, accessible transportation, and other essential services must be restored as quickly as possible to assist communities in returning to normal daily activities.
- **Support Community and Economic Recovery** –All members of the community must collaborate to ensure recovery operations are conducted efficiently, effectively, and equitably. Promoting expeditious recovery of the affected areas.

3.1.2 Plan Activation

The City's Emergency Operations Plan may be activated by the City Manager or designated alternates under any of the following circumstances:

- By order of the City Manager as designated by the City Municipal Code or as needed or the authority of the City Manager or designee based on incident complexity.
- Upon proclamation by the Governor that a State of Emergency exists.
- Automatically on the proclamation of a State of War Emergency.
- Upon declaration by the President of the existence of a National Emergency.
- Automatically, on receipt of an attack warning or actual attack on the United States, or upon occurrence of a catastrophic disaster that requires immediate government response.

3.1.3 Proclaiming an Emergency

The California Emergency Services Act provides for three types of emergency proclamations in California: (1) Local Emergency, (2) State of Emergency, (3) State of War Emergency.

Emergency proclamations expand the emergency powers and authorities of the State and its political subdivisions. They also provide a mechanism for unaffected jurisdictions to provide resources and assistance to affected jurisdictions. Although emergency

proclamations facilitate the flow of resources and support to the affected jurisdiction and local government, they are not a prerequisite to providing mutual aid and assistance under existing agreements or requesting assistance from agencies such as the American Red Cross, the Los Angeles County, or the State of California.

Local Emergency Proclamations:

In the case of the existence or likely existence of an emergency that threatens the people, property, or environment of the City; and the condition is beyond the capability of the City to control effectively; the City Manager, as Director of Emergency Services, can proclaim a Local Emergency or his designee in the Director's absence.

A Local Emergency may be proclaimed to exist due to a specific situation, such as flood, fire, storm, pandemic, drought, sudden and severe energy shortage, or other condition.

If assistance will be requested through the California Disaster Act (CDAA), a Local Emergency may be recommended by the City Manager as specified by the Municipal Code and issued within 10 days after the actual occurrence of a disaster.

A Local Emergency proclamation must be ratified by the City Council within 7 days.

The governing body must review the need to continue the proclamation at least every 30 days until the Local Emergency is terminated. The Local Emergency must be terminated by resolution as soon as conditions warrant.

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

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

When the City proclaims a Local Emergency, it will:

- Notify the Office of Emergency Management (OEM) Duty Officer

- Notify the Disaster Management Area Coordinator (DMAC)

Proclamation of a State Emergency:

The Governor proclaims a State of Emergency based on the formal request from the City Council and the recommendation of the California Office of Emergency Services. If conditions and time warrant, the Governor drafts and signs a formal State of Emergency Proclamation. The Governor has expanded emergency powers during a proclaimed State of Emergency. The Governor:

- Has the right to exercise police power as deemed necessary, vested in the State Constitution and the laws of California within the designated area
- Is vested with the power to use and commandeer public and private property and personnel, to ensure all resources within California are available and dedicated to the emergency when requested
- Can direct all state agencies to utilize and employ personnel, equipment, and facilities for the performance of any and all activities designed to prevent or alleviate the actual and threatened damage due to the emergency. Can also direct them to provide supplemental services and equipment to political subdivisions to restore any service to provide for the health and safety of the residents of the affected area.
- May make, amend, or rescind orders and regulations during an emergency and temporarily suspend any non-safety-related statutes, ordinances, regulations, or rules that impose restrictions on emergency response activities.

Proclamation of a State of War Emergency

In addition to a State of Emergency, the Governor can proclaim a State of War Emergency whenever California or the nation is attacked by an enemy of the United States, or upon receiving a warning from the federal government indicating that such an enemy attack is probable or imminent. The powers of the Governor granted under a State of War Emergency are commensurate with those granted under a State of Emergency.

3.1.4 Presidential Declarations

When it is clear that State capabilities will be exceeded, the Governor can request federal assistance, including assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act). The Stafford Act authorizes the President to provide financial and other assistance to state and local government, certain private nonprofit organizations, and individuals to support response, recovery, and mitigation efforts following Presidential Emergency or Major Disaster declarations.

Declaration of Emergency or Major Disaster: The President of the United States can declare an Emergency or Major Disaster under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (41 USC §5121 et seq.). This also allows the president to provide federal government resources to support the States' response and recovery

activities. While Presidential Declarations under the Stafford Act release federal resources and funding to support response and recovery, federal agencies may also provide assistance under other authorities or agreements that do not require a Presidential Declaration.

3.1.5 Emergency Management Response Levels

The City's Emergency Operations Plan will be activated when an emergency occurs or threatens to exceed normal day to day capabilities to adequately respond to and mitigate an incident(s). The scope of an emergency, rather than the type, will largely determine whether the Emergency Operations Plan and Emergency Operations Center will be activated, and to what level.

For planning purpose, the California Office of Emergency Services has established three EOC activation "levels" which the City follows. The table below defines those levels:

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	<ul style="list-style-type: none"> • Events with potential impacts on the health & safety of the public and/or environment • Weather Alerts • Incident involving 2+ City departments and/or Law and Fire • Low risk planned event • Wind or rainstorm • Power outage and Stage 1 & 2 emergencies 	<ol style="list-style-type: none"> 1. EOC Director 2. EOC Manager 3. Section Chiefs as appropriate 4. Public Information Officer as appropriate
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	<ul style="list-style-type: none"> • 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 	<ol style="list-style-type: none"> 1. EOC Director 2. EOC Manager 3. EOC Coordinator 4. Section Chiefs 5. Units as appropriate 6. Liaison/Agency Representatives as appropriate 7. Public Information Officer
One	Level One activation involves a complete & full activation of all organizational elements & staffing. Level One would be the initial activation for any major	<ul style="list-style-type: none"> • Major County/City or Regional emergency, multiple departments with heavy resource involvement 	<ol style="list-style-type: none"> 1. All EOC as appropriate

Activation Level	Detail	Event or Situation	Minimum Staffing
	emergency requiring acute State help.		

TABLE 1: EOC ACTIVATION LEVELS

3.1.6 Sequence of Events

Two sequences of events are typically associated with disasters: one involves the response and the other involves emergency proclamations. The response sequence generally describes the emergency response activities to save lives, protect property and preserve the environment. This sequence describes deployment of response teams, activation of emergency management organizations and coordination among the various levels of government. The emergency proclamation sequence outlines the steps to gain expanded emergency authorities needed to mitigate the problem. It also summarizes the steps for requesting state and federal disaster assistance.

3.1.6.1 Before Impact

Before an emergency ever occurs, the city is committed to conducting preparedness activities that include developing plans, training personnel, conducting emergency exercises, educating the public, including local businesses, and arranging to have necessary resources available.

To remain ready to respond, the city will keep their emergency communications systems, warning systems and the Emergency Operations Center ready at all times.

Routine Monitoring for Alerts, Watches and Warnings: Emergency officials constantly monitor events and the environment to identify specific threats that may affect their jurisdiction and increase awareness level of emergency personnel and the community when a threat is approaching or imminent.

Increased Readiness: Sufficient warning provides the opportunity for response agencies to increase readiness, which are actions designed to increase an agency’s ability to effectively respond once the emergency occurs. This includes, but is not limited to:

- Briefing government officials
- Reviewing plans and procedures
- Preparing and disseminating information to the community
- Updating resource lists
- Testing systems such as warning and communications systems
- Activating Emergency Operations Centers, even if precautionary
- Notifying EPIC-FSC that an emergency may be imminent and requesting activation of the Emergency Communications to Home occupants (ECHO)

Pre-Impact: When a disaster is foreseen as highly likely, action is taken to save lives, protect property and the environment. During this phase, warning systems are activated, resources are mobilized, and evacuation begins.

Proclaiming an Emergency: In the case of the existence or threatened existence of an emergency that threatens the people, property, or environment of the City, and the condition is beyond the capability of the City to control effectively, the City Council, or the City Manager if the Council is not in session, can proclaim a local emergency.

3.1.6.2 Immediate Impact

During this phase, emphasis is placed on control of the situation, savings lives and minimizing the effect of the disaster.

Below is a list of actions to be taken:

Alert and Notification: Local response agencies are alerted about an incident by the public through 911, another response agency, or other method. First responders are then notified of the incident. Upon an alert, response agencies notify response personnel.

Resource Mobilization: Response agencies activate personnel and mobilize to support the incident response. As the event escalates and expands, additional resources are activated and mobilized to support the response. Activation and mobilization continue for the duration of the emergency, as additional resources are needed to support the response. This includes resources within the County, or, when resources are exhausted, from surrounding unaffected jurisdictions.

Incident Response: Immediate response is accomplished within the City by local responders. First responders arrive at the incident and function within their established field level plans and procedures. The responding agencies will manage all incidents in accordance with the Incident Command System organizational structures, doctrine, and procedures.

Establishing Incident Command: Incident Command is established to direct, order, and/or control resources by virtue of some explicit legal agency or delegated authority at the field level. Initial actions are coordinated through the on-scene Incident Commander. The Incident Commander develops an initial Incident Action Plan, which sets priorities for the incident, assigns resources, and includes a common communications plan. If multiple jurisdictions or agencies are involved, the first responders will establish a Unified Incident Command Post to facilitate multijurisdictional and multiagency policy decisions. The Incident Commander may implement an Area Command to oversee multiple incidents that are handled by separate Incident Command System organizations or to oversee the management of a large or evolving incident in which multiple incident management teams engaged.

Evacuations and Sheltering in Place: In California, the main legal basis for evacuations comes from Penal Code 409.5 which in general terms gives the authority to peace officers to close an area under threat from hazards like floods, storms, fires, earthquakes, explosions, accidents, and other disasters. Additionally, under Section 2812 of the California Vehicle Code, members of the CHP, sheriff's department, and police departments may close any highway to traffic when necessary to protect the public from danger.

Conducting safer and effective evacuations involves close coordination of public safety agencies and timely understanding and action by the public at risk.

In the case of the City of Calabasas, the primary law enforcement agency that would be directing evacuation efforts is the Los Angeles County Sheriffs' Department (LASD). To that effort, the Lost Hills Station of the LASD is developing a regional emergency resource guide for the Las Virgenes-Malibu area that includes evacuation planning principles for Calabasas.

Specific information about evacuation routes, shelters and neighborhoods may be found in the Safety Element of the City's General Plan which can be located at: <https://www.cityofcalabasas.com/government/community-development/planning-division/calabasas-plans>

EVACUATION TERMINOLOGY

Following multiple significant fires across California in 2017 and 2018 where confusion arose over varying evacuations terms used across the state, the Governor's Office of Emergency Services, in coordination with law enforcement agencies and FIRESCOPE, issued standardized statewide evacuation terminology, including the following:

- **EVACUATION WARNING** — A warning by law enforcement for individuals to either leave a designated area because of a possible threat or prepare to evacuate if an Evacuation Order is issued. This is the time to evacuate those in need of special assistance and large animals. Most Evacuation Warnings become Evacuation Orders.
- **EVACUATION ORDER** — A directive by law enforcement to evacuate a designated area immediately for their safety and the safety of others. Failure to follow this order may result in endangerment to the lives of others, personal injury, or death.
- **SHELTER IN PLACE** — In some fires and disasters, it may be safer for individuals to shelter in their homes or other locations rather than risk evacuation. The only time it is safe to shelter in place is when you have been instructed to do so by law enforcement or the Fire Department.
- **EVACUATION ORDERS LIFTED** —The formal announcement of lifting evacuations in an area currently under evacuation. During an incident impacting the interstate and surrounding areas, close cross-discipline and cross-jurisdictional coordination is essential to safely and effectively manage the incident, including

possible evacuations, repopulations, and subsequent transportation impacts due to the disruption of the regular flow of traffic in the area.

In the Safety Element of the General Plan, the city has identified evacuation routes that can be used to move residents out of an impacted area during a disaster or hazard event. Evacuation routes differ from disaster routes which are designated routes used to bring emergency personnel, equipment, and supplies into areas impacted by an emergency event. In addition, in some cases, residents will be advised to Shelter in Place, in which they should remain inside wherever they happen to be.

Some assisted living facilities and population groups may require special assistance and support in an emergency evacuation event.

In addition, several neighborhoods have been identified in the city as having only a single access route, requiring additional consideration during an emergency or disaster. Of those neighborhoods, some require the neighboring community for additional points of access. See the Emergency Evacuation Traffic Assessment within the Safety Element of the General Plan for additional details. The city is working with those neighborhoods to ensure the extra points of access can be opened during an evacuation order.

The Calabasas area is also part of a larger effort in Los Angeles County that uses an emergency evacuation software package to coordinate evacuation efforts. Residents can confirm their evacuation zone at: community.zonehaven.com. During a large-scale incident that requires evacuations, the Incident Commanders from fire and law enforcement will be responsible for issuing and enforcing evacuation warnings and orders. A major advantage of the evacuation software is that it helps first responders more accurately and quickly target and area for evacuations, saving valuable time and allowing the community to be notified sooner.

Emergency Sheltering: One of the most important roles of State and local government is to protect people from harm, including helping people obtain food and shelter in major emergencies. When disasters occur, people are often provided safe refuge in temporary shelters located in schools, office buildings, tents, or other facilities. Advance planning for an emergency shelter typically involves ensuring that the shelter will be well stocked with basic necessities, such as food, water, and blankets. Planning should also involve ensuring that these shelters are accessible to people with disabilities. Making emergency sheltering programs accessible is generally required by the Americans with Disabilities Act of 1990 (ADA).

Currently, the city of Calabasas has one designated emergency shelter (Calabasas Community Center) for community members and their small pets if needed (AB 781). Large animals are generally designated to shelter at Pierce City College in the San Fernando valley.

Activation of the Multiagency Coordination System: Responding agencies will coordinate and support emergency management and incident response objectives through the development and use of integrated Multiagency Coordination Systems (MACS) and Multiagency Coordination System Groups (MAC Groups). This includes developing and maintaining connectivity capability between the Incident Command Post, Local 911 Centers, Local Emergency Operations Centers, Regional Emergency Operations Centers, the State Emergency Operations Center, the Federal Emergency Operations Center, and National Response Framework organizational elements.

Local Emergency Operations Center Activation: Local jurisdictions activate their local Emergency Operations Center based on the magnitude or need for more coordinated management of the emergency. When activated, local EOCs help form a common operating picture of the incident by collecting, analyzing, and disseminating emergency information. The local Emergency Operations Center can also improve the effectiveness of the response by reducing the amount of external coordination of resources by the Incident Commander by providing a single point of contact to support multiagency coordination. When activated the local Emergency Operations Center notifies the Operational Area that the local Emergency Operations Center has been activated.

Communications between field and the Emergency Operations Center: When a jurisdiction's Emergency Operation Center is activated, communications and coordination are established between the Incident Commander and the Department Operations Center(s) to the Emergency Operations Center, or between the Incident Commander and the Emergency Operations Center.

Operational Area Emergency Operations Center Activation: If one or more local EOCs are activated, or if the event requires resources outside the affected jurisdiction, the Operational Area Emergency Operations Center activates. The Operational Area Emergency Operations Center also activates if a Local Emergency is proclaimed by the affected local government. The Operational Area Emergency Operations Center then coordinates resource requests from the affected jurisdiction to an unaffected jurisdiction, or if resources are not available within the Operational Area, forwards the resource request to the Regional Emergency Operations Center and mutual aid coordinators.

Regional Emergency Operations Center Activation: Whenever an Operational Area Emergency Operations Center is activated the California Office of Emergency Services Regional Administrator will activate the Regional Emergency Operations Center within the affected region and notifies the California Office of Emergency Services Headquarters. The Regional Emergency Operations Center will then coordinate resource requests from the affected Operational Area to unaffected Operational Areas within the affected region, or, if resources are not available within the affected region, resource requests are forwarded to the State Operations Center for coordination.

State Level Field Teams: The State may deploy Field Teams (Emergency Services Regional Staff) to provide situation reports on the disaster to the Regional Emergency Operations Center in coordination with responsible Unified Command.

State Operations Center Activation: The State Operations Center is activated when the Regional Emergency Operations Center activates to:

- Continuously monitor the situation and provide situation reports to brief state officials as appropriate
- Process resource request between the affected regions, unaffected regions, and state agency Department Operation Centers
- Process requests for deferral assistance and coordinate with Federal Incident Management Assistance Teams when established
- Coordinate interstate resource request as part of the Emergency Management Assistance Compact or Interstate Disaster and Civil Defense Compact
- The State Operations Center may also be activated independently of a Regional Emergency Operations Center to continuously monitor emergency conditions

Joint Information Center Activation: Where multiple agencies are providing public information, the lead agencies will work together to analyze the information available and provide a consistent message to the public and the media. Where practical, the agencies will activate a Joint Information Center (JIC) to facilitate dissemination of consistent information.

State Department Operations Center Activation: Each state agency may activate a Department Operations Center (DOC) to manage information and resources assigned to the incident. If a Department Operations Center is activated, an agency representative or liaison may deploy to facilitate information flow between the two facilities.

Federal Emergency Management Agency Regional Response Coordination Center Activation: The Federal Emergency Management Agency Regional Response Coordination Center may deploy a liaison or Incident Management Assistance Team to the State Operations Center to monitor the situation and provide situational awareness to federal officials.

3.1.6.3 Sustained Operations

As the emergency continues, further emergency assistance is provided to individuals impacted by the disaster and efforts are made to reduce the likelihood of secondary damage. If the situation demands, mutual aid is provided, as well as activities such as search and rescue, shelter and care, and identification of victims.

3.1.6.4 Transition to Recovery

As the initial and sustained operational priorities are met, emergency management officials consider the recovery phase needs. Short-term recovery activities include returning vital life-support systems to minimum operating standards. Long-term activity is designed to return to normal activities. Recovery planning should include reviews of ways to avert or mitigate future emergencies. During the recovery phase, damage is assessed, local assistance centers and disaster recovery centers are opened, and hazard mitigation surveys are performed.

Local Assistance Centers: Local Assistance Centers (LAC) are opened by local governments to assist communities by providing a centralized location for services and resource referrals for unmet needs following a disaster or significant emergency. The LAC is staffed and supported by local, state, and federal agencies, as warranted, as well as nonprofit and voluntary organizations. The LAC provides a venue at which individuals, families, and businesses can access available disaster assistance programs and services. The LACs need to be physically accessible, and information needs to be provided in accessible formats for all community members. If federal resources are authorized, a state-federal Disaster Recovery Center (DRC) may be co-located with the LACs.

Joint Field Office: The state coordinates with FEMA as necessary to activate a JFO to coordinate federal support for the emergency. The state will appoint a State Coordinating Officer (SCO) to serve as the state point of contact. A Federal Coordinating Officer (FCO) is appointed upon a Presidential Declaration of an Emergency or Major Disaster.

Demobilization: As resources are no longer needed to support the response, or the response activities cease, resources are demobilized. Demobilization includes provisions to address and validate the safe return of resources to their original location and includes processes for resource tracking and ensuring applicable reimbursement. Where applicable, demobilization should include compliance with mutual aid and assistance provisions.

The sequence of activities occurring for the emergency response and proclamation process is illustrated in **Figure 1 – Response Phase Sequence of Events**.

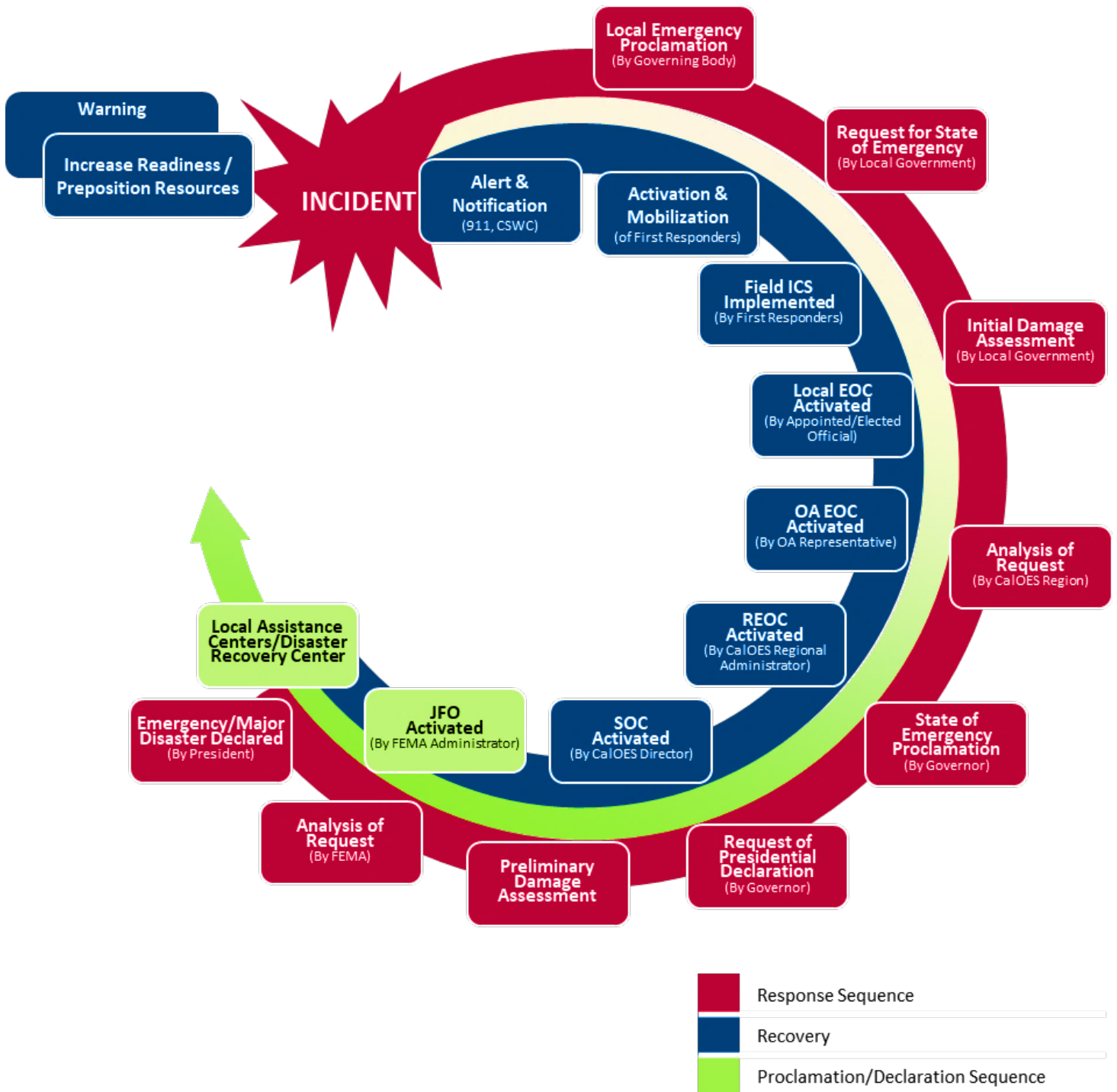


FIGURE 1: RESPONSE PHASE SEQUENCE OF EVENTS

3.2 Recovery

In the aftermath of a disaster, many citizens will have specific needs that must be met before they can pick up the thread of their pre-disaster lives. Typically, there will be a need for such services as these:

- (1) Assessment of the extent and severity of damages to public and private property.
- (2) Restoration of services generally available in communities - water, food, medical assistance, utilities, and lifelines.
- (3) Repair of damaged homes, buildings, and infrastructure.
- (4) Professional counseling due to mental anguish and inability to cope.

Local governments can help individuals and families recover by ensuring that these services are available and by seeking additional resources if the community needs them. Recovery occurs in two phases: short-term and long-term.

3.2.1 Short-Term

Short-term recovery operations begin during the response phase of the emergency. Although referred to as “short-term” recovery, these activities may last for weeks. Short-term recovery includes actions required to:

- Stabilize the situation.
- Restore services (electricity, water, and sanitary systems)
- Implement critical infrastructure recovery plans to maintain operations during emergencies and the recovery phase.
- Commence the planning for the restoration of the community, including economic functions.
- Address debris that poses a threat to public health and safety.

For federally declared disasters, Disaster Assistance Centers may be established by the Federal Emergency Management Agency (FEMA) to assist disaster victims and businesses in applying for grants, loans, and other benefits. In coordination with the American Red Cross, the city may provide sheltering for disaster victims until housing can be arranged.

3.2.2 Long-Term

Long-term recovery continues the short-term recovery actions focusing on community restoration. Long-term recovery may continue for several months or years depending on the severity and extent of the damage sustained. These activities include those necessary to restore a community to a state of normalcy, given the inevitable changes that result from a major disaster. Long-term recovery activities require significant

planning to maximize opportunities and mitigate risks after a major incident and may include the following:

- Reconstruction of facilities and infrastructure including the technology systems and services necessary for restoration of all operations functions.
- Community planning including the development of long-term housing plans.
- Implementation of waivers, zoning changes, and other land-use legislation to promote recovery.
- Assistance to displaced families, which may include financial support as well as social and health services.
- Restoration of the local economic system.
- Integration of mitigation strategies into recovery efforts.
- Documentation of eligible disaster-related costs for reimbursement through state and federal grant programs.

3.3 Continuity

Continuity of Operations and Government: A critical component of the city emergency management strategy involves ensuring that government operations will continue during and after a major emergency or disaster. The ability to maintain essential government functions, including the continuity of lawfully constituted authority is a responsibility that must be provided for to the greatest extent possible.

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

In the aftermath of a major disaster, during the reconstruction period, law and order must be preserved and, so far as possible, government services must be maintained. To this end, it is essential that local government units continue to function.

The following portions of the California Government Code and the State Constitution provide authority for the continuity and preservation of State and local government:

- Continuity of Government in California (Article IV, Section 21 of the State Constitution)
- Preservation of Local Government (Article 15 of the California Emergency Services Act)
- Temporary Seat of State Government (Section 450, Title 1, Division 3, Chapter 1 of the Government Code)

Key authorities include Sections 8635 through 8643 of the Government Code:

- Furnish a means by which the continued functioning of political subdivisions can be assured by providing for the preservation and continuation of (City and

County) government in the event of an enemy attack, or in the event a State of Emergency or Local Emergency is a matter of statewide concern.

- Authorized political subdivisions are to provide for the succession of officers (department heads) having duties related to law and order and/or health and safety.
- Authorized governing bodies are to designate and appoint three standby officers for each member of a governing body and for the Chief Executive, if not a member of the governing body. Standby officers may be residents or officers of a political subdivision, other than that to which they are appointed. Standby officers take the same oath as regular officers and are designated numbers 1, 2 and 3.
- Authorized standby officers are to report ready for duty in the event of a State of War Emergency, State of Emergency or Local Emergency at the place previously designated.
- Authorized local governing bodies are to convene as soon as possible when a State of War Emergency, State of Emergency or Local Emergency exists, and at a place not within the political subdivision.
- The city has recently developed Continuity of Operations and Government (COOP/COG) Plan that will identify the redundancies needed to operate during a major emergency.

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4 Organization and Assignment of Responsibilities

4.1 Use of SEMS, NIMS, and ICS

For the City, this basic plan establishes the operational organization that is relied upon to respond to an emergency. The city uses the Standardized Emergency Management System, The National Incident Management System, and the Incident Command System, to be consistent with the National Response Framework concepts and to be coordinated with other jurisdictional partners within the Los Angeles County.

The following sections list out the City's organization structure as well as departmental roles and responsibilities during an Emergency Operations Center activation.

Additionally, it details out the role that Disaster Management Area Coordinators (DMACs) have during an emergency.

4.2 Role of Elected Official

All disasters are locally driven events, and it is the local official's role to provide leadership and policy guidance to their jurisdiction before, during, and after a disaster. It is important for local elected officials to engage in preparedness efforts, which are ongoing and involve activities undertaken to prepare for disasters and emergencies, as well as to facilitate future response and recovery efforts. The following sections detail some of the local official's roles and responsibilities during and following a disaster.

Elected Officials Role During an Emergency Disaster: The primary role of an elected official during a disaster is that of support. As the disaster is occurring and the immediate response is underway, elected officials best serve citizens by empowering and allowing first responders and EOC staff the freedom to manage the incident as they have been trained to do. Elected officials should allow them time to stabilize the situation before attempting to step in as a decision maker. Additionally, the EOC Manager/Director, when appropriate, will personally contact and inform the City Council of the situation in the city. Elected officials' role as decision maker will come, but the primary goal of addressing a disaster as it is happening is to stabilize the situation quickly and efficiently – first responders and City EOC staff will do this. To help in this goal, elected official's role consists of:

- Support and work with emergency management officials, as needed. This may include facilitating communication with and obtaining assistance from other agencies, declaring a local state of emergency, and issuing emergency orders such as imposing curfews etc.
- Communicate quickly, clearly, and effectively to the public and work with partners to ensure a coordinated message.

- Get accurate information out early and often, and ensure all messaging is accessible.
- Maintain situational awareness regarding the disaster by staying informed.
- Provide direction for response-related activities, when appropriate.
- Trust and empower emergency management staff to make the right decisions.
- Serve citizens by allowing First Responders and EOC staff to manage the incident as they are trained to do. The active participation of Elected Officials in planning / training before a disaster and leadership during the recovery period is where they will have the greatest impact and be of most value.
- Use an EOC Liaison to help stay informed during the incident.

Elected Officials Role Following an Emergency Disaster: The primary role of an elected official after a disaster is that of leadership. Once the first responders and EOC staff have stabilized the situation, elected officials become crucial to the recovery process. A community is built on law and order, and this stems from City Code, Zoning Regulations, Building Code, Law Enforcement, and much more. Just because a disaster occurs does not mean these regulations are null and void. On the contrary, they are crucial to make sure the community is built back right. For a city to truly recover, diligent and firm adherence to the City's Codes and Regulations must be adhered to. To help in accomplishing this goal, elected officials can:

- Understand the disaster assistance programs available and application process for State and the Federal Disaster Declarations.
- Support the community throughout the recovery – it can be a long process and may take multiple years.
- Help identify opportunities to rebuild and mitigate future damage through planning and smart infrastructure investments.
- Ask questions – the recovery process and programs can be complex.
- Ensure all Codes and Regulations are enforced during the recovery process.

4.3 Role of City Departments

In the event of an Emergency Operations Center activation, each City department is responsible to support emergency response and recovery objectives and taking the lead regarding the emergency function to which they have been assigned. The departments also provide representatives to the EOC to coordinate people, resources, and information to manage an incident that occurs in the city, and to communicate emergency efforts between departments and/or jurisdictions.

Designated department representatives are trained in emergency management and response operations. In addition, these representatives have assigned successors to support EOC staff in the event of extended operations. The sections below outline the designated responsibilities for each of the city departments. Details for department staff

roles and responsibilities in the EOC are defined in the EOC position checklists included in Part Two of this plan.

City Manager's Office. The City Manager's Office is responsible for policy level decisions related to the management of the incident. The office will provide representatives to assist in the EOC, and provide liaison assistance to the operational area, if activated. The City Manager will serve as the EOC Director overseeing the direction and policy guidance of all EOC operations. The City Emergency Services Manager will serve as the EOC Manager. Policy level decisions are related to formation of policies/procedures, authorization of expenditures, support of local emergency management operations with additional staff, resources, etc., as well as other operations as appropriate. The City Manager's Office will also utilize the Public Information Officer (PIO) to staff the position of EOC PIO to support the collection, verification, and dissemination of emergency related information to the public and the media. The EOC PIO will also coordinate information exchange with EPIC-FSC's ECHO.

City Clerk Department. The City Clerk oversees the Department and performs a wide variety of duties, many of which are mandated by State law. The City Clerk provides administrative support to the City Council and internal support services for the operation of the city.

The City Clerk prepares and distributes City Council agendas and attends City Council meetings; records and communicates all Council legislative actions and proceedings in meetings, ordinances, resolutions, minutes; assures publication and posting of legal notices; coordinates the execution of ordinances, resolutions, contracts, agreements, and other official documents approved by the City Council, ensures the continuous updating of the Municipal Code, administers the City's records management program, manages the legislative history of the City, responds to citywide public records requests, and maintains and preserves official City documents and records in accordance with Federal and State legal mandates and local policies.

Community Development Department. Community Development consists of three separate divisions:

Planning - Is the lead Division for all long-range planning for the city, including preparation of the General Plan, Development Code and associated annual reports to the State. The Division also processes entitlement requests (zoning reviews, conditional use permits, variances, oak tree permits, etc.) for all new development projects.

Building and Safety – The Division is responsible for permit issuance and inspection of all private construction and maintenance projects in the city. Out of 8,878 parcels in the city, approximately 8,543 are occupied and support upwards of 27,000 permitted structures in the city.

Code Enforcement - The Division is responsible for all violations of the City's Municipal codes. It additionally supports the Office of the City Prosecutor.

The Community Development Department is also responsible for providing support on public infrastructure evaluation/damage assessment, providing GIS support upon request, identifying possible shelter locations (ensuring the structural safety of the buildings), providing staff to the EOC, and administering evaluations and permits in the recovery process. Department representatives from Community Development lead the Planning Section and may serve in a variety of EOC sections and units, depending on the needs of the incident.

The Community Development Department serves in the Recovery Coordination Group following the response phase of a disaster event as the city moves into the recovery phase. Community Development supports redevelopment and recovery strategies for the city using current economic development strategies.

Finance Department. The Finance Department is responsible for overseeing all expenditures related to emergency management and response operations, including tracking and documentation necessary for recovery reimbursement purposes including personnel time tracking during emergency operations. Finance will provide department representatives to staff the Finance Section in the EOC. Department representatives will utilize established procedures and protocols for expense tracking and documentation but may also develop additional procedures as necessary to fit the needs of emergency operations. Finance may provide staffing to the Procurement Unit in the Logistics Section in the EOC utilizing established procedures and protocols for purchasing but may develop procedures as necessary to support emergency operations.

Fire Services. The Los Angeles County Fire Department is responsible for the management of fire operations within the city during emergency response efforts. This includes the immediate first responder effort to manage any fires, as well as the management of a safe scene, recognition of potential hazardous materials, public safety on scene, and many other responsibilities. The Fire Department will coordinate all response efforts and serve as the main coordination point when requesting fire response or emergency medical service (EMS) assistance from neighboring jurisdictions.

Fire services also include provisioning Emergency Medical Services (EMS), providing life-saving medical care. Fire EMS personnel will work in coordination with private EMS providers to meet the needs of the incident in the event that Fire EMS is overwhelmed. A City EOC representative will be appointed to serve at the Incident Command Post to coordinate communications between field responders and the City EOC.

Administrative Services Department. The City Administrative Services Department is responsible for managing all efforts associated with City personnel and volunteers. As emergency resources, City personnel and volunteers may be assigned to positions in the EOC or in the field to support City emergency management and response operations.

Department representatives will staff the Personnel Unit in the Logistics Section of the EOC. Department representatives will address human resources, workers compensation,

disaster service worker (DSW) agreements, volunteer management, time recording and other various tasks as determined appropriate. In addition, the personnel within Administrative Services Department are responsible for providing representatives to staff the Safety Officer and EOC Coordinator positions within the EOC.

Law Enforcement Services. The Los Angeles County Sheriff's Department is responsible for law enforcement operations and terrorism prevention within the city. Deputy Sheriffs will respond to the immediate threats and dangers associated with any emergencies in the city. The Sheriff's Department will support emergency operations including, but not limited to prevention of threats, protection of population, evacuation, and damage assessment. A City EOC representative will be appointed to serve at the Incident Command Post to coordinate communications between field responders and the City EOC.

Community Services, Parks & Recreation Department. The Community Services, Parks & Recreation Department is responsible for supporting mass care operations, including the implementation of emergency shelter operations in the city. Mass care and shelter operations include the mobilization and deployment of department personnel and resources (in coordination with the operational area) and receiving and registering volunteer resources during emergencies.

The Community Services, Parks & Recreation Department will provide staff to manage the shelter facilities and may request additional assistance from the American Red Cross (ARC), if necessary.

Community Services, Parks & Recreation department personnel are also responsible for reporting damage assessment information related to park facilities, working within their departmental reporting structure. The Parks & Recreation department will appoint department representatives to the City EOC to assist in the coordination of department operations. In addition, the department also serves in a primary role for the provision of services for people with access and functional needs (AFN) during an emergency.

Engineering and Public Works Department. The Public Works Department is comprised of different divisions, each of which is responsible for various activities throughout the city. They are dedicated to managing and completing capital projects for improving the community, maintaining quality roads, providing the residential and development community with development review services, and improving traffic flow and safety in our city.

The Public Works Department is responsible for the design, construction, maintenance, and operation of public facilities and infrastructure within the City of Calabasas. This requires response to requests for service, coordinating efforts with local, regional, state and federal agencies. More specifically, the Public Works Department performs

several community-based functions, such as maintenance of sewer, streets, parks, transportation and water operations.

The Public Works Department serves in a variety of roles to support emergency management and response operations. Responsibilities for Public Works include, but are not limited to, damage assessment, critical infrastructure restoration, support for debris management, transportation, evacuation, and general logistics operations. Public Works is also responsible for providing (flood gate management services?) for designated areas within the city. Department representatives will be appointed to the EOC to serve in both the Operations and Logistics Sections. In addition, Public Works will assist emergency operations by deploying personnel into the incident area to assess damage, and begin emergency restoration efforts.

Communications Department. The Communications Department performs all public information and information technology duties in the EOC. The department coordinates outreach related to social media, website, city-to-resident communications service (Finalsite Connect, AM radio, TV channel, and media relations). IT staff in the department will provide support to GIS, mapping, and any other technical resources. Communications will provide IT representatives to the EOC, when activated. Department representatives will be appointed to the EOC to serve under the PIO.

EOC, and Responder Personnel Preparedness Plan. While this Emergency Operations Plan is focused on the City's organizational response, all City employees with responsibilities for emergency functions would greatly benefit from having a personal and family preparedness plan. Any City employee with responsibility to report to the EOC, or to field response operations should have a personal and family preparedness plan in place. Personal and family preparedness planning supports City employees in ensuring the safety of their loved ones, and in turn supports the employees with being available to respond to their City emergency management responsibilities.

4.4 Role of Disaster Management Area Coordinators (DMACs)

The mission of DMACs is to coordinate with Area cities in planning for preparedness, mitigation, and recovery from emergencies/disasters. During an actual emergency, DMACs are responsible for advocating for Area cities and liaison with the Los Angeles County Operational Area Emergency Operations Center (OAEOC) as necessary, assist other Areas as requested; and staff City Liaison post at OAEOC.

- Additionally, they check in with Area cities to quickly determine the impact of the emergency/disaster.
- Provide a quick Area status report to the OAEOC to supplement individual cities' reports. This is not a detailed or formal report. It should be considered outside the

normal reporting system and will provide the OAEOC with an indication of where potential problems might exist as well as indicate which DMACs might be in the best position to directly provide staffing to assist the most heavily impacted Area(s) and the OAEOC (staffing may come from the DMAC or from a City within the DMAC's Area).

- Get feedback from the OAEOC as to which DMAC Areas appear to be the most heavily impacted and which appear least impacted. Feedback will include a recommendation from the OAEOC as to which DMAC should provide staffing to the OAEOC (staffing may come from the DMAC or from a City within the DMAC's Area).
- DMAC of a selected City provides shift staffing to the OAEOC to represent concerns of cities, to ensure that the needs and concerns of cities are properly represented in the OAEOC, and to participate, as appropriate, in the development of solutions affecting cities.

Finally, the following sections list out the role and responsibilities of the private sector.

4.5 Role of the Private Sector

4.5.1 Contracted City Services

The city has several private contractors that are utilized by the Engineering and Public Works Department such as Landscaping and Waste Management Services. In the event of an Emergency Operations Center activation, each contract City service partner is responsible to support emergency response and recovery objectives and taking the lead regarding the emergency function to which they have been assigned. At a minimum contract City service partners will either provide a representative to the City EOC or provide a contact number for their Business Operations Center to coordinate people, resources, and information in order to manage an incident that occurs in the City, and to communicate emergency efforts between their organization and the City.

4.5.2 Residents

The residents of the city are primary beneficiaries of the City's emergency management system. At the same time, residents play an important role in emergency management by ensuring that they and their families are prepared for disasters. Before an emergency, residents can assist the emergency management effort by taking first aid training, maintaining supplies, and being prepared to evacuate or shelter-in-place for several days.

Many residents join disaster volunteers' programs such as Community Emergency Response Teams and remain ready to volunteer or support emergency response and

recovery efforts. During an emergency, residents should monitor emergency communications and carefully follow direction from authorities. By being prepared, residents can better serve their family, their community and reduce demands on first responders. The Calabasas Emergency Radio Program (CERP) volunteer members include amateur radio operators who communicate during disasters.

Emergency Preparedness in Calabasas-Fire Safe Council (EPIC-FSC): Their mission is to engage as many residents as possible to take advantage of the valuable programs aimed at preparing all 8,400 homes in Calabasas for an emergency. Volunteers are ready to help residents evaluate how to harden their homes, obtain and learn how to use handheld radios, and receive life-saving information and communications through an emergency app. EPIC-FSC has partnered with the experts at CalFire and the Resource Conservation District of the Santa Monica Mountains to create a 3-part strategy (Home Hardening, Help with Hand-Held Radios and the EPIC App) and a definitive plan to help residents reduce and manage risk when it comes to natural disasters.

4.5.3 Population with Access and Functional Needs

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

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

- Have disabilities – temporary and/or lifelong
- Live in assisted living settings
- Are elderly
- Are unaccompanied children
- Are from diverse cultures
- Have limited English proficiency or a non-English speaking
- Have sight or hearing losses (impairments)
- Are transportation disadvantage; or
- Other situations that would require assistance

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

- **Communications and Public Information:** Emergency notification systems must be accessible to ensure effective communication for people who are deaf/hard of hearing, blind/low vision, or deaf/blind.

- **Evacuation and Transportation:** Evacuation plans must incorporate disability and older adult transportation providers to enable the movement of people with mobility impairments and those with transportation disadvantages.
- **Sheltering:** Care and shelter plans must address the access and functional needs of people with disabilities and older adults to allow for sheltering in general population shelters. In rare cases, individuals may arrive at shelters with complex medical needs and may need transportation to a higher level of care. However, that is the exception, not the rule, as minor medical needs can and should be addressed at General Population Shelters.
- **Americans with Disabilities Act:** When shelter facilities are activated, the State will work with local officials to ensure they accommodate the provisions of the Americans with Disabilities Act.

4.5.4 At Risk Individuals

Another perspective is to consider the needs of people who are not in contact with traditional emergency service providers. These people may feel they cannot comfortably or safely access and use the standard resources offered in preparedness, response, and recovery. These include, but are not limited to individuals who are:

- Homeless
- Experiencing mental health issues
- Without transportation
- Out of hearing range of community alert sirens/systems
- Without radio or television to know they need to take action
- Without access to telephones
- Visiting or temporarily residing in an impacted region
- Not familiar with available emergency response and recovery resources
- Limited in their understanding of English
- Geographically or culturally isolated

4.5.5 Businesses

Most of the City's critical infrastructure is owned and maintained by businesses and must be protected during a response to ensure a quick and complete recovery from an emergency. These same businesses provide valuable resources before, during and after an emergency, as well as play a critical role in meeting the needs of those impacted by an emergency.

Target Hazards: Some key industries are potential targets for terrorist attacks and must institute measures to prevent attacks and protect their infrastructure and surrounding community. This requires businesses to coordinate with local, state, and federal governments to ensure that their emergency plans are integrated with government plans.

Hazardous Materials Area Plans: Some industries are required by law or regulation to have emergency operations procedures to address a variety of hazards. The California Office of Emergency Services Hazardous Materials Program requires businesses that handle hazardous materials that meet certain quantity or risk thresholds, to submit Business Program Plans and Risk Management Plans to the County's Certified Unified Program Agency or Administering Agency. The administering Agency can then develop Hazardous Material Area Plans to respond to a release of hazardous materials within the county.

Business Emergency Plans: This plan recommends that all businesses develop comprehensive emergency plans that include employee injury and illness prevention programs, business resumption and continuity of operations elements. A comprehensive business emergency plan can assist the business and community at-large by providing:

- Information to employees to protect themselves and their families from the effects of likely emergencies
- A business emergency organization with identified positions having clear and specific emergency roles, responsibilities, delegated authority and identified successors
- An identification of actions necessary to protect company property and records during emergencies
- A list of critical products and services
- Production shutdown procedures
- A company command post
- Alternative work sites
- Methods and channels of communication
- Contacts with local emergency management officials
- A method to provide and accept goods and services from other companies

Business Operations Centers: This plan also promotes the use of business operations centers to enhance public and private coordination. Local government can effectively coordinate with businesses by establishing a business operation center that is linked to their existing emergency operations center.

4.5.6 Volunteer Organizations

The city recognizes the value and importance of organizations that perform voluntary services in their community. These organizations have resources, which can augment emergency response and recovery efforts. Some examples of voluntary organization are the following:

- American Red Cross
- Community Emergency Response Team (CERT) includes radio communications.
- Emergency Preparedness in Calabasas (EPIC-FSC)

4.5.7 Public-Private Partnerships

The private sector provides valuable assistance and resources to support emergency response and recovery activities. The goal of the Public-Private partnership is to advise on:

- Appropriate agreements to provide for quick access to emergency supplies and essential services to minimize the need to stockpile such supplies during normal times
- Logistic measures required to quickly deliver needed supplies and services to affected areas
- Methods to utilize non-profit and private sector capabilities to increase the surge capacity of local agencies responding to emergencies
- Methods to promote the integration of the non-profit and private sectors into the emergency services system so that people can be better informed and prepared for emergencies
- Systems that aid business and economic recovery after an emergency

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5 Direction, Control and Coordination

5.1 Direction and Control

The City is responsible for coordinating the resources, strategies, and policy for any event in the City that exceeds the capacity of field responders. Tactical control always remains the responsibility of field Incident Commanders. The City Manager, working through the mechanism of the Emergency Operations Center, provides direction and control over the coordination of multi-department and multi-jurisdictional resources to support the field responders. Policy decisions may be made by the Emergency Operations Center Manager/Director that is staffed by the City Manager or designee.

5.2 Coordination

The City Emergency Operations Center will coordinate resource requests from the field and other jurisdictions within the city. If requests exceed the supply, the Emergency Operations Center will provide resources based on established priorities.

If resources are not available within the city, requests will be made to the Los Angeles Operational Area Emergency Operations Center through the Operational Area Response and Recovery System (OARRS). DMACs are responsible for advocating for Area cities and liaison with the Los Angeles County Operational Area Emergency Operations Center as (OAEOC) as necessary. The Operational Area Emergency Operations Center will coordinate resources obtained from within the operational area. If resources are not available in the operational area, they will request from the Southern Regional Emergency Operations Center. The Regional Emergency Operations Center will coordinate resources obtained from operational areas throughout the region. If resources are not available in the region, they will request from the State Operations Center. If the state cannot supply the resource, they will request from Federal Emergency Management Agency and other federal agencies. Below is a visual of this coordination relationship.

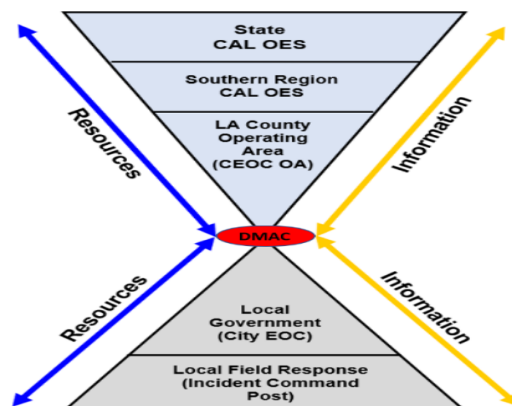


FIGURE 2: DMAC COORDINATION RELATIONSHIP

5.3 Multi-Entity/Jurisdiction Coordination and Mutual Aid

Operational Area Coordination: In the event that an incident overwhelms the resources and capabilities of the City, additional support will be requested from a variety of entities, jurisdictions, and organizations. For general emergency management operations, the city will follow SEMS and make requests for additional assistance through the operational area, working directly with the operational area emergency management personnel and the operational area EOC, if activated. If the emergency requires state and federal support, representatives from the operational area will work with the state level emergency management organization (Regional Emergency Operations Center), following the established SEMS, NIMS, and ICS structures.

When working with external partners such as private companies, non-profit organizations, nongovernment organizations, or other partners, City representatives in the EOC will ensure that these external partners work within the designated organizational structure of the City EOC. The City EOC Manager/Director will designate the coordination procedures for new partners that are not already established as part of the City's emergency management operational systems.

Mutual Aid: California's emergency assistance is based on a statewide mutual aid system designed to ensure additional resources are provided to the state's political subdivisions whenever their own resources are overwhelmed or inadequate. The basis for this system is the California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA), which is entered into by and between the State of California, its various departments and agencies, and the various political subdivisions, municipal corporations, and public agencies to assist each other by providing resources during an emergency. The agreement obligates each signatory entity to provide aid to each other during an emergency without expectation of reimbursement. Under specific conditions, federal and state funding may be appropriated to reimburse public agencies that aid other jurisdictions. If other agreements, memoranda, and contracts are used to provide assistance for consideration, the terms of those documents may affect disaster assistance eligibility and local entities may only be reimbursed if funds are available. This plan promotes the establishment of emergency assistance agreements between public and private sector agencies at all levels.

There are four approved, formal Mutual Aid Systems in California. Those systems are:

- 1 Fire and Rescue
- 2 Law Enforcement
- 3 Coroner
- 4 Emergency Management
(resources not covered by the other three systems)

Other informal mutual aid involves, but is not limited to the interchange of:

- 1 Public Information
- 2 Medical and Health
- 3 Communications
- 4 Transportation Services
- 5 Facilities
- 6 Hazardous Material Mutual Aid System
- 7 Volunteer and Private Agencies

California is divided into six mutual aid regions, which are subdivisions of the state emergency services organization to facilitate the coordination of mutual aid and other emergency operations within an area of the State consisting of two or more Operational Areas. A map of the Regions is shown in **Figure 3: California Mutual Aid Regions**. The city is located in Mutual Aid Region I-A.

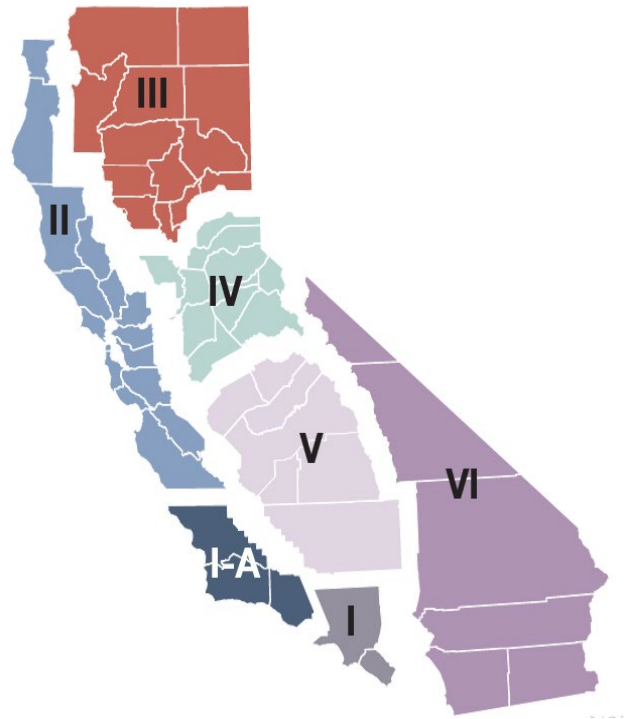


FIGURE 3: CALIFORNIA MUTUAL AID REGIONS

Mutual Aid Coordination: Formal mutual aid requests follow specified procedures and are processed through pre-identified mutual aid coordinators. Mutual aid requests follow discipline-specific chains (i.e., fire, law enforcement etc.) from one level of government to the next. The mutual aid coordinator receives the mutual aid request and coordinates the provision of resources from within the coordinator's geographic area of responsibility. In the event resources are unavailable at one level of government, the request is forwarded to the next higher level of government to be filled.

- **Field Level Requests:** Requests for MMAA resources originate from the Field Level and are managed by the Incident Commander (IC). If the IC is unable to obtain the resource through existing local channels, the request is elevated to the next successive government level until obtained or cancelled.
- **Local Government Request:** Local jurisdictions are responsible for the protection of life and property within the municipal geographic boundaries. The local jurisdiction where the incident occurred should assess its resource inventory and existing local agreements to determine if the requested resource is available.

When locally committed resources are exhausted and mutual aid is needed, the local official will request assistance from the OA Mutual Aid Coordinator.

- **Operational Area Requests:** The OA is a composite of its political subdivisions, (i.e., municipalities, contract cities, special districts, and county agencies). The OA Mutual Aid Coordinator assesses the availability of resources within the OA and fulfills the resource request based upon that assessment. In the event resources are unavailable at the OA level, the request is forwarded to the responsible Regional Mutual Aid Coordinator to be filled.
- **Region Level Requests:** The State is geographically divided into six Mutual Aid Regions. For Law Enforcement Mutual Aid, Region I is divided into two sub-regions. Each Mutual Aid Region is comprised of multiple Operational Areas and has a Regional Mutual Aid Coordinator. The Regional Mutual Aid Coordinator is granted the authority to coordinate the mutual aid response of discipline-specific resources within the Region to support a mutual aid request by a jurisdiction also within the Region. In the event resources are unavailable at the Region level, the request is forwarded to the State Mutual Aid Coordinator to be filled.
- **State Level Requests:** On behalf of the Governor, the Director of Cal OES has the responsibility for coordination of state mutual aid resources in support of local jurisdictions during times of emergency. The Director will analyze and coordinate the request by forwarding the request to an unaffected REOC or tasking the appropriate State agency to fill the need.

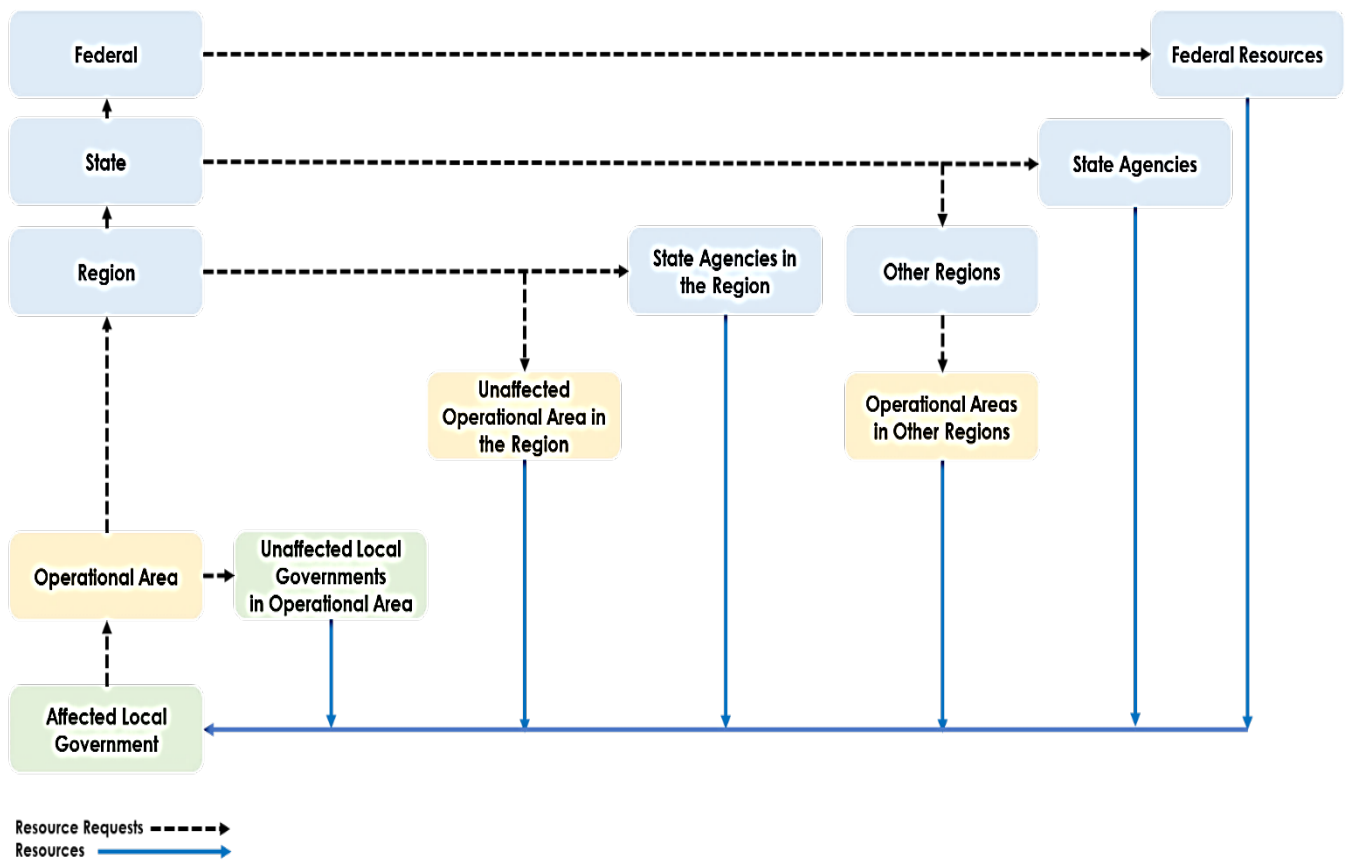


FIGURE 4: FLOW OF REQUEST AND RESOURCES

5.4 NIMS, SEMS, and ICS

Emergency management operations for the City are organized under the guidelines established by NIMS, SEMS, and ICS. These emergency management structures and guidelines provide the foundation for all emergency operations, creating a flexible organizational structure that can be adjusted to meet the needs of any incident, regardless of the size, extent, or associated damage. This plan, following the identified emergency management structures and guidelines, serves as a local, City management plan, and nests into and supports the Los Angeles County and Operational Area Response Plan.

The city will manage its internal operations through the implementation of this plan as outlined, and work in support of county operations if necessary. In following these standardized systems, the City EOC is organized into the sections listed below.

- Management Staff
- Operations Section
- Planning Section

- Logistics Section
- Finance/Administrative Section
- Communications under the PIO

Detailed descriptions of the roles of each position in the EOC can be found in Part 2 of this plan.

NIMS is the national standard for incident management operations defined by the FEMA and based on the National Response Framework. NIMS has been adopted by the city by resolution to serve as its incident management system. ICS is the organizational structure within NIMS that defines how emergency management operations will be organized. All state and local jurisdictions are required to prepare, plan, and respond to emergencies based on the NIMS and ICS standards in order to be eligible for federal reimbursement for emergency related costs. Additional details regarding NIMS and ICS can be found online through FEMA's website.

In addition, the Standardized Emergency Management System (SEMS), based on State of California emergency management standards, has been adopted by the City for managing response to multi-agency and multijurisdictional emergencies, and to facilitate communications and coordination between all levels of the system and among all responding agencies. California Government Code § 8607 requires all local public agencies (cities, special districts, and counties) to respond to emergencies using the SEMS at the scene of a multi-agency emergency and in the EOC.

SEMS defines the organizational structure of local EOCs, reporting to operational area EOCs, which report to Regional EOCs (REOC), to state EOCs, and finally to FEMA. The utilization of SEMS during emergency management and response efforts is required for jurisdictions to be eligible for state reimbursement. Additional information for SEMS can be found online through the California Office of Emergency Services (CalOES) website.

National Incident Management System: The terrorist attacks of September 11, 2001, illustrated the need for all levels of government, the private sector, and nongovernmental agencies to prepare for, protect against, respond to, and recover from a wide spectrum of events that exceed the capabilities of any single entity. These events require a unified and coordinated national approach to planning and to domestic incident management. To address this need, the President signed a series of Homeland Security Presidential Directives (HSPDs) that were intended to develop a common approach to preparedness and response. Two Policy Directives that are of particular importance to emergency planners:

- **HSPD-5, Management of Domestic Incidents:** Identifies steps for improved coordination in response to incidents. It requires the Department of Homeland Security to coordinate with other federal departments and/or agencies and state, local, and tribal governments to establish a National Response Framework (NRF) and a National Incident Management System (NIMS).
- **PPD-8, National Preparedness:** Describes the way federal departments and agencies will prepare. It requires DHS to coordinate with other federal

departments and agencies – and with state, local, and tribal governments to develop a National Preparedness Goal (NPG).

Together, the National Incident Management System, National Response Framework, and the National Preparedness Goal define what needs to be done to prevent, protect against, respond to, and recover from a major event; and how well it needs to be done. These efforts align federal, state, local, and tribal entities; the private sector; and nongovernmental agencies to provide an effective and efficient national structure for preparedness, incident management, and emergency response.

The National Incident Management System structure provides a consistent framework for incident management at all jurisdictional levels, regardless of the cause, size, or complexity of the incident, building on the Incident Command System and the National Incident Management System provides the nation's first responders and authorities with the same foundation for incident management for terrorist attacks, natural disasters, and all other emergencies. The National Incident Management System structure requires the institutionalization of the Incident Command System and its use to manage all domestic incidents.

The National Incident Management System structure integrates existing best practices into a consistent, nationwide approach to domestic incident management that is applicable at all jurisdictional levels and across functional disciplines. Six major components make up the National Incident Management system's approach:

- Command and Management
- Preparedness
- Resource Management
- Communications and Information Management
- Supporting Technologies
- Ongoing Management and Maintenance

Standardize Emergency Management System: The Standardized Emergency Management System is the cornerstone of California's emergency response system and the fundamental structure for the response phase of emergency management. The Standardized Emergency Management System is required by the California Emergency Services Act for managing multiagency and multijurisdictional responses to emergencies in California. The system unifies all elements of California's emergency management community into a single integrated system and standardizes key elements. The Standardized Emergency Management System incorporates the use of the Incident Command System, California Disaster and Civil Defense Master Mutual Aid Agreement, the Operation Area concept and multiagency or inter-agency coordination. State agencies are required to use the Standardized Emergency Management System and local government entities must use the Standardized Emergency Management System to be eligible for any reimbursement of response-related costs under the state's disaster assistance programs.

Standardize Emergency Management System Organization Levels: There are five Standardized Emergency Management System organizational levels.

- **State:** The State Level of the Standardized Emergency Management System prioritizes task and coordinates state resources in response to the request from the Regional Level and coordinates mutual aid among the mutual aid regions and between the Regional Level and State Level. The State Level also serves as the coordination and communication link between the state and the federal emergency response system. The State Level requests assistance from other state governments through the Emergency Management Assistance Compact and similar interstate compacts/agreements and coordinates with the Federal Emergency Management Agency when federal assistance is requested. The State Level operates out of the State Operations Center. At the **Federal Level**, the National Response Framework identifies the methods and means for federal resources to provide support to the state and local government. Federal resources would be accessed via the Standardized Emergency Management System process through the mutual aid region and State Operations Center.
- **Region:** The Regional Level manages and coordinates information and resources among Operational Areas within the mutual aid region and also between the Operational Area and the State Level. The Regional Level also coordinates overall state agency support for emergency response activities within the region. California is divided into three Administrative Regions – Inland, Coastal and Southern (see figure 5); which are further divided into six mutual aid regions (see figure 3).
- **Operational Area:** An operational Area is the intermediate level of the state's emergency management organization, which encompasses a county's boundaries, and all political subdivisions located within that county, including special districts. The Operational Area facilitates and/or coordinates information, resources, and decisions regarding priorities among local governments within the Operational Area. The Operational Area serves as the coordination and communication link between the Local Government Level and the Regional, State, and Federal Levels. Tribal jurisdictions in the Operational Area may have statutory authorities for response similar to that at the local level.
- **Local Government (The City):** The Local Government Level includes cities, counties and special districts, Local governments are required to use the



FIGURE 5: ADMINISTRATIVE REGIONS

Standardized Emergency Management System when their Emergency Operations Center is activated, or a local emergency is declared or proclaimed to be eligible for state reimbursement of response-related costs.

- **Field:** The Field Level is where emergency response personnel and resources, under the command of responsible officials, carry out tactical decisions and activities in direct response to an incident or threat.

Standardized Emergency Management System Functions: The Standardized Emergency Management System requires that every emergency response involving multiple agencies include the five functions identified in **Figure 6: Standardized Emergency Management System Functions**. These functions must be applied at each level of the Standardized Emergency Management System organization.

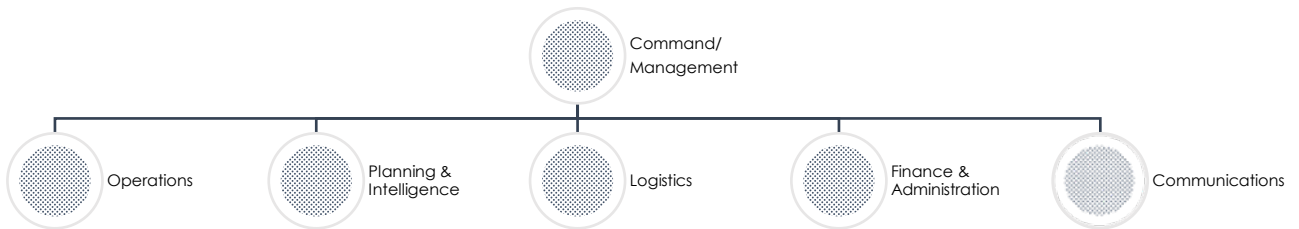


FIGURE 6: STANDARDIZED EMERGENCY MANAGEMENT SYSTEM FUNCTIONS

Command/Management: Command is responsible for directing, ordering, and/or controlling of resources at the field response level. Management is responsible for overall emergency policy and coordination at the Emergency Operations Center levels. Command and Management are further discussed below:

- **Command:** A key concept in all emergency planning is to establish command and tactical control at the lowest level that can perform that role effectively in the organization. In the Incident Command System, the Incident Commander, with appropriate policy direction and authority from the responding agency, sets the objectives to be accomplished and approves the strategy and tactics to be used to meet those objectives. The Incident Commander must respond to higher authority. Depending upon the incident's size and scope, the higher authority could be the next ranking level in the organization up to the agency or department executive. This relationship provides an operational link with policy executives who customarily reside in the Department Operations Center or the Emergency Operations Center, when activated.

- **Management:** The Emergency Operations Center serves as a central location from which multiple agencies or organizations coordinate information collection and evaluation, priority setting and resource management. Within the Emergency Operations Center, the Management function:
 - Facilitates multiagency coordination and executive decision making in support of the incident response
 - Implements the policies established by the governing bodies
 - Facilitates the activities of the Multiagency Coordination Group
- **Operations:** Responsible for coordinating and supporting all jurisdictional operations supporting the response to the emergency through implementation of the organizational level's Action Plans. At the Field Level, the Operational Section is responsible for coordinating the tactical response directly applicable to, or in support of the objectives in accordance with the Incident Action Plan. In the Emergency Operations Center, the Operations Section Chief manages functional representatives who share information and decisions about discipline-specific operations.
- **Logistics:** Responsible for providing facilities, services, personnel, equipment, and materials in support of the emergency. Unified ordering takes place through the Logistics Section to ensure controls and accountability over resource requests. As needed, Unit Coordinators are appointed to address the needs for communications, food, medical, supplies, facilities, and ground support.
- **Planning/Intelligence:** Responsible for the collection, evaluation and dissemination of operational information related to the incident for the preparation and documentation of the Incident Action Plan at the Field Level or the EOC Action Plan at an Emergency Operations Center. Planning/Intelligence also maintains information on the current and forecasted situation and on the status of resources assigned to the emergency or the Emergency Operations Center. As needed, Unit Coordinators are appointed to collect and analyze data, prepare situation reports, develop action plans, set Geographic Information Systems (GIS) priorities, compile, and maintain documentation, conduct advance planning, manage technical specialists, and coordinate demobilization.
- **Finance/Administration:** Responsible for all financial and cost analysis aspects of the emergency and for any administrative aspects not handled by the other functions. As needed, Unit Leaders are appointed to record time for incident or Emergency Operations Center personnel, coordinate procurement activities, process claims and track costs.
- **Communications:** Responsible for all public information and information technology duties in the EOC. The Communications Section coordinates outreach related to social media, city-to-resident communications service (Finalsite Connect, website, AM radio, TV channel, and media relations). IT staff in the department will provide support to GIS, mapping, and any other technical resources. The Communications Section will provide IT representatives to the

EOC, when activated. Department representatives will be appointed to the EOC to serve in both the Operations and Logistics Sections.

The field and Emergency Operations Center are illustrated in Table 2: Field and Emergency Operation Center Standardize Emergency Management Functions Comparison.

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
PIO/Communications	N/A	Responsible for social media, city-to-resident communications service (Finalsite Connect, Video/CTV, Information Systems and Radio and EPIC/ECHO)

TABLE 2: FIELD AND EMERGENCY OPERATION CENTER STANDARDIZE EMERGENCY MANAGEMENT FUNCTIONS COMPARISON

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6 Communication

City EOC. Once notified of an emergency or disaster of any size, or of a potential or imminent threat to the City, communications will be established between the City EOC and outside entities, such as field responders, department level personnel, media, or other outside agencies and partners. From the EOC, telephones, cell phones, radios, email, and Internet applications (such as the Operational Area Response and Recovery System or OARRS) are used for direct communications with field responders or outside agencies.

The EOC will also send an Agency Representative to the Unified Incident Command Post to establish direct communications between the Incident Command Post and the EOC.

City Operations and Responders. The City operational staff in the field implement interoperable communications using radios to facilitate communications with all responding departments and City entities. Alternate forms of communication such as the use of cell phones, text messaging, email, amateur radio etc., may be utilized if determined necessary. The use of the interoperable radio system allows for communications between EOCs, and the Incident Command Post (ICP) that is located near the site of a field emergency incident. DOCs and dispatch centers for private entities (i.e., private EMS providers) are responsible for maintaining communications with the City EOC when it is activated.

Notification and Warning. In addition to an effective communication capability, government must have an effective means to provide warning alerts to the populations impacted or at risk as the result of an emergency. There are several primary alert and warning systems designed to provide City residents with emergency information. These systems are the Emergency Alert System (EAS), Wireless Emergency Alerts (WEA), Alert LA County System and Cal OES's Emergency Digital Information System (EDIS). In addition, the City of Calabasas uses Finalsight Connect and the EPIC Emergency Communications to Home Occupants (ECHO). The city can also use 1630 AM radio to transmit information to the local community. Another outreach option is to request emergency information be broadcast via the National Weather Service weather radio system as a Non-Weather Emergency Message (NWEM). These broadcasts will activate NOAA weather radios.

Additionally, special broadcasts, or simply driving up and down the streets using the public address system can also be conducted to notify and warn citizens. The Sheriff and Fire may be required to disseminate emergency warnings to public who cannot be reached by primary warning systems.

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7 Information Collection, Analysis and Distribution

Before an Incident. Information is often provided before an incident occurs. Sources may include weather reports, National Oceanic Atmospheric Administration (NOAA) alerts, levee monitoring data, crime reports, credible threats of intentional events, and others. Advanced notice information can be used to activate the EOC, prepare emergency management and response personnel, and provide information to the city population. This advanced information can increase the preparedness level of emergency management and response personnel, by helping them size the number of responders and material resources needed for the response. Advanced information is also used to notify people that might be living in harm's way, and supports individuals and their families with preparing for, or evacuating from, the hazardous situation. Early information can greatly reduce the numbers of people who might otherwise be harmed by the emergency event.

During an Incident. Information collected during the incident assists in determining the correct course of action and emergency management decisions. Information is collected from field responders, DOCs, private entities, the media, social media, community members, and a variety of other sources. All information collected from open-source public resources will be analyzed for accuracy, processed through rumor control, and documented by the respective EOC sections and units. All information documentation will be provided to the Situation Unit in the Planning Section of the EOC for inclusion into the EOC Action Plan.

The use of Actions Plans in the City Emergency Operations Center provides a clear and measurable process for identifying objectives and priorities for a given event. Action Planning is an important management tool that involves:

- Process for identifying priorities and objectives for emergency response or recovery efforts
- Documents the priorities and objectives and the task and personnel assignments associated with meeting the objectives

The Action Planning process should involve the Emergency Operations Center Director and Section Chiefs (one from each Section) along with other Emergency Operations Center staff, as needed, such as agency representatives.

The initial Emergency Operations Center Action Plan may be a verbal plan that is developed during the first hour or two following Emergency Operations Center activation. A verbal plan may also be utilized for incidents involving a limited scope, short duration (less than 12 hours) and/or a limited number of response personnel. An EOC Briefing (Form 201) may also be developed and utilized in the early stages of an incident before the EOC Action Plan is developed. An Emergency Operations Center Action Plan will be developed whenever the Emergency Operations Center is activated, either partially or fully. A written Emergency Operations Center Action Plan is required whenever:

- Two or more agencies are involved in the response
- The incident overlaps more than one operational period
- All Emergency Operations Center functions are fully staffed

The Emergency Operations Center Action Plan addresses a specific operational period, which may vary in length from a few hours to days depending on the circumstances. The plan should be regularly reviewed and evaluated through the operational period and revised or updated as warranted.

The Planning Section Chief, with input from the EOC Manager/Director, EOC Coordinator, and the Operations Section Chief establishes the schedule and cycle for planning and situation information dissemination. Initially, meetings may be conducted every few hours or several times each day. Over time, meetings may be held twice each day, and then daily, depending on the level of operations.

In addition, all EOC situation status reports and EOC Action Plans will be developed and presented for the purpose of information sharing at scheduled meetings during each EOC operational period. Information may also be sent to City departments, Emergency Operations Center personnel, the Operational Area, and other key agencies using the City's emergency reporting system, OASIS, radio, telephone, email, Internet, or fax. Regardless of the method of communication, all data should be verified prior to transmission. If unverified data must be transmitted, it should be clearly designated as unconfirmed information.

The city uses EOC forms described in Part Two of this plan to record and report information.

After an Incident. Information collected throughout emergency operations will be documented by members of the Planning Section. This information will be used during the recovery phase of the emergency to develop a history of actions and expenditures related to the disaster. Information will also be used for the development of the after-action report that is used to document effective practices, archive effective tools, note areas in which EOC personnel saw need for additional training or tools, and document areas for program enhancements. In addition, the City and other agencies, entities, and organizations involved in the emergency management and response operations will collect information related to their respective after-effects of the incident, such as social and economic impacts, relief support provided, and ongoing recovery operations.

Emergency Public Information. Emergency Public Information is a priority of most importance during emergencies and disasters. City government has a primary responsibility to provide accurate and timely information to the public regarding conditions, threats, and protective measures. To avoid conflicts and confusion, the Emergency Public Information function operates best when centralized and coordinated among all involved jurisdictions, agencies, and organizations.

8 Administration, Finance and Logistics

8.1 Administration

Emergency management operations that support administration, finance, and logistical processes are primarily conducted within the Logistics and Finance Sections of the EOC and provide for the following:

- Track and document expenses
- Document all actions taking during emergency operations
- Procure necessary equipment, resources, and additional support
- Track and document City employee working hours
- Manage continuity of operations (COOP) for the city
- Develop staff rotation schedules for extended operations
- Manage compensation and claims related to emergency operations
- Track and document the deployment and utilization of resources
- Manage additional staff and volunteers to support emergency operations
- Manage financial and in-kind donations
- Oversee and manage information technology components and issues as they arise
- Other actions as appropriate

8.1.1 City Emergency Operations Policy Statement

Limitations: Due to the nature of emergency response, the outcome is not easy to predict. Therefore, it should be recognized that this plan is meant to serve as a guideline and that the outcome of the response may be limited by scope, magnitude, and duration of the event.

Suspension of Routine Activities and Availability of Employees: Day-to-day functions that do not contribute directly to the disaster operation may be suspended for the duration of an emergency. Efforts normally required for routine activities may be redirected to accomplish emergency tasks. During an emergency response, City employees not otherwise assigned emergency disaster related duties will, unless otherwise restricted, be made available to augment the work of their department, or other City departments, if required.

Households of Emergency Response Personnel: City employees may not be at peak efficiency or effectiveness during a disaster if the status of their households is unknown or in doubt. Employees who are assigned disaster response duties are encouraged to make arrangement with other employees, friends, neighbors, or relatives to check on their immediate families in the event of a disaster and to communicate that information to the employee through the City Emergency Operations Center.

Non-Discrimination: All local activities will be carried out in accordance with federal nondiscrimination laws. It is the City's policy that no service will be denied on the basis of race, religion, national origin, age, sex, marital status, veteran status, sexual orientation, or the presence of any sensory, mental, or physical disability.

Citizen Preparedness: This plan does not substitute government services for individual responsibility. Citizens are expected to be aware of developing events and take appropriate steps to respond in a safe and timely manner. Since the City's resources and personnel may be overwhelmed at the onset of a disaster event, individuals and organizations should be prepared to be self-sufficient following a disaster. The city will make every effort to provide information to the public via the media and other sources, such as EPIC-FSC's ECHO, to assist citizens in dealing with the emergency.

8.1.2 Disaster Service Workers

Under California Government Code, Section 3100-3109, all public employees are obligated to serve as Disaster Service Workers. Public employees (civil service) are all persons employed by any county, city, state agency or public district in the State of California. Disaster Service Workers provide services and support during declared emergencies or disasters.

In the event of a major emergency or disaster, City employees may be called upon to perform certain duties in support of emergency management operations, such as: serve in a position in the Emergency Operations Center, support shelter operations, answer phone calls, or work at a logistics base in the field.

- City employees may be required to work at any time during a declared emergency and may be assigned to disaster service work
- Assignments may require service at locations, times and under conditions other than normal work assignments
- Assignment may include duties within the Emergency Operation Center, in the field or at another designated location

Under no circumstances will City employees that do not usually have a response role in their day-to-day responsibilities be asked to perform duties or functions that are hazardous, that they have not been trained to perform or are beyond their recognized capabilities.

The City of Calabasas has developed a Policy that provides direction to all City employees with a Frequently Asked Questions (FAQ) sheet.

8.1.3 Documentation

The Emergency Operations Center Finance/Administration Section will be responsible for maintaining records on damage assessment expenditures, recovery cost

expenditures, insurance related documents, personnel overtime and other cost associated with the emergency.

The Emergency Operations Center Planning Section will maintain copies of documents that are integral to Emergency Operation Center functions such as Emergency Operation Center Action Plans, Situation Status Logs, Position Logs etc. that together make up the history and chronology of the emergency events.

8.2 Finance

In the case of a major disaster, the Emergency Operations Center will support county, state, and federal entities with cost recovery efforts, if requested and as able. City citizens may benefit from the Small Business Administration, and the city may benefit from the State and/or the Federal Emergency Management Agency Public Assistance Program. The City may assist the citizenry with public service announcement regarding available unemployment benefits, worker's compensation, and insurance benefits.

8.2.1 Expenditure Tracking

The City may be reimbursed for insurance, state and/or federal sources for disaster-related expense. The purpose of this section is to provide guidance on the record keeping requirements for claiming such expenses. Specific organizational codes will be established to track personnel expenses and equipment purchases.

8.2.2 Eligible Expenses

Eligible costs are extraordinary costs incurred while providing emergency services required by the direct impact of a declared disaster and which service is the responsibility of the applicant agency. Eligible costs are generally considered to be the net costs over and above any increased revenue or subsidy of the emergency service. Ineligible expense includes costs for standby personnel and/or equipment and lost revenue.

8.2.3 Recordkeeping Requirements

State and federal governments require detailed information to support claims for reimbursement. Funding will be approved or denied based upon the information supplied by applicant agencies. Documentation supporting all costs claimed will be required, and all information must relate back to individual original source records. The following guidelines should be followed when documenting disaster-related reimbursable expenses:

- Costs and revenue associated with emergency operations should be segregated from normal operating expenses
- Separate records should be maintained for each vehicle and piece of heavy equipment used for emergency operations
- Vehicles and equipment documentation should include the times and/or hours operated by location and operator
- Vehicle operating expenses should include fuel, tires, and maintenance
- Labor costs should be compiled separate from vehicle and/or equipment expenses
- Equipment documentation should include exactly where the equipment was used and for what; hours and minutes used; and the name of the equipment operator if applicable
- Revenues and subsidies for emergency operations must be subtracted from any costs claimed
- Requisitions, purchase orders, and invoices must be maintained for all supplies, materials and equipment expenses claimed
- Costs for supplies and materials must include documentation of exactly where resources were used and for what purpose
- All non-competitive procurements must be justified

Expenditure tracking will commence upon notice or obvious occurrence of a disaster. The following section focuses on logistics and resource management, priorities, and requests.

8.3 Logistics

8.3.1 Resource Management

The resource management function describes the system that will be utilized for identifying available resources within the city to enable timely, efficient, and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the National Incident Management System (NIMS) includes mutual aid and assistance agreements, the use of special federal, state, territorial, tribal, and local teams, and resource mobilization protocols. This function specifically includes the management of personnel for emergency management operations and addresses necessary coordination efforts with local jurisdictions to secure necessary support and resources.

8.3.2 Resource Priorities

When activated, the City Emergency Operations Center establishes priorities for resource allocation during the emergency. All City resources are considered part of a pool, which may be allocated by the Emergency Operations Center to fulfill priority

missions. Each department retains control of its non-assigned resources until released for an emergency assignment by the Emergency Operations Center.

8.3.3 Resource Requests

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

- Discipline-specific (usually Fire and Law) mutual aid systems: Request 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 logistics function at each level.

Resource requests from the city will be coordinated with the Los Angeles Operational Area Emergency Operations Center to determine if the resource is available internally or other more appropriate sources located within the Operational Area. Emergency Management Mutual Aid Coordinators at each level will keep the Operations Chief informed of the status of resource request and allocations. 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 from the City Emergency Operations Center to the Los Angeles Operational Area Emergency Operations Center may be verbally requested and then documented. Available resources will be allocated to the requesting local government, if a request 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 in the Emergency Operations Center are responsible for ensuring that priorities are followed.

Resource requests for equipment, personnel, or technical assistance not available to the city should be coordinated with the Los Angeles County Emergency Operations Center to the Southern Region Regional Emergency Operations Center. Once the request is coordinated, approved and resources deployed, planning in coordination with various Operational Branches is important for tracking the resources.

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9 Plan Development and Maintenance

This section of the City's EOP discusses the overall approach to plan development and maintenance responsibilities.

This plan is developed under the authority of the City Manager's office in accordance with the City's Emergency Organization which has the primary responsibility for ensuring that necessary changes and revisions to this plan are prepared, coordinated, published, and distributed. The city uses the planning process prescribed by the Federal Emergency Management Agency and the State of California. This Plan and supporting documentation are reviewed and updated on a regular basis. The review and updates are coordinated with City Departments and the Los Angeles County.

9.1 Administrative Practices

Adherence to standard administrative and financial procedures is critical to ensure resources and funding to support response and recovery activities are accurately tracked and accounted for. Standard administrative and financial practices also support proper cost accounting to obtain any reimbursement provided through disaster assistance programs.

The city follows administrative practices required by state law and the SEMS Guidelines in Part III of the *SEMS Guidelines* documents California's Emergency Management administrative practices.

9.2 Standard Operating Procedures (SOP)

This Plan is intended to be used in conjunction with county, operational area, and State plans and associated SOPs. Where supporting plans are inconsistent with the general principles described in the State Emergency Plan, the state plan will supersede supporting plans.

SOPs provide the purpose, authorities, duration, and details for the preferred method or performing a single function or a number of interrelated functions in a uniform manner. SOPs must also facilitate the need to carry out actions under conditions that may not have been anticipated when the SOP was drafted. For example, it may be necessary to consider alternative procedures that solve a problem in order to perform in a more time-efficient or cost-efficient way. It is clear, therefore, some procedures may need to be suspended, relaxed, or made operational under threat of disaster. However, such action should be carefully considered, and the consequences should be projected realistically.

9.3 Training and Exercises

All City department personnel that are designated responsible for staffing the EOC are required to complete training related to emergency management operations. All designated personnel will be provided a copy of this plan (as noted in the Record of Distribution section of this plan) and are required to read and become familiar with the plan.

An Integrated Preparedness Plan (IPP) will be developed and followed that will identify and prioritize the levels of training and exercises the city will follow. This IPP should, as best as possible, align with other trainings and exercises within the operational area to ensure practice and integration with OA partners as often as possible.

Partner jurisdictions and agencies having assigned responsibilities under this plan must ensure their assigned personnel are properly trained to carry out identified responsibilities. Individual jurisdictions and agencies are responsible for maintaining their own plans, training, and program maintenance.

Additionally, the city may opt to include and have EOC personnel participate in the Cal OES EOC credentialing program, which credentials EOC staff in specific EOC positions and helps ensure that personnel possess the minimum knowledge, skills, and experience necessary to execute emergency management EOC activities safely and effectively. This credentialing program is optional for City staff working in the City EOC, but required for staff that may deploy to other jurisdictions on mutual aid requests. Additional information on the Cal OES EOC credentialing program can be found: <https://www.caloes.ca.gov/cal-oes-divisions/california-specialized-training-institute/credentialing-certificate-programs/eoc-position-credentialing-program>

Finally, training and exercises involve a variety of scopes, scales, and participation. Training can include the following:

Drills. A drill is a small, organized exercise that tests one specific action, such as evacuation of a building, or sheltering-in-place.

Tabletop exercises. A tabletop exercise is a discussion-based exercise in a low-stress environment to discuss a possible emergency scenario.

Functional exercise. A functional exercise is an activity designed to exercise a single function, or multiple functions through the simulation of a realistic scenario. The functional exercise is designed to simulate real conditions in the EOC, and as such includes time constraints on decision-making and, by its nature, allows for a more stressful environment.

Full-scale exercise. A full-scale exercise is an activity involving multiple agencies, jurisdictions, entities, organizations, etc., and exercises multiple functions through the simulation of a realistic scenario. This exercise includes the mobilization and utilization of City resources.

9.4 Essential Records Retention

Maintenance of administrative records continues through all phases of an emergency. In preparation for an emergency, training and appropriate forms are provided to the City's emergency response organization. During a response, entities ensure adequate documentation is collected through the Documentation Unit at the Incident and EOC. Documentation should include records of personnel activities, use of equipment, and expenditures for the emergency. Finally, after the response has been terminated, records should be protected and maintained for audit purposes. The Cost Unit is responsible for cost recovery records and assisting in collecting any missing information. Problem areas are identified, corrective measures taken, and employees retrained in the proper, updated procedures.

9.5 After Action Reports and Corrective Actions

SEMS regulations require local government agencies, to complete an After-Action Report (AAR) for each Governor proclaimed emergency. After an incident or from a gubernatorial proclamation, the AAR is completed within 120 days. Furthermore, SEMS regulations under Title XIX, Division 2, Chapter 1, Section 2450(a) requires any federal, state, or local jurisdiction proclaiming or responding to a Local Emergency for which the Governor has declared a *State of Emergency* or *State of War Emergency* shall complete and transmit an AAR to Cal OES within 90 days of the close of the emergency period.

The identification of corrective actions is critical to the AAR process. Jurisdictions are strongly encouraged to make recommendations for correcting problems noted in the response/recovery effort, or during exercises and training. Corrective actions may encompass anything from detailed recommendations for improving individual agency plans and procedures to broader system-wide improvements. Corrective actions are assigned to relevant stakeholders and tracked to ensure the identified problem has been addressed.

The AAR will provide, at a minimum:

- Response actions that were taken.
- Application of SEMS during response.
- Necessary modifications to plans and procedures that are needed.
- Lessons learned.
- Noted areas of improvement.
- Best practice implementations proposed.
- Training needed.
- Recovery activities conducted to date.
- Additional information as appropriate.

Findings and recommendations in the contents of the AAR will be used to further develop and update the City EOP, as necessary. AAR development will include the input of all personnel involved in the incident or exercise.

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10 Authorities and References

FEDERAL

Authorities

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, 42 U.S.C. 5121, et seq., as amended
- Homeland Security Presidential Directive 5, Management of Domestic Incidents, February 28, 2003
- Homeland Security Presidential Directive 8, National Preparedness, December 17, 2003
- The Code of Federal Regulations, Title 44, Chapter 1, Federal Emergency Management Agency, October 1, 2007
- Public Law 920, Federal Civil Defense Act of 1950, as amended
- Public Law 84-99, U.S. Army Corps of Engineers - Flood Fighting
- Public Law 93-288, Federal Disaster Relief Act of 1974
- Public Law 107-188, Bio-terrorism Act, June 2002
- Public Law 107-296, Homeland Security Act, January 2002
- Executive Order 13228, Office of Homeland Security, October 8, 2001
- Executive Order 13231, Critical Infrastructure Protection, October 16, 2001
- Executive Order 13234, Citizens Prepared, November 9, 2001
- Presidential Decision Directive 39 - U.S. Policy on Counterterrorism, June 1995
- Presidential Decision Directive 62 - Combating Terrorism, May 1998
- Presidential Decision Directive 63 – Critical Infrastructure Protection, May 1998
- National Security Presidential Directive 17 - National Strategy to Combat Weapons of Mass Destruction

References

- National Response Framework (as revised)
- National Incident Management System
- Federal Emergency Management Agency's (FEMA) Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining Emergency Operations Plans, November 2020, Version 3.0 (draftv0.5)

STATE OF CALIFORNIA

Authorities

- California Disaster Assistance Act, California Government Code Section 8680 et. seq.
- California Disaster and Civil Defense Master Mutual Aid Agreement
- California Government Code, Title 1, Chapter 4, Division 8, Section 3100 - Disaster Service Workers
- California Government Code, Title 1, Chapter 4, Division 8, Section 8635 - Continuity of Government

- California Government Code, Title 2, Division 1, Chapter 7 – California Emergency Services Act
- California Government Code, Title 19, Division 2 – Standardized Emergency Management System
- California Water Code, § 128-Department of Water Resources - Flood Fighting

References

- Standardize Emergency Management System
- California Disaster Assistance Act
- California State Emergency Plan, October 1, 2017

COUNTY OF LOS ANGELES

Authorities

- Los Angeles County Emergency Services Code of Ordinances Chapter 2.68 as amended

References

- Los Angeles County Operational Area Emergency Response Plan, June 2012
- 2020 County of Los Angeles All-Hazards Mitigation Plan, 2020

CITY OF CALABASAS

- City Resolution No. 1852 adopting the Emergency Operations Plan, Basic Plan, on May 24, 2023
- Calabasas, California Municipal Code, Chapter 2.44 – Emergency Services Organization
- Calabasas, California Municipal Code, Chapter 3.40.040 – Purchasing Guidelines

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11 Appendix A - Acronyms

Action Plan (AP)

After Action Report (AAR)

California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA)

California Disaster Assistance Act (CDAA)

California Emergency Services Act (ESA)

Continuity of Government (COG)

Continuity of Operations (COOP)

Department Operations Center (DOC)

Emergency Management Assistance Compact (EMAC)

Emergency Operations Center (EOC)

Emergency Operations Plan (EOP)

EOC Action Plan (EAP)

Incident Action Plan (IAP)

Incident Commander (IC)

Incident Command Post (ICP)

Incident Command System (ICS)

Joint Information Center (JIC)

Multiagency Coordination Group (MAC Group)

Multiagency Coordination System(s) (MACS)

Multi-year Training and Exercise Plan (MYTEP)

National Incident Management System (NIMS)

National Response Framework (NRF)

Operational Area (OA)

Public Information Officer (PIO)

Regional Emergency Operations Center (REOC)

The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act)

Standard Operating Procedure (SOP)

Standardized Emergency Management System (SEMS)

State Operations Center (SOC)

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12 Appendix B – Glossary of Terms

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

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

After Action Report (AAR): A report that examines response actions, application of SEMS, modifications to plans and procedures, training needs, and recovery activities. AARs are required under SEMS after any emergency that requires a gubernatorial state of emergency proclamation. Local government AARs must be submitted to Cal OES within 90 days.

Agency: A division of government with a specific function offering a particular kind of assistance. In the Incident Command System (ICS), agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance). Governmental organizations are most often in charge of an incident, though in certain circumstances private sector organizations may be included. Additionally, Non-Governmental Organizations (NGO) may be included to provide support. All-Hazards: Any incident, natural or human-caused, that warrants action to protect life, property, environment, public health, or safety, and minimize disruptions of government, social, or economic activities.

California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA): An agreement entered by and between the State of California, its various departments and agencies, and the various political subdivisions, municipal corporations, and public agencies of the State of California to assist each other by providing resources during an emergency. Mutual Aid occurs when two or more parties agree to furnish resources and facilities and to render services to each other in response to any type of disaster or emergency. California Emergency Support Functions (CA-ESF): The CA-ESFs are a grouping of State agencies, departments, and other stakeholders with similar functional activities/responsibilities whose responsibilities lend to improving the state's ability to collaboratively prepare for, effectively mitigate, cohesively respond to, and rapidly recover from any emergency. CA-ESFs unify a broad-spectrum of stakeholders with various capabilities, resources, and authorities to improve collaboration and coordination for a particular discipline. They also provide a framework for the state government to support regional and community stakeholder collaboration and coordination at all levels of government and across overlapping jurisdictional boundaries.

California Emergency Services Act (ESA): An Act within the California Government Code to ensure preparations within the state will be adequate to deal with natural, human-caused, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and the natural resources of the state, and generally to

protect the health and safety and preserve the lives and property of the people of the state.

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

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

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

Command Post: See Incident Command Post.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Emergency Response Personnel: Personnel affiliated with or sponsored by emergency response agencies.

EOC Action Plan: The plan developed at SEMS EOC levels, which contains objectives, actions to be taken, assignments, and supporting information for the next operational period.

Essential Facilities: May include facilities such as law enforcement, fire, emergency operations centers, schools, medical facilities, and other resources that have a role in an effective and coordinated emergency response.

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

Federal: Of or pertaining to the federal government of the United States of America.
Finance/Administration Section: The section responsible for all administrative and financial considerations surrounding an incident or EOC activation.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics and Finance/Administration. The same five functions are also found at all SEMS EOC Levels. At the EOC, the term Management replaces Command. The term function is also used when describing the activity involved, (e.g., the planning function). A sixth function, Intelligence/Investigations, may be established, if required, to meet emergency management needs.

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

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

Incident: An occurrence or event, natural or human-caused, which requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

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

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

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

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

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

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

Intelligence: Product of an analytical process that evaluates information collected from diverse sources, integrates the relevant information into a cohesive package, and produces a conclusion or estimate. Information must be real, accurate, and verified

before it becomes intelligence for planning purposes. Intelligence relates to the specific details involving the activities of an incident or EOC, and current and expected conditions, and how they affect the actions taken to achieve operational period objectives. Intelligence is primarily intended for internal use and not for public dissemination. Intelligence/Investigations: Intelligence gathered within the Intelligence/Investigations function is information that either leads to the detection, prevention, apprehension, and prosecution of criminal activities (or the individual(s) involved) including terrorist incidents or information that leads to determination of the cause of a given incident (regardless of the source) such as public health events or fires with unknown origins. This is different from the normal operational and situational intelligence gathered and reported by the Planning Section.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the JIC.

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

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

Local Government: According to federal code 36a county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under state law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal entity, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity.

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

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

Management Staff: See Command Staff.

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

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

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

Multiagency Coordination System(s) (MACS): Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The elements of multiagency coordination systems include facilities, equipment, personnel, procedures, and communications. Two of the most commonly used elements are EOC and MAC Groups. These systems assist agencies and organizations responding to an incident. **Mutual Aid Agreements and/or Assistance Agreements:** Written or oral agreements between and among agencies/organizations and/or jurisdictions that provide a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.

Mutual Aid Coordinator: An individual at the local government, Operational Area, Region or State Level that is responsible to coordinate the process of requesting, obtaining, processing, and using mutual aid resources. Mutual Aid Coordinator duties will vary depending upon the mutual aid system.

Mutual Aid Region: A mutual aid region is a subdivision of Cal OES established to assist in the coordination of mutual aid and other emergency operations within a geographical area of the state, consisting of two or more Operational Areas.

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

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

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

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

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

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

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

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

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

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

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

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

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such

countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting or disrupting illegal activity, and apprehending potential perpetrators and bringing them to justice.

Private Sector: Organizations and entities that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry.

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

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

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

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

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

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

Resource Management: Efficient emergency management and incident response requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under NIMS includes mutual aid agreements and assistance agreements; the use of special federal, state, tribal, and local teams; and resource mobilization protocols.

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

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of EOP and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

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

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

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

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

Special District: A unit of local government (other than a city, county, or city and county) with authority or responsibility to own, operate, and maintain systems, programs, services, or projects [(as defined in California Code of Regulations (CCR) Section 2900(s)] for purposes of natural disaster assistance. This may include joint powers authority established under Section 6500 et. seq. of the California Code of Regulations.

Stafford Act: The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) establishes the programs and processes for the federal government to provide disaster and emergency assistance to states, local governments, tribal nations, individuals, and qualified private nonprofit organizations. The provisions of the Stafford

Act cover all hazards including natural disasters and terrorist events. Relevant provisions of the Stafford Act include a process for Governors to request federal disaster and emergency assistance from the President. The President may declare a major disaster or emergency.

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

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

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

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

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

State Operations Center (SOC): The SOC is operated by the California Governor's Office of Emergency Services at the State Level in SEMS. It is responsible for centralized coordination of state resources in support of the three Regional Emergency Operations Centers (REOC). It is also responsible for providing updated situation reports to the Governor and Legislature.

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

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

Technical Assistance: Support provided to state, tribal, and local jurisdictions when they have the resources, but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design or hazardous material assessments).

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

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any state or other subdivision of the United States in which it occurs; and is intended to intimidate or coerce the civilian population, or influence or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Public Law 107–296, 116 Stat. 2135 (2002).

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

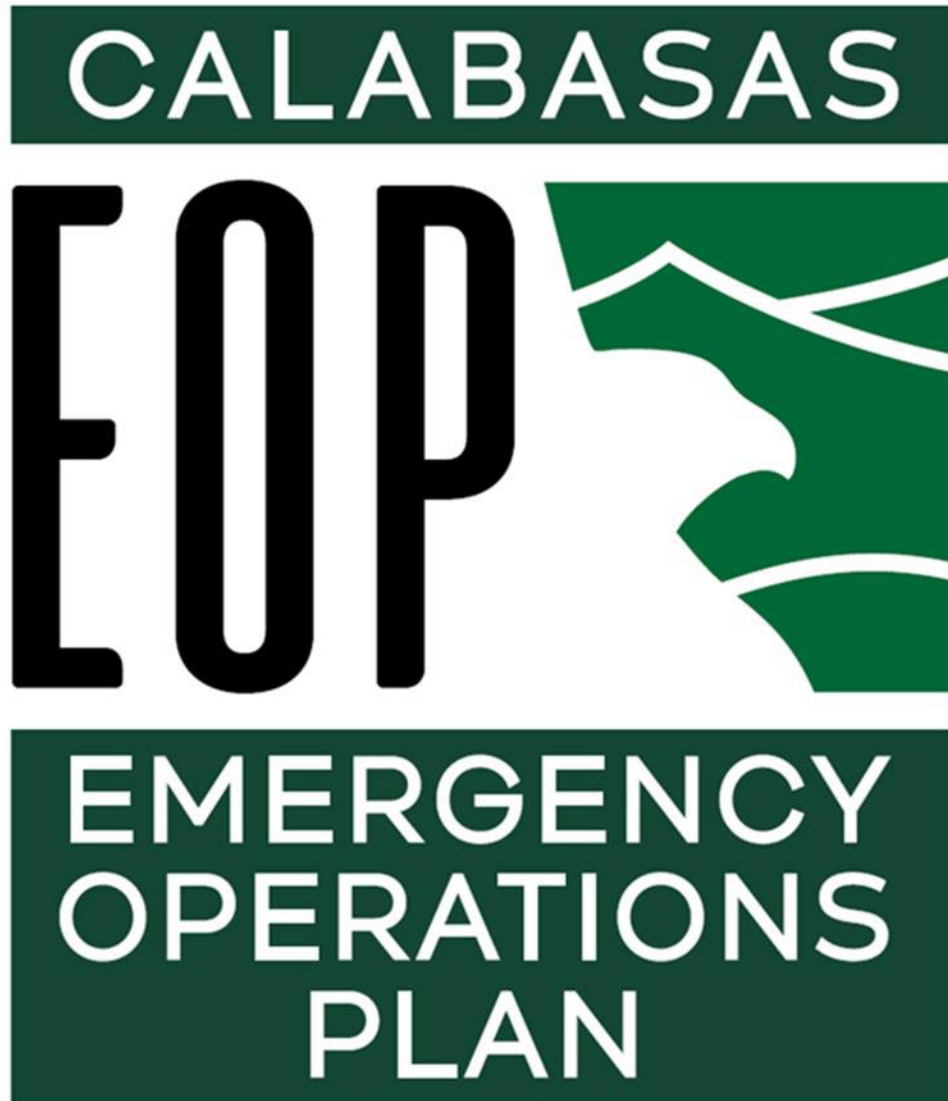
Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

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

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

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

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



City of Calabasas

Department of Public Safety & Emergency Preparedness

2023

PART TWO

Revised 9/2024

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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

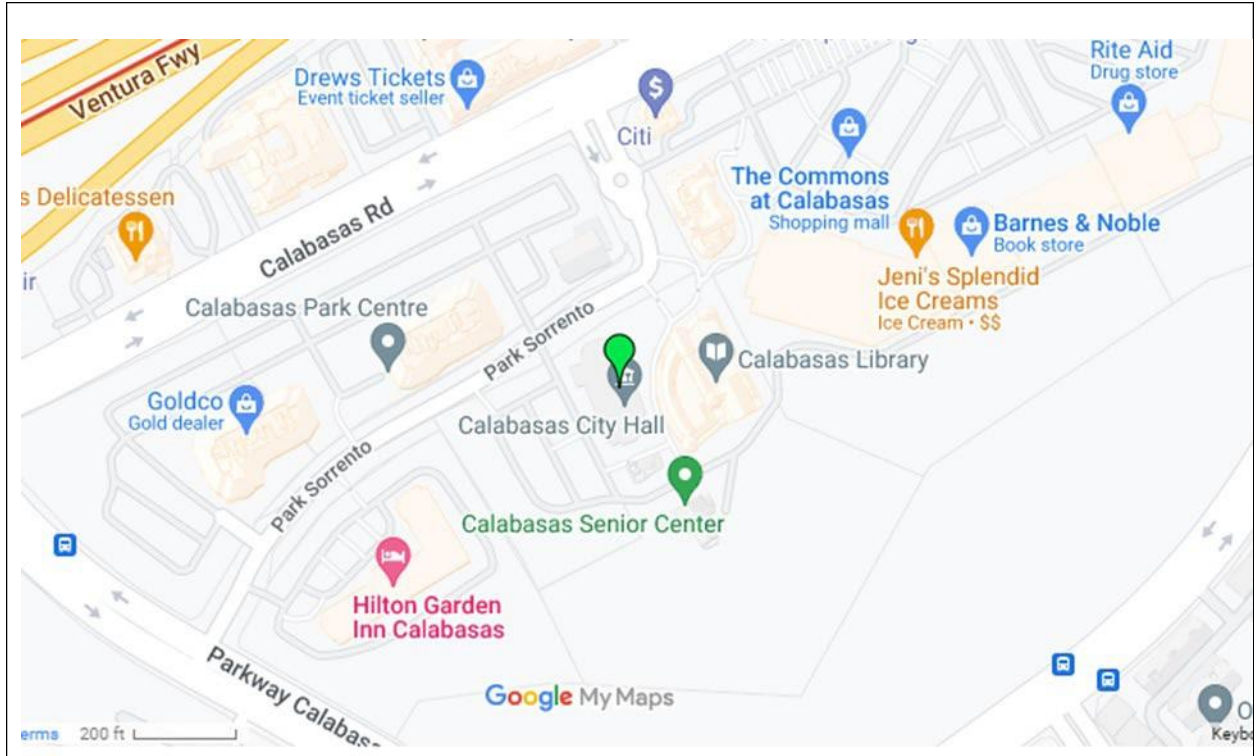


Figure 1: EOC Area Map

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	27040 Malibu Hills Rd, Calabasas, CA 91301
Phone Number	818-479-8180
Parking	Northwest and South parking lot
Directions	Exit 101 Fwy off at Lost Hills Rd (South), Right on Agoura Rd, Left on Malibu Hills Rd

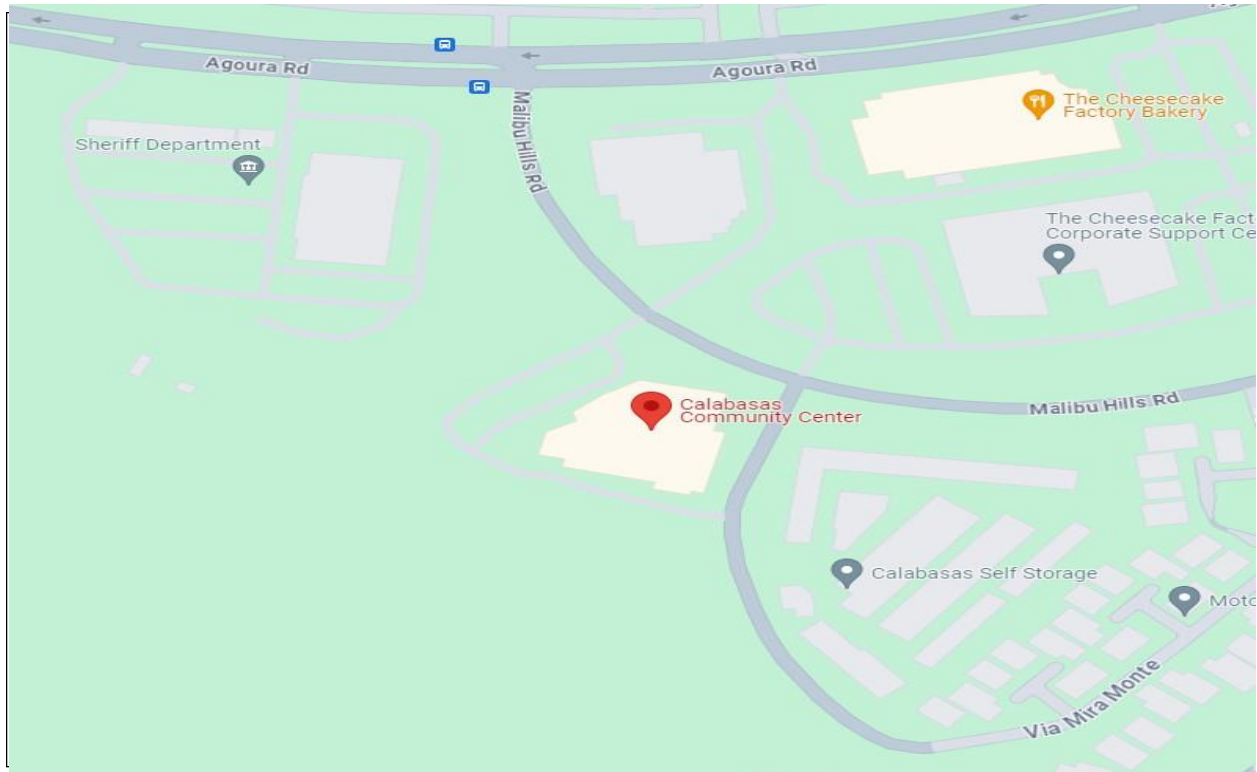


Figure 2: Alternate EOC Area Map

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	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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 	<ol style="list-style-type: none"> 1. EOC Director 2. Section Chiefs
Two	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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 	<ol style="list-style-type: none"> 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
	<ul style="list-style-type: none"> The physical EOC facility will need to be opened and staffed. 		
One	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Major County/City or Regional emergency, multiple departments with heavy resource involvement Major Earthquake Terrorism threat or incident 	<ol style="list-style-type: none"> 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

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. The PIO in the Management Section is also responsible for all internal and external communications including social media, Video/CTV, Information Systems Call Center, Radio and EPIC.

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

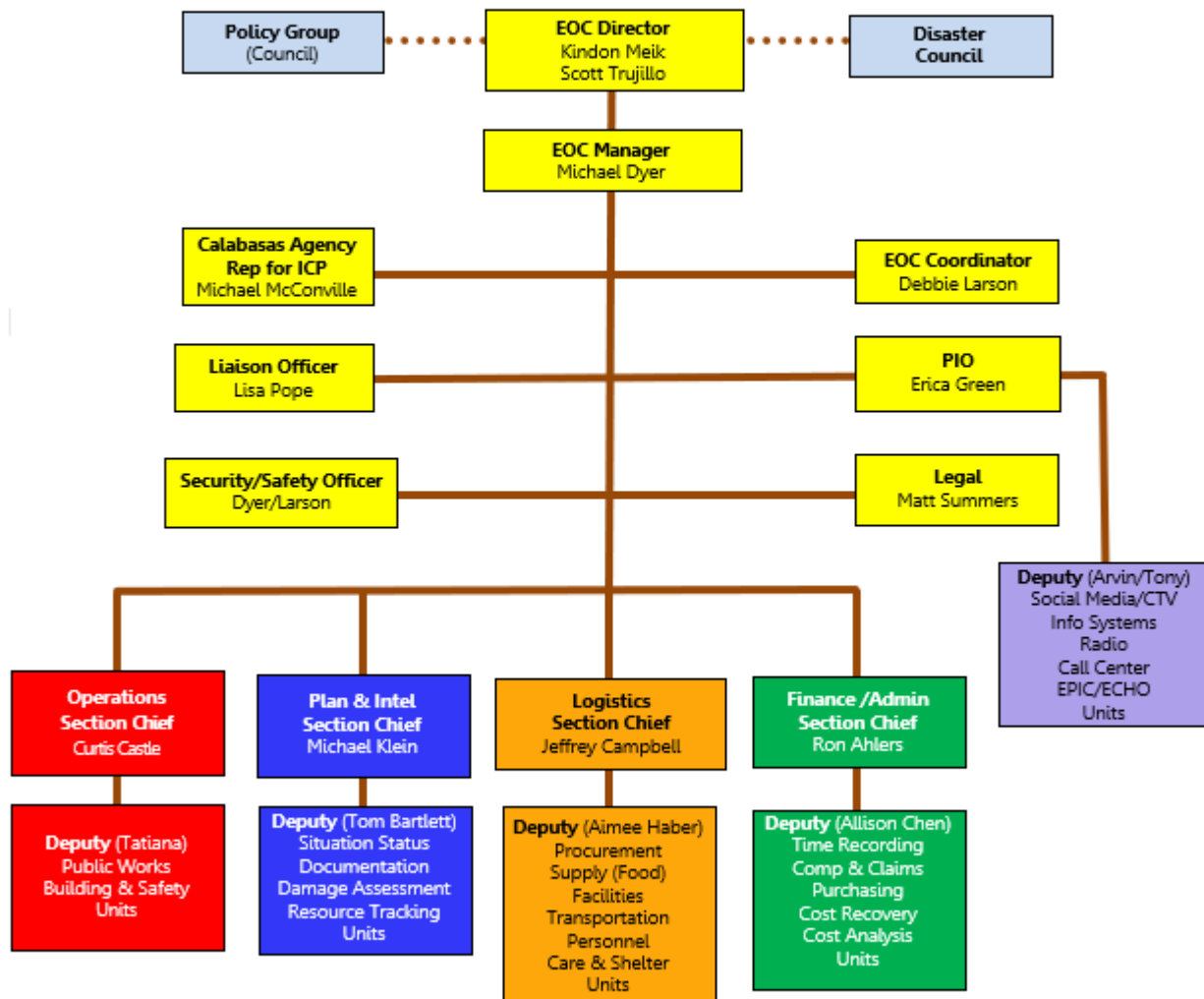
There are some instances where a state or federal agency will be part of a field response in the county. State agency field response may result of a flood fight effort, oil spill, hazardous materials accident or other hazard scenarios. Federal field response could result from the same scenarios or a 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 2024 Organization Chart



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3.1 Management Section

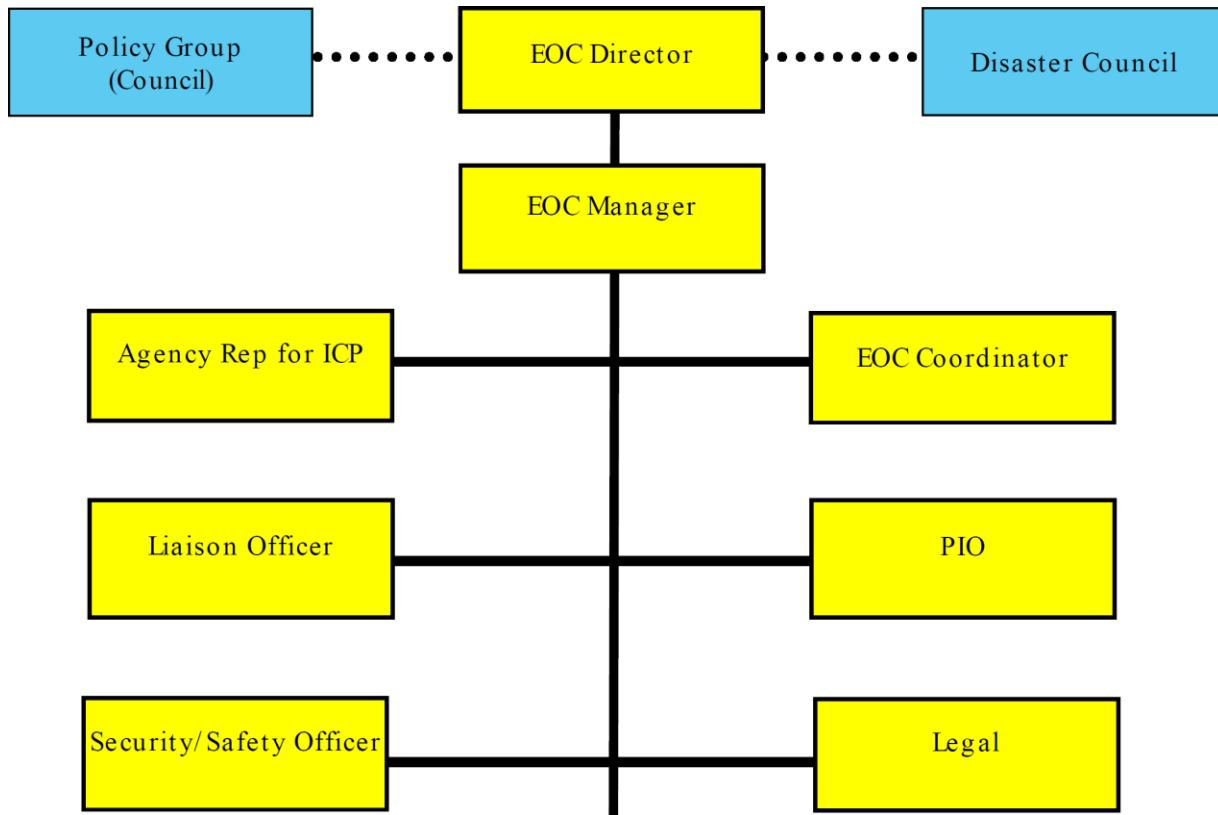


Figure 5: EOC Management Section

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


<p>POSITION OVERVIEW</p>		<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. 		
<p>REPORT TO</p>	<p>TO</p>	<p>CITY COUNCIL or DESIGNEE DISASTER COUNCIL</p>		
	<p>TO ME</p>	<table border="0"> <tr> <td data-bbox="526 518 943 772"> <p>GENERAL STAFF</p> <ul style="list-style-type: none"> • Operations Section Chief • Planning/Intelligence Chief • Logistics Section Chief • Finance/Administration Section Chief • PIO </td> <td data-bbox="980 518 1430 814"> <p>MANAGEMENT STAFF</p> <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>	<p>GENERAL STAFF</p> <ul style="list-style-type: none"> • Operations Section Chief • Planning/Intelligence Chief • Logistics Section Chief • Finance/Administration Section Chief • PIO 	<p>MANAGEMENT STAFF</p> <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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<p>PLANS & REPORTS</p>		<p>EOC ACTION PLAN REVIEW + APPROVAL ADVANCE PLAN(S) REVIEW + APPROVAL DEMobilIZATION PLAN REVIEW + APPROVAL PRESS RELEASES REVIEW + APPROVAL REPORTS REVIEW + APPROVAL</p>		
<p>FORMS & GUIDES</p>		<table border="0"> <tr> <td data-bbox="526 1043 943 1180"> <ul style="list-style-type: none"> • POSITION CHECKLIST • ALL ICS FORMS (IF USING) • PROCLAMATION RESOLUTION </td> <td data-bbox="980 1043 1430 1180"> <p>GUIDE</p> <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 	<p>GUIDE</p> <ul style="list-style-type: none"> • PLANNING “P” • Emergency Operations Plan • COOP Plan
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<p>TECHNOLOGY</p>		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL) 		
<p>RESOURCES</p>		<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"> <input type="checkbox"/> Operations Section Chief <input type="checkbox"/> Logistics Section Chief <input type="checkbox"/> Planning/Intelligence Section Chief <input type="checkbox"/> Finance/Administration 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"> <input type="checkbox"/> EOC Coordinator <input type="checkbox"/> Public Information Officer <input type="checkbox"/> Liaison Officer <input type="checkbox"/> Agency Representative for ICP <input type="checkbox"/> Security/Safety Officer <input type="checkbox"/> 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
		<p>Alongside Management Staff, prepare EOC objectives for the initial Action Planning Meeting.</p> <p> (FORM EOC-202)  (GUIDE PLANNING “P” GUIDE)</p> <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"> <input type="checkbox"/> Assess the situation, define problems, set priorities, and establish strategic and SMART objectives for the response/recovery period <input type="checkbox"/> Determine the Operational Period time frame (i.e., 6-, 8- or 12-hour shifts) <input type="checkbox"/> Review and identify the need for additional staffing and/or other resources 	
		<p>When Action Plan is completed by the Planning/Intelligence Section, review, approve and authorize its distribution and implementation.</p> <p> (FORMS EOC-201, EOC-202, EOC-205A, EOC-207, EOC-208, EOC-211, EOC-213. EOC-215, EOC-230)</p>	
		<p>Conduct periodic briefings with general staff to ensure strategic objectives are current and appropriate.</p>	
		<p>Conduct periodic briefings for elected officials or their representatives.</p> <p> (FORM EOC-209)</p>	
		<p>If appropriate, issue an Emergency Proclamation, and coordinate local government proclamations with other emergency response agencies.</p> <p> (FORM PROCLAMATION RESOLUTION)</p>	
SHIFT CHANGE/TRANSFER OF DUTIES			
		<ul style="list-style-type: none"> • Provide turnover briefing to position replacement. 	

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  (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: <ul style="list-style-type: none"> <input type="checkbox"/> Date/time of termination. <input type="checkbox"/> Requests all documentation developed during the event response. <input type="checkbox"/> Instructions for support of recovery operations or assembly of the final report. <input type="checkbox"/> Time and date of formal debrief to identify issues, lessons learned, and corrective actions. <input type="checkbox"/> Instructions for resumption of normal operations. 	
		Determine if a formal Recovery Plan is required based on a review of the technical criteria by: <ul style="list-style-type: none"> <input type="checkbox"/> Length and resources required for investigating and fact-finding activities. <input type="checkbox"/> Assessment of property damage efforts require substantial and prolonged coordination and communications with off-site governments, agencies, and/or response organizations. <input type="checkbox"/> Number of personal injuries or illnesses requiring protracted follow-up treatment, analysis, and public information. 	
		<ul style="list-style-type: none"> • 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. 	
		<ul style="list-style-type: none"> • 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.	
		<ul style="list-style-type: none"> • Assists with the development of a Final AAR. • Approved final AAR <p style="text-align: center;"> (REPORT LOCAL GOVERNMENT AFTER ACTION REPORT)</p>	
		Turns in completed position checklists, forms, and notes to Documentation Unit.	

SHIFT/STAFF CHANGE NOTES:

TASKS (PENDING)

NOTES

Name:

**Forwarding
Phone #:**






Date:






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Position Checklist: EOC Coordinator

POSITION OVERVIEW		<ul style="list-style-type: none">• 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		<ul style="list-style-type: none">• ALL PLANS• ALL REPORTS
FORMS & GUIDES		FORMS <ul style="list-style-type: none">• ALL• POSITION CHECKLIST GUIDES <ul style="list-style-type: none">• ALL
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		
	Facilitate the overall functioning of the EOC.	
	<ul style="list-style-type: none"> 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
	<p>Advise the EOC Director/Manager on proper procedures for enacting emergency proclamations, emergency ordinances and resolutions, and other legal requirements.</p> <ul style="list-style-type: none">  (FORM PROCLAMATION RESOLUTION)  (PLAN EMERGENCY OPERATIONS PLAN) 	
	<p>Assist the Planning/Intelligence Section in the development, continuous updating, and execution of the EOC Action Plan.</p> <ul style="list-style-type: none">  (PLAN EOC ACTION PLAN)  (GUIDE PLANNING "P" GUIDE) 	
	<p>Provide overall procedural guidance to General Staff as required.</p>	
	<p>Provide general advice and guidance to the EOC Director/Manager as required.</p>	
	<p>Ensure that all appropriate notifications are made to same and one level higher EOCs.</p>	
	<p>Ensure that all communications with appropriate emergency response agencies is established and maintained.</p>	
	<p>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.</p> <ul style="list-style-type: none">  (REPORT EOC-209)  (FORM PRESS RELEASE) 	
	<p>Assist the Liaison Officer with coordination of all EOC visits.</p>	
SHIFT CHANGE/TRANSFER OF DUTIES		
	<p>Provide turnover briefing to position replacement.</p>	
	<p>Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.</p> <ul style="list-style-type: none">  (FORM USE CURRENT POSITION CHECKLIST)  (FORM USE CURRENT EOC-214) 	
	<p>Provide all completed documentation to the Documentation Unit</p>	
	<p>Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.</p> <p>(FORM EOC-211, FORM EOC-205A)</p>	

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:






Forwarding
Phone #:





Date:




Time: _____ am / pm

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Position Checklist: Legal Officer

<p>POSITION OVERVIEW</p>		<ul style="list-style-type: none"> • 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.
<p>REPORT TO</p>	<p>EOC DIRECTOR/MANAGER</p>	
<p>PLANS & REPORTS</p>		<p>SHARES WITH RELEVANT STAKEHOLDERS. NOT RESPONSIBLE FOR DEVELOPMENT.</p>
<p>FORMS & GUIDE</p>		<p>FORM</p> <ul style="list-style-type: none"> • POSITION CHECKLIST • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • PROCLAMATION RESOLUTION <p>GUIDE</p> <ul style="list-style-type: none"> • LEGAL AUTHORITIES (Emergency Operations Plan)
<p>TECHNOLOGY</p>		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
<p>RESOURCES</p>		<ul style="list-style-type: none"> • 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.	
		<ul style="list-style-type: none"> • 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)

NOTES

Name: _____

Date: _____






Forwarding



Phone #: _____






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
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Position Checklist: Liaison Officer

POSITION OVERVIEW		<ul style="list-style-type: none">• 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		<ul style="list-style-type: none">• POSITION CHECKLIST• EOC-205A COMMUNICATION LIST• EOC-209 INCIDENT STATUS SUMMARY• EOC-211 CHECK-IN LIST• EOC-214 ACTIVITY LOG
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"> 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: <ul style="list-style-type: none"> <input type="checkbox"/> Have signed into the EOC <input type="checkbox"/> Understand their role in the EOC <input type="checkbox"/> Know their work locations <input type="checkbox"/> Understand the EOC organization and floor plan. 	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		<p>Determine if additional representation is required from:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Community based organizations <input type="checkbox"/> Private organizations <input type="checkbox"/> Utilities not already represented <input type="checkbox"/> Other agencies 	
		<p>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.</p>	
		<ul style="list-style-type: none"> • 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. <p> (PLAN EOC ACTION PLAN)</p> <p> (FORM EOC-209) or (REPORT SITUATION STATUS)</p>	
		<p>Request that Agency Representatives maintain communications with their agencies and obtain situation status reports regularly.</p>	
		<p>With the approval of the EOC Director/Manager, provide agency representatives from the EOC to other EOCs as required and requested.</p>	
		<ul style="list-style-type: none"> • Maintain active roster of agency representatives located at the EOC • Roster should be distributed internally on a regular basis. <ul style="list-style-type: none"> ○ (FORM EOC-211 JUST FOR AGENCY REPRESENTATIVES) ○ (FORM EOC-205A JUST FOR AGENCY REPRESENTATIVES) 	
SHIFT CHANGE/TRANSFER OF DUTIES			
		<p>Provide turnover briefing to position replacement.</p>	
		<p>Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.</p> <p> (FORM USE CURRENT POSITION CHECKLIST)</p> <p> (FORM USE CURRENT EOC-214)</p>	
		<p>Provide all completed documentation to the Documentation Unit</p>	
		<p>Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.</p> <p> (FORM EOC-211, FORM EOC-205A)</p>	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director/Manager and follow demobilization directions/plan.	
		<ul style="list-style-type: none"> • 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)

NOTES

Name: _____

Date: _____






Forwarding



Phone #: _____




Time: _____ am / pm

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Position Checklist: Agency Representative

POSITION OVERVIEW		<ul style="list-style-type: none">• 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		<ul style="list-style-type: none">• POSITION CHECKLIST• EOC-205A COMMUNICATION LIST• EOC-214 ACTIVITY LOG• INCIDENT ACTION PLAN (From Incident Staff)
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"> • 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			
		<input type="checkbox"/> Obtain the location and directions to the Incident Command Post <input type="checkbox"/> Identify the Liaison Officer at the Incident Command Post	
		Upon arrival at the Incident Command Post: <ul style="list-style-type: none"> <input type="checkbox"/> Locate and check in with the Incident Command Post Liaison Officer. <input type="checkbox"/> Identify any information needs from the ICP for the EOC. <input type="checkbox"/> Identify Incident Command Post meeting schedule <input type="checkbox"/> Review current Incident Action Plan <input type="checkbox"/> Locate Workspace <input type="checkbox"/> 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.	
		<ul style="list-style-type: none"> 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)

NOTES

Name:

Forwarding






Phone #: _____



Date:





Time: _____ am / pm

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Position Checklist: Security/Safety Officer

POSITION OVERVIEW		<ul style="list-style-type: none">• 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		<ul style="list-style-type: none">• POSITION CHECKLIST• EOC-205A COMMUNICATION LIST• EOC-208 SAFETY MESSAGE• EOC-211 CHECK-IN LIST• EOC-214 ACTIVITY LOG
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			
		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			
		<ul style="list-style-type: none"> • 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)

NOTES

Name: _____






Date: _____



Forwarding

Phone #: _____





Time: _____ am / pm

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 <ul style="list-style-type: none">• POSITION CHECKLIST• EOC-205A COMMUNICATION LIST• EOC-211 CHECK-IN LIST• EOC-214 ACTIVITY LOG• PRESS RELEASE GUIDE <ul style="list-style-type: none">• EMERGENCY OPERATIONS PLAN
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			
		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
		<ul style="list-style-type: none"> 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.	
		<ul style="list-style-type: none"> 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.	
		<ul style="list-style-type: none"> 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.	
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.	
		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)

NOTES

Name:

Forwarding

Phone #:

Date:

Time:

_____ am / pm

3.2 Public Information

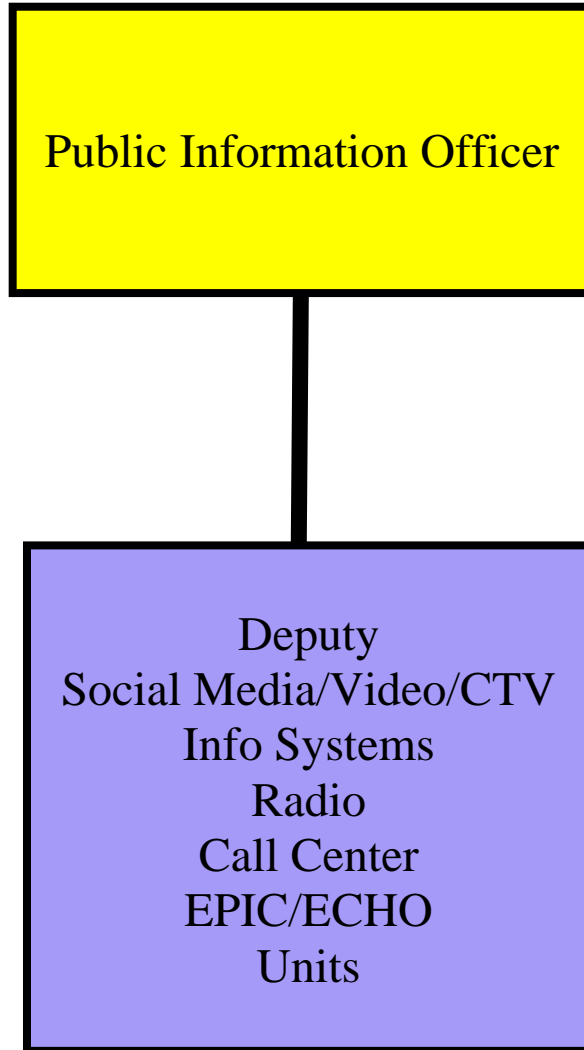


Figure 10: EOC PIO/Communications

Figure 10: Public Information Officer, above, shows all the positions that are part of the PIO.

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

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Position Overview:

- The PIO Office is also 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

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Public

Information Communications

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			
		<ul style="list-style-type: none"> • 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 • Prepare initial information summary for distribution as soon as possible after arrival • Provide rumor control; verify news media is accurate; update all social media distributed by the City. 	
		Establish the appropriate level of unit staffing 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 Public Information Office and Communications Units	
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 Internal and External Communications 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 as needed and designate Unit Leaders for each element as needed. <input type="checkbox"/> Information Systems Unit <input type="checkbox"/> Social Media/Video/CTV Unit <input type="checkbox"/> Call Center Unit <input type="checkbox"/> Radio Unit <input type="checkbox"/> 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 PIO and communications 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.	
		<ul style="list-style-type: none"> • 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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

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Time: _____ am / pm

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Social Media/ Video/CTV Unit	
POSITION OVERVIEW	 <p>Responsible for managing social media, Video and CTV needs of the EOC staff.</p>
REPORT	TO PIO
PLANS	 <p>EOC ACTION PLAN COMMUNICATIONS PLAN</p>
FORMS	 <ul style="list-style-type: none"> • POSITION CHECKLIST • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-213 RESOURCE REQUEST • EOC-214 ACTIVITY LOG • RESOURCE REQUEST
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"> • Obtain briefing from the EOC Director/Manager/PIO • 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 PIO 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 PIO 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.	
		<ul style="list-style-type: none"> • Obtain briefing from the EOC Director/Manager/PIO • 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.	
		<ul style="list-style-type: none"> • 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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Information Systems Unit

POSITION
OVERVIEW



Responsible for managing all data and telephone needs of the EOC staff.

REPORT

TO

PIO

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			
		<ul style="list-style-type: none"> • Obtain briefing from the EOC Director/Manager/PIO • 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 PIO to establish priorities for resource allocation in the EOC.	
		Keep the PIO 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 PIO 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/PIO and follow demobilization directions/plan.	
		<ul style="list-style-type: none"> • 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

PIO

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			
		<ul style="list-style-type: none"> • Obtain briefing from the EOC Director/Manager/PIO • 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 PIO to establish priorities for resource allocation in the EOC.	
		Keep the PIO 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 PIO 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/PIO and follow demobilization directions/plan.	
		<ul style="list-style-type: none"> • 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)

NOTES

Name: _____

Forwarding

Phone #: _____

Date: _____

Time: _____ am / pm

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Call Center Unit

POSITION
OVERVIEW



Responsible for managing the EOC Call Center.

REPORT

TO

PIO

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			
		<ul style="list-style-type: none"> • Obtain briefing from the EOC Director/Manager/PIO • 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 PIO to establish priorities for resource allocation in the EOC.	
		Keep the PIO 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
		<p>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.</p> <ul style="list-style-type: none"> 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.	
		<p>Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.</p> <p> (FORM USE CURRENT POSITION CHECKLIST)</p> <p> (FORM USE CURRENT EOC-214)</p>	
		Provide all completed documentation to the Documentation Unit	
		<p>Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.</p> <p> (FORM EOC-211, FORM EOC-205A)</p>	
DEMOBILIZATION			

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Deactivate position when authorized by EOC Director/Manager and follow demobilization directions/plan.	
		<ul style="list-style-type: none"> • 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: _____

Forwarding

Phone #: _____

Date: _____

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

PIO

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			
		<ul style="list-style-type: none"> • Obtain briefing from the EOC Director/Manager/PIO • 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 <i>Calnet</i> (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 PIO to establish priorities for resource allocation in the EOC.	
		Keep the PIO 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 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/ PIO 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.	
		<ul style="list-style-type: none"> • 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:

Forwarding

Phone #:

Date:

Time:

_____am / pm

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3.3 Operations Section

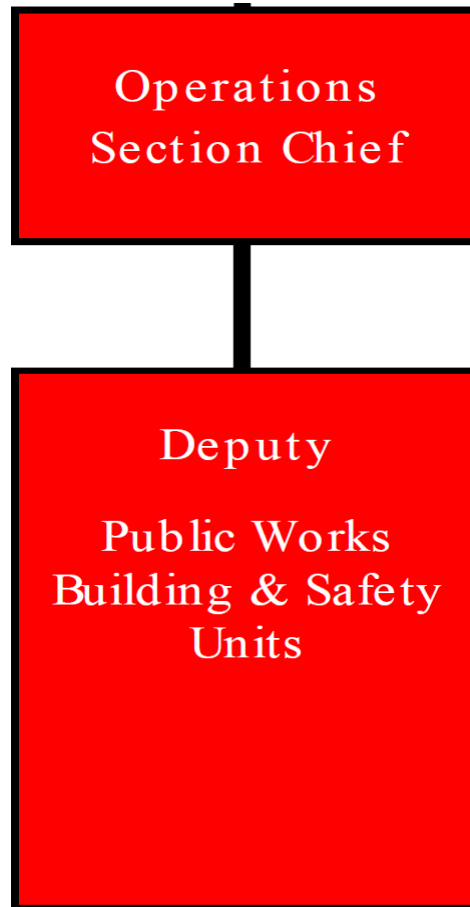


Figure 6: EOC Operations Section

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 <ul style="list-style-type: none"> • Public Works Unit • Building and Safety Unit 		
PLANS		EOC ACTION PLAN SUPPORTS DEVELOPMENT		
FORMS & REPORTS		<table border="0"> <tr> <td data-bbox="524 747 938 1213"> FORMS <ul style="list-style-type: none"> • 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 </td> <td data-bbox="984 747 1406 961"> REPORT <ul style="list-style-type: none"> • ENERGY STATUS • PUBLIC WORKS STATUS • TRANSPORTATION STATUS • UTILITY STATUS • WATER/SANITATION STATUS </td> </tr> </table>	FORMS <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • ENERGY STATUS • PUBLIC WORKS STATUS • TRANSPORTATION STATUS • UTILITY STATUS • WATER/SANITATION STATUS
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TECHNOLOGY		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL) 		
RESOURCES		<ul style="list-style-type: none"> • 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: <input type="checkbox"/> Public Works Unit <input type="checkbox"/> 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.	
		<ul style="list-style-type: none"> • Obtain a current communications status briefing from the PIO. • 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.	
		<p>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.</p> <ul style="list-style-type: none">  (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.	
		<p>Conduct periodic briefings and work to reach consensus among staff on objectives and work assignments for forthcoming operational periods.</p> <ul style="list-style-type: none">  (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.	
		<p>Ensure that the units coordinate all resource needs through the Logistics Section.</p> <ul style="list-style-type: none">  (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.	
		<ul style="list-style-type: none"> • 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:

Forwarding






Phone #: _____



Date:





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 <ul style="list-style-type: none">• POSITION CHECKLIST• EOC-205A COMMUNICATION LIST• EOC-211 CHECK-IN LIST• EOC-214 ACTIVITY LOG REPORT <ul style="list-style-type: none">• PUBLIC WORKS STATUS
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			
		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.	
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.	
		<ul style="list-style-type: none"> • 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:

Forwarding






Phone #: _____



Date:




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 <ul style="list-style-type: none">• POSITION CHECKLIST• EOC-205A COMMUNICATION LIST• EOC-211 CHECK-IN LIST• EOC-214 ACTIVITY LOG
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			
		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: <ul style="list-style-type: none"> 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.	
		<ul style="list-style-type: none"> 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)

NOTES

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Forwarding

Phone #: _____

Date: _____

Time: _____ am / pm

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3.4 Planning & Intelligence Section

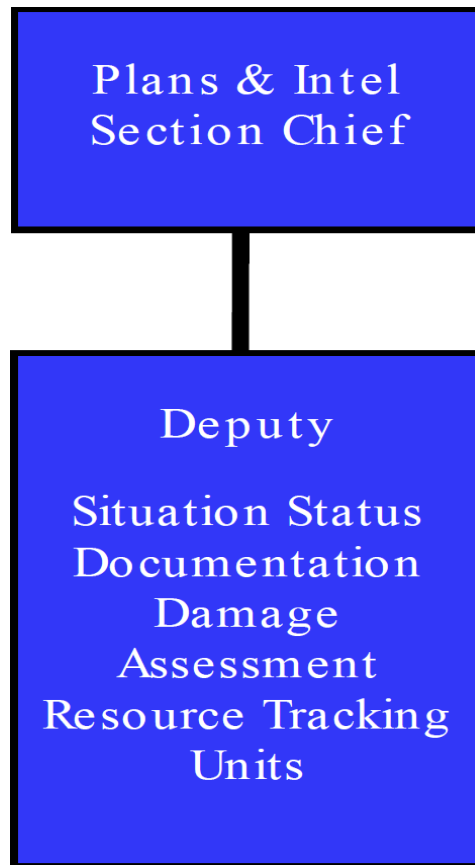


Figure 7: EOC Planning & Intelligence Section

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





<p>POSITION OVERVIEW</p>		<p>Responsible for managing the collection, documentation, evaluation, forecasting, dissemination and use of information about the development of the incident and status of resources</p>
<p>REPORT TO</p>	<p>MANAGEMENT EOC DIRECTOR/MANAGER</p>	
<p>REPORT TO ME</p>	<p>STAFF</p> <ul style="list-style-type: none"> • Situation Status Unit • Documentation Unit • Damage Assessment Unit • Personnel Resource Tracking Unit 	
<p>PLANS & REPORTS</p>		<p>EOC ACTION PLAN OVERSEE DEVELOPMENT ADVANCE PLANS OVERSEE DEVELOPMENT OPERATION SECTION REPORTS OVERSEES COMPLITATION & DISTRIBUTION LOCAL GOVERNMENT AFTER ACTION REPORT SUPPORTS DEVELOPMENT</p>
<p>FORMS</p>		<ul style="list-style-type: none"> • 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
<p>TECHNOLOGY</p>		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
<p>RESOURCES</p>		<ul style="list-style-type: none"> • 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.	
		<p>Ensure that the following responsibilities of the Section are addressed as required:</p> <ul style="list-style-type: none"> • 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: <input type="checkbox"/> Situation Status Unit <input type="checkbox"/> Documentation Unit <input type="checkbox"/> Damage Assessment Unit <input type="checkbox"/> Personnel Resource Tracking Unit	
		Request additional personnel for the section as necessary to maintain a 24-hour operation.	
		<ul style="list-style-type: none"> • Establish contact with the Operational Area EOC when activated. • Coordinate Situation Analysis Reports with their Planning/Intelligence Section. <ul style="list-style-type: none"> ○ (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.	
		<ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> ○ (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
		<p>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.</p> <p> (FORM EOC-209)</p>	
		<p>Ensure that all status boards and other displays are kept current and that posted information is neat and legible.</p>	
		<p>Ensure that the Public Information Unit has immediate and unlimited access to all status reports and displays.</p>	
		<p>Conduct periodic briefings with section staff and work to reach consensus among staff on section objectives for forthcoming operational periods.</p> <p> (FORM EOC-201)</p>	
		<p>Facilitate the EOC Director's/Manager's Action Planning meetings approximately two hours before the end of each operational period.</p> <p> (FORM EOC-230)</p>	
		<p>Ensure that objectives for each section are completed, collected and posted in preparation for the next Action Planning meeting.</p>	
		<p>Ensure that the EOC Action Plan is completed and distributed prior to the start of the next operational period.</p> <p> (FORMS EOC-201, EOC-202, EOC-205A, EOC-207, EOC-208, EOC-215, EOC-230 EOC ACTION PLAN)</p>	
		<p>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.</p>	
		<p>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.</p>	
		<p>Ensure that the Documentation Unit maintains files on all EOC activities and provides reproduction and archiving services for the EOC, as required.</p>	
		<p>Provide technical specialists to all EOC sections as required.</p>	
		<p>Ensure that fiscal and administrative requirements are coordinated through the Finance/ Administration Section.</p>	

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.	
		<ul style="list-style-type: none"> • 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: _____

Forwarding






Phone #: _____



Date: _____





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 <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• PLANNING “P” GUIDE
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			
		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.	
		<ul style="list-style-type: none"> • Ensure there are adequate staff available to collect and analyze incoming information. • Maintain the Situation Analysis Report and facilitate the Action Planning process. <ul style="list-style-type: none"> ○ (FORM EOC-209) ○ (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.	
		<ul style="list-style-type: none"> • Oversee the preparation and distribution of the Situation Report. • Coordinate with the Documentation Unit for manual distribution and reproduction as required. <ul style="list-style-type: none"> ○ (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	
		<ul style="list-style-type: none"> • 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.	
		<ul style="list-style-type: none"> • 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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Forwarding






Phone #: _____



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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		<ul style="list-style-type: none"> • 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		<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			
		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)  (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
		<ul style="list-style-type: none"> • 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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

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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		<ul style="list-style-type: none">• 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		<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			
		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.	
		<ul style="list-style-type: none"> • 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:

Forwarding






Phone #: _____








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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		<ul style="list-style-type: none">• 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		<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			
		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.	
		<ul style="list-style-type: none"> • 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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Date:

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3.5 Logistics Section

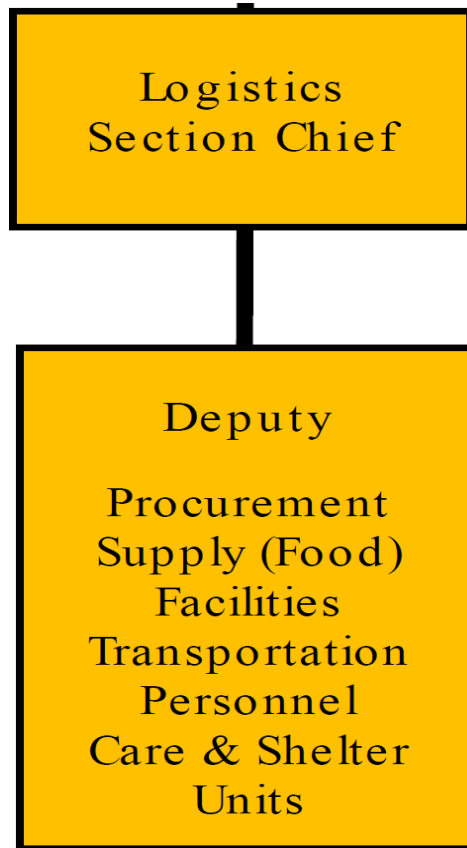


Figure 8: EOC Logistics Section

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 <ul style="list-style-type: none"> • Procurement Unit • Supply Unit • Facilities Unit • Transportation Unit • Personnel Unit • Care and Shelter Unit
PLANS		EOC ACTION PLAN SUPPORT DEVELOPMENT
FORMS		<ul style="list-style-type: none"> • POSITION CHECKLIST • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-213 RESOURCE REQUEST • EOC-214 ACTIVITY LOG
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"> • 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
		<p>Based on the situation, activate units within section as needed and designate Unit Leaders for each element:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Procurement Unit <input type="checkbox"/> Supply Unit <input type="checkbox"/> Facilities Unit <input type="checkbox"/> Transportation Unit <input type="checkbox"/> Personnel Unit <input type="checkbox"/> 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.	
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.	
		<ul style="list-style-type: none"> • 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		<ul style="list-style-type: none">• POSITION CHECKLIST• EOC-205A COMMUNICATION LIST• EOC-211 CHECK-IN LIST• EOC-214 ACTIVITY LOG
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			
		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.	
		<ul style="list-style-type: none"> 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. 	
		<ul style="list-style-type: none"> 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
		<ul style="list-style-type: none"> • 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:

Forwarding






Phone #: _____



Date:




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		<ul style="list-style-type: none">• POSITION CHECKLIST• EOC-205A COMMUNICATION LIST• EOC-211 CHECK-IN LIST• EOC-214 ACTIVITY LOG
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			
		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 materiel 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
		<ul style="list-style-type: none"> • 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.	
		<ul style="list-style-type: none"> • 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:

Forwarding






Phone #: _____



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
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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		<ul style="list-style-type: none">• POSITION CHECKLIST• EOC-205A COMMUNICATION LIST• EOC-211 CHECK-IN LIST• EOC-214 ACTIVITY LOG
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			
		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.	
		<ul style="list-style-type: none"> • 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)

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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 <ul style="list-style-type: none"> • POSITION CHECKLIST • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • RESOURCE TRACKING REPORT <ul style="list-style-type: none"> • TRANSPORTATION STATUS
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			
		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.	
		<ul style="list-style-type: none"> • 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: _____

Date: _____






Forwarding




Phone #: _____


Time: _____ am / pm





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Position Checklist: Personnel Unit

<p>POSITION OVERVIEW</p>		<p>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 Demobilization Plan for local resources and EOC staff.</p>
<p>REPORT TO</p>		<p>LOGISTICS CHIEF</p>
<p>PLANS</p>		<p>EOC ACTION PLAN SUPPORTS DEVELOPMENT</p>
<p>FORMS</p>		<ul style="list-style-type: none"> • 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
<p>TECHNOLOGY</p>		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
<p>RESOURCES</p>		<ul style="list-style-type: none"> • 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.	
		<ul style="list-style-type: none"> • Manage check-in <ul style="list-style-type: none"> ○ (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. <ul style="list-style-type: none"> ○ (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.	
		<ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> ○ (FORM RESOURCE REQUEST) ○ (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
		<p>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.</p> <ul style="list-style-type: none"> • The Demobilization Plan should include: <ul style="list-style-type: none"> ○ Steps and approvals needed to complete the demobilization process. ○ Safety check to avoid exhausted employees driving ○ Completion and submission of all EOC related documentation. 	
		<p>Arrange for childcare services for EOC personnel as required.</p>	
		<p>Establish registration locations with sufficient staff to register volunteers and issue them disaster service worker identification cards.</p> <p> (FORM DSWV REGISTRATION)</p>	
		<p>Keep the Logistics Section Chief informed of significant issues affecting the Personnel Unit.</p>	
SHIFT CHANGE/TRANSFER OF DUTIES			
		<p>Provide turnover briefing to position replacement.</p>	
		<p>Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.</p> <p> (FORM USE CURRENT POSITION CHECKLIST)</p> <p> (FORM USE CURRENT EOC-214)</p>	
		<p>Provide all completed documentation to the Documentation Unit</p>	
		<p>Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.</p> <p> (FORM EOC-211, FORM EOC-205A)</p>	
DEMOBILIZATION			
		<p>Deactivate position when authorized by EOC Director/Manager and follow demobilization directions/plan.</p>	
		<ul style="list-style-type: none"> • 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:

Forwarding






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 <ul style="list-style-type: none">• POSITION CHECKLIST• EOC-205A COMMUNICATION LIST• EOC-211 CHECK-IN LIST• EOC-214 ACTIVITY LOG REPORT <ul style="list-style-type: none">• MASS CARE STATUS
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			
		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.	
		<ul style="list-style-type: none"> • 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			
		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.	
		<ul style="list-style-type: none"> • 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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3.6 Finance/Administration Section

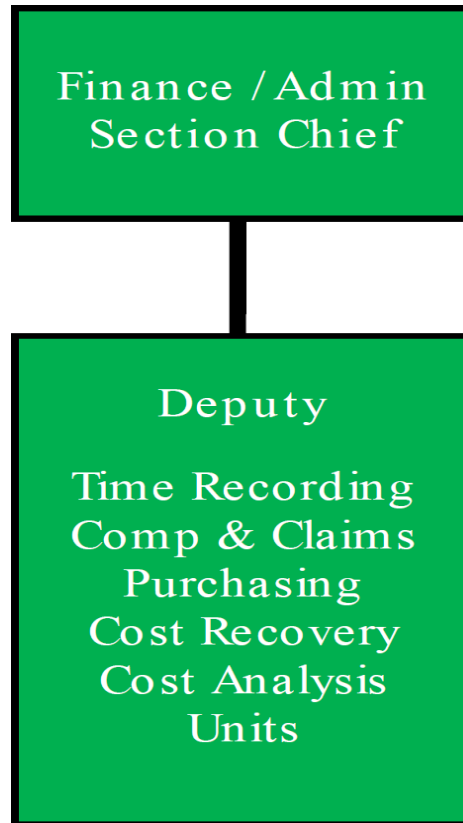


Figure 9: EOC Finance & Administration Section

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 IMPLEMENTATION PER STATE AND FEDERAL COST RECOVERY GUIDELINES
FORMS, GUIDES		FORMS <ul style="list-style-type: none">• POSITION CHECKLIST• EOC-205A COMMUNICATION LIST• EOC-211 CHECK-IN LIST• EOC-214 ACTIVITY LOG GUIDES <ul style="list-style-type: none">• PA DAMAGE CATEGORIES
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			
		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.	
		<ul style="list-style-type: none"> • 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: <input type="checkbox"/> Time Recording Unit <input type="checkbox"/> Cost Analysis Unit <input type="checkbox"/> Compensation & Claims Unit <input type="checkbox"/> Purchasing Unit <input type="checkbox"/> Cost Recovery Unit	
		Ensure that sufficient staff are available for a 24-hour schedule, or as required.	
		<ul style="list-style-type: none"> • 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			
		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.	
		<ul style="list-style-type: none"> • 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)

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Position Checklist: Time Recording Unit

<p>POSITION OVERVIEW</p>		<p>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.</p>
<p>REPORT TO</p>	<p>FINANCE & ADMINISTRATION CHIEF</p>	
<p>PLANS & REPORTS</p>		<p>SUPPORTS ASSESSMENT, TRACKING, AND ORGANIZATION OF THE COST OF IMPLEMENTATION PER STATE AND FEDERAL COST RECOVERY GUIDELINES</p>
<p>FORMS, GUIDES</p>		<p>FORMS</p> <ul style="list-style-type: none"> • POSITION CHECKLIST • RESOURCE TRACKING • EOC-205A COMMUNICATION LIST • EOC-210 RESOURCE STATUS CHANGE • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG <p>GUIDES</p> <ul style="list-style-type: none"> • PA DAMAGE CATEGORIES
<p>TECHNOLOGY</p>		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
<p>RESOURCES</p>		<ul style="list-style-type: none"> • 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)	
		<ul style="list-style-type: none"> • 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. 	
		<ul style="list-style-type: none"> • 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
		<ul style="list-style-type: none"> 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.	
		<ul style="list-style-type: none"> 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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

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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		<p>FORMS</p> <ul style="list-style-type: none"> • 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 <p>GUIDES</p> <ul style="list-style-type: none"> • PA DAMAGE CATEGORIES
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			
		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			
		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			
		<ul style="list-style-type: none"> Deactivate position when authorized by EOC Director/Manager and directed by Section Chief. Follow demobilization directions/plan. 	
		<ul style="list-style-type: none"> 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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

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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 <ul style="list-style-type: none">• POSITION CHECKLIST• EOC-205A COMMUNICATION LIST• EOC-211 CHECK-IN LIST• EOC-214 ACTIVITY LOG GUIDES <ul style="list-style-type: none">• PA DAMAGE CATEGORIES
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			
		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			
		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			
		<ul style="list-style-type: none"> Deactivate position when authorized by EOC Director/Manager and directed by Section Chief. Follow demobilization directions/plan. 	
		<ul style="list-style-type: none"> 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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Name: _____

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
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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 <ul style="list-style-type: none">• POSITION CHECKLIST• EOC-205A COMMUNICATION LIST• EOC-211 CHECK-IN LIST• EOC-214 ACTIVITY LOG GUIDES <ul style="list-style-type: none">• PA DAMAGE CATEGORIES
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			
		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			
		<ul style="list-style-type: none"> Deactivate position when authorized by EOC Director/Manager and directed by Section Chief. Follow demobilization directions/plan. 	
		<ul style="list-style-type: none"> 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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Name: _____

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Time: _____ am / pm

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POSITION CHECKLIST: Cost Analysis Unit

POSITION OVERVIEW		<p>The Cost Analysis Unit is responsible for providing financial impact for the incident to help the planning and recovery efforts. This analysis includes:</p> <ul style="list-style-type: none"> • 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		<p>FORMS</p> <ul style="list-style-type: none"> • POSITION CHECKLIST • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG <p>GUIDES</p> <ul style="list-style-type: none"> • PA DAMAGE CATEGORIES
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			
		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			
		<ul style="list-style-type: none"> Deactivate position when authorized by EOC Director/Manager and directed by Section Chief. Follow demobilization directions/plan. 	
		<ul style="list-style-type: none"> 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)

NOTES

Name: _____

Date: _____

Forwarding

Phone #: _____

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).

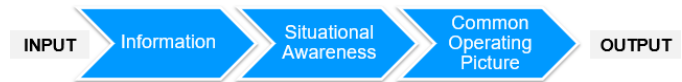
Having a common operating picture enables:

- 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.

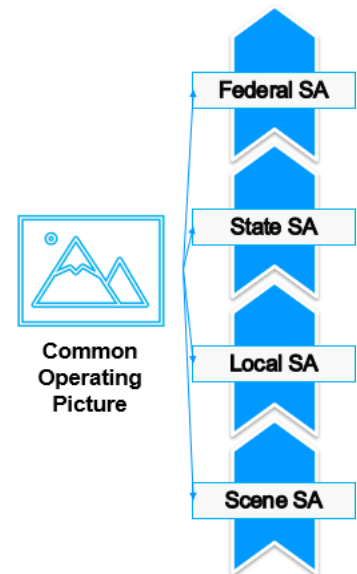


Situational Awareness shared at every SEMS level through a common operating picture helps others achieve overall incident situational awareness as shown in the diagram on the right.

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



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.

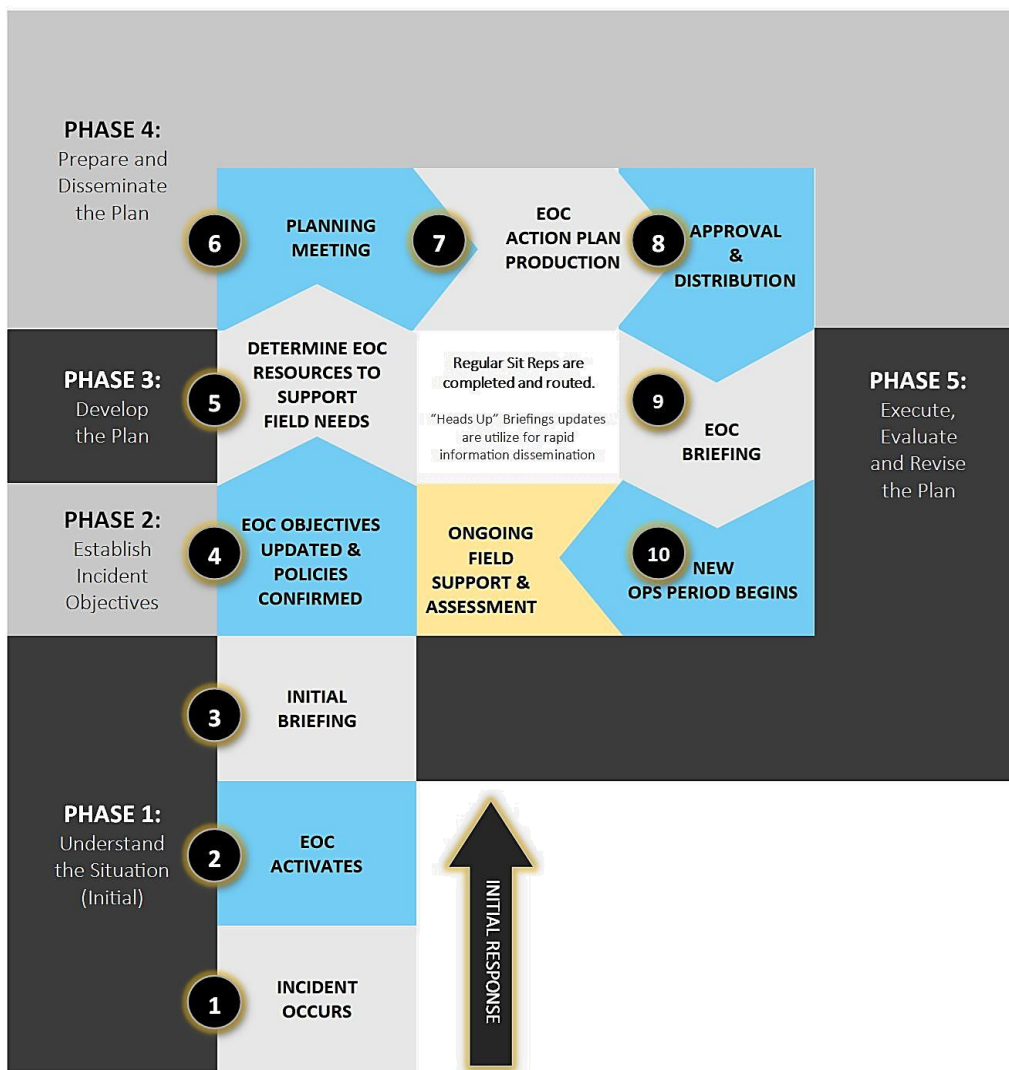


Figure: Planning P

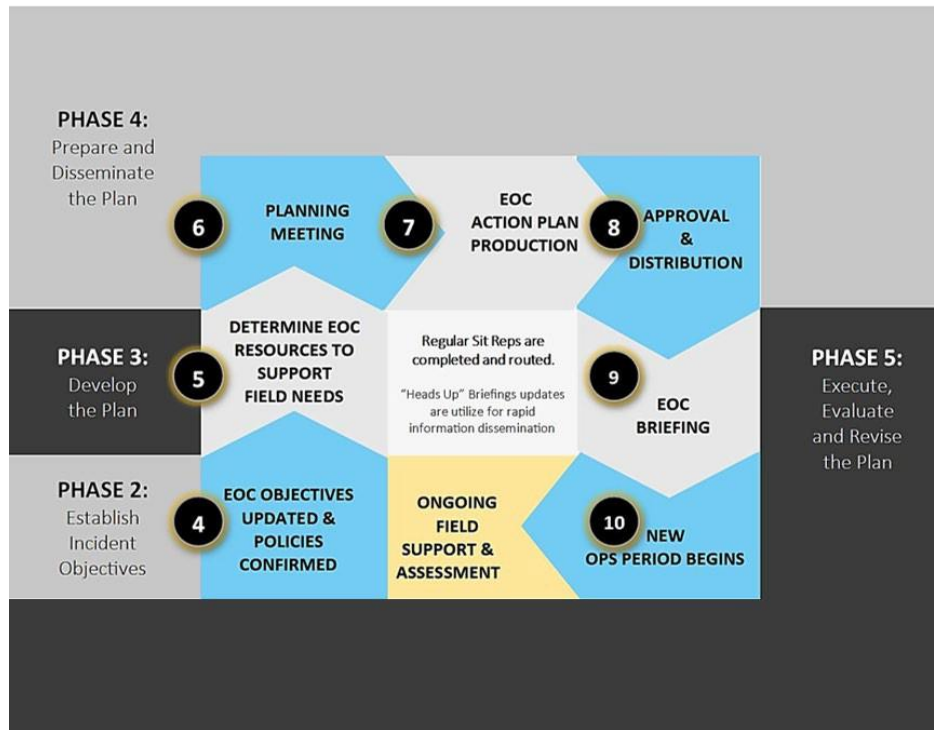
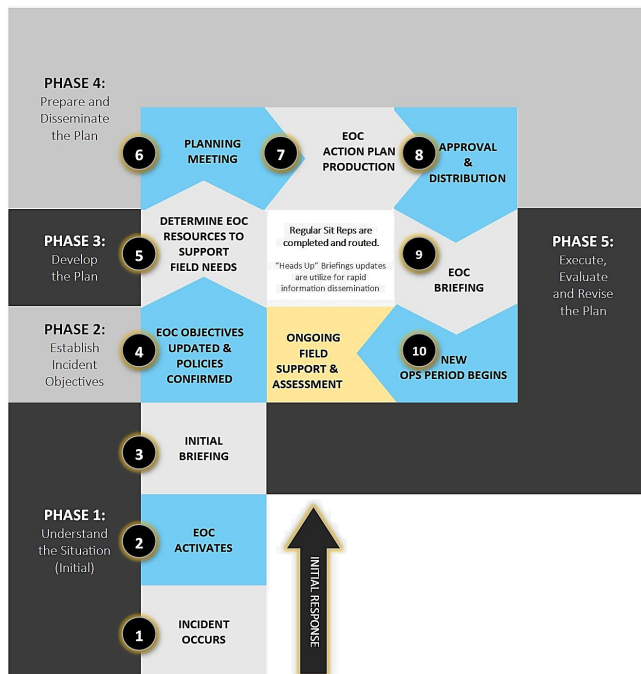


Figure: Ongoing O

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:
 - 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.

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)



CITY of CALABASAS

INCIDENT BRIEFING (EOC-201)

PAGE ____ OF ____

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)

PAGE ____ OF ____

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.)

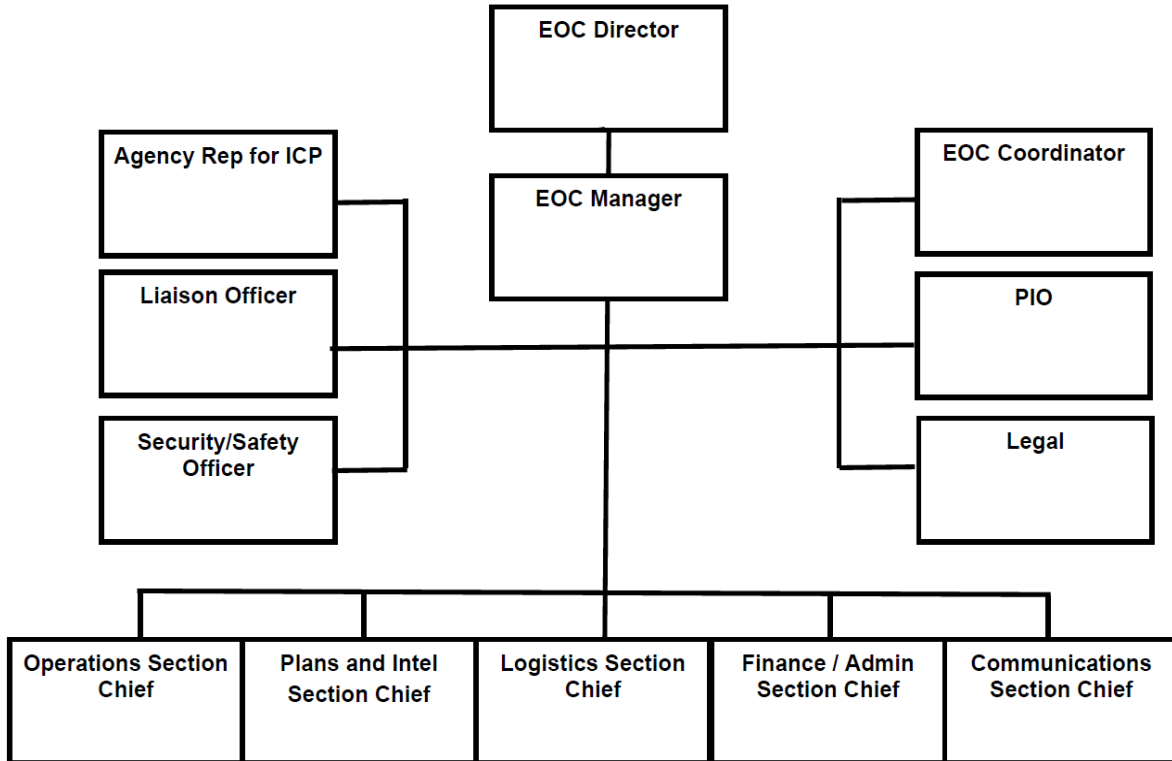
8. Current and Planned Actions:	
Time:	Actions:

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)



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

INCIDENT BRIEFING (EOC-201)

PAGE ___ OF ___

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)
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
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				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	

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



INCIDENT OBJECTIVES (EOC-202)

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



CITY of CALABASAS

COMMUNICATIONS LIST (EOC 205A)

PAGE ___ OF ___

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: _____

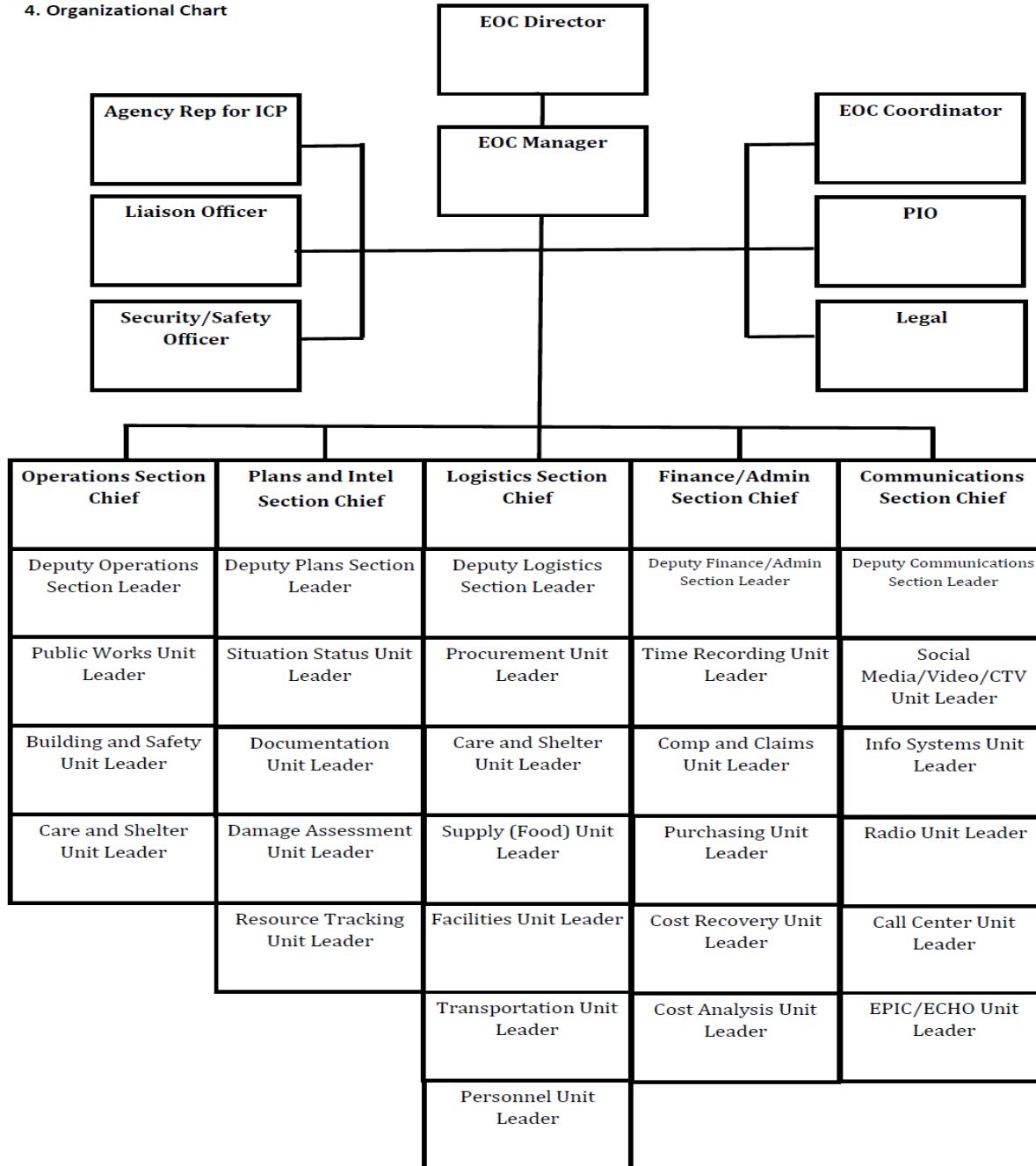
EOC 207: Organization Chart



ORGANIZATION CHART (EOC-207)

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

4. Organizational Chart



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

EOC 208: Safety Message/Plan



SAFETY MESSAGE/PLAN (EOC-208)

PAGE ____ OF ____

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



CITY of CALABASAS

INCIDENT STATUS SUMMARY (EOC-209)

PAGE ____ OF ____

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

4. Report Version (check one box): <input type="checkbox"/> Initial Rpt # <input type="checkbox"/> Update (if used): <input type="checkbox"/> 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)

PAGE ____ OF ____

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: _____



CITY of CALABASAS

INCIDENT CHECK-IN LIST (EOC-211)

PAGE ____ OF ____

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

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

EOC 213: Resource Request



CITY of CALABASAS

RESOURCE REQUEST (EOC 213)

PAGE ____ OF ____

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

6. Requested Delivery/Reporting Location:

7. Suitable Substitutes and/or Suggested Sources:

8. Requested by Name/Position:	9. Priority: <input type="checkbox"/> Urgent <input type="checkbox"/> Routine <input type="checkbox"/> Low
---------------------------------------	---

11. Logistics Order Number:	10. Section Chief Approval:
13. Name of Supplier/POC:	12. Supplier Phone/Fax/Email:

14. Notes:

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

17. Order placed by (check box): <input type="checkbox"/> SPUL <input type="checkbox"/> PROC

18. Reply/Comments from Finance:
19. Finance Section Signature:
20. Date/Time:

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

EOC 215: Resource Planning Worksheet

PAGE _____ OF _____

RESOURCE PLANNING WORKSHEET (EOC-215)



1. Incident Name:													2. Incident Number:			3. Operational Period			4. Reporting																			
																Date To:			Time To:																			
													Date From:			Time From:			Location																			
													Supplies			7. Report To			(Name, Position)																			
													6. Special Equipment & Supplies			8. Reporting Location			9. Requested Arrival Time																			
4. Work Assignment & Special Instructions	5. Resources																																					
	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



CITY of CALABASAS

CLAIMS LOG (EOC 227)

PAGE ____ OF ____

1. Incident Name:		2. Incident Number:			3. Resource Request Number:			4. Operational Period	
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. Claim Form Completed	14. Status

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

EOC 230: Daily Meeting Schedule



CITY of CALABASAS

DAILY MEETING SCHEDULE (EOC-230)

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

PAGE 1 OF 4

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.](#)



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.

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

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

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



MASS CARE STATUS

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.](#)



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

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.



PUBLIC WORKS STATUS

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

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.

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.](#)

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

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



TRANSPORTATION STATUS

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.](#)

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.](#)

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

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



WATER/SANITATION STATUS

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.](#)



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

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)



CITY of CALABASAS

DEMOBILIZATION PLAN

PAGE 1 OF 2

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

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



SAMPLE | PROCLAMATIONS

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**
ATTEST: **Text Here**

CITY COUNCIL
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."



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.



SAMPLE | PROCLAMATIONS

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**
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."



**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**
ATTEST: **Text Here**

CITY COUNCIL
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
ATTEST: Text Here

CITY COUNCIL
City of Calabasas

* 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.



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
ATTEST: Text Here

CITY COUNCIL
City of Calabasas

\

* Use appropriate title, as established by ordinance.



PA DAMAGE CATEGORIES

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 <i>(on public property only)</i>	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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). <p>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</p>
D	Water Control Facilities <i>(only facilities built specifically for flood control)</i>	<ul style="list-style-type: none"> • 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). <p>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.</p>

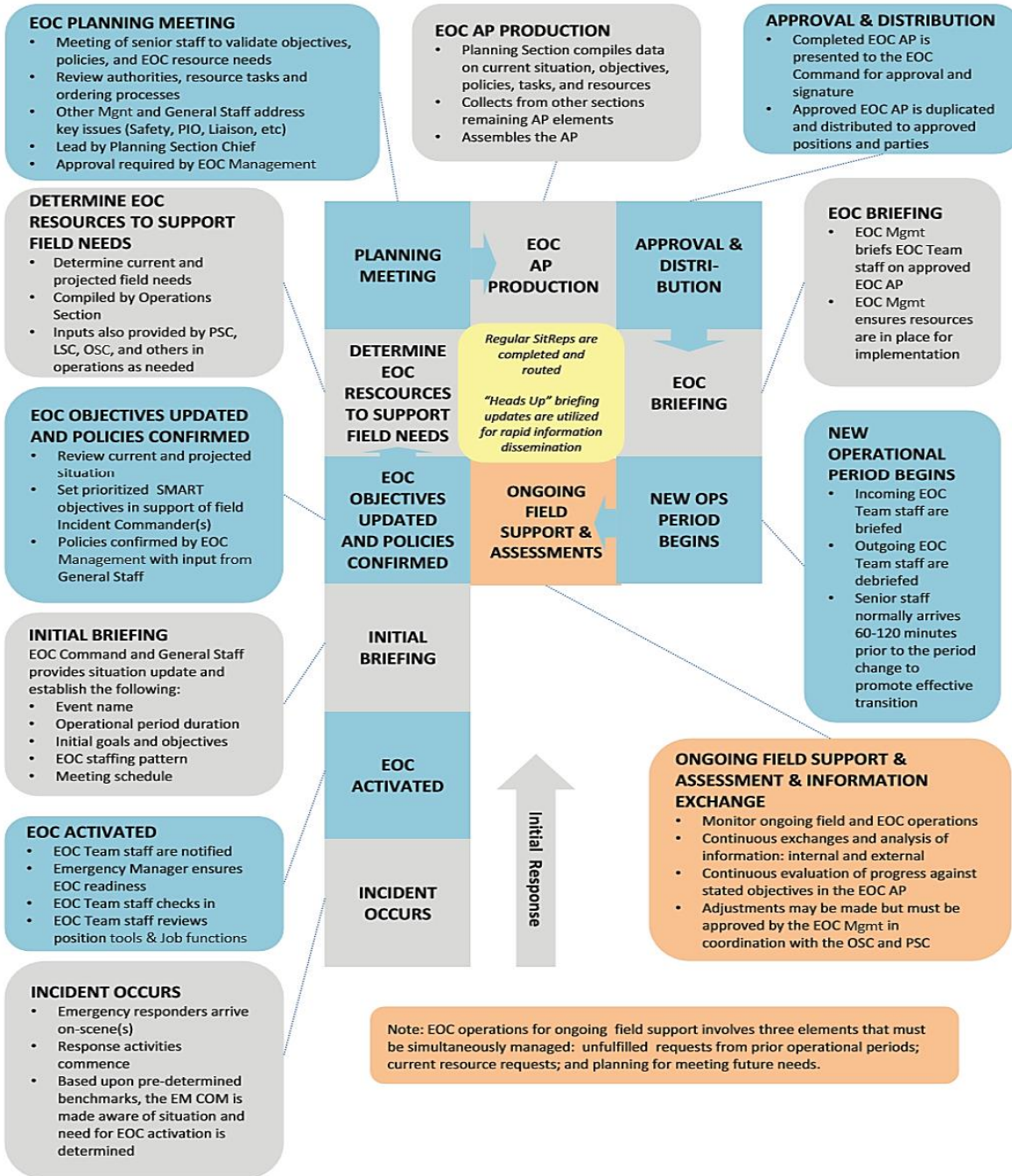


PA DAMAGE CATEGORIES

CAT	NAME	INCLUDES
E	Buildings and Equipment	<ul style="list-style-type: none"> 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). <p><i>Note: Insurance proceeds must be deducted from total damage costs.</i></p>
F	Utility Systems	<ul style="list-style-type: none"> 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). <p><i>Note: Insurance proceeds must be deducted from total damage costs.</i></p>
G	Parks, Recreational and Other	<ul style="list-style-type: none"> 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). <p><i>Note: Insurance proceeds must be deducted from total damage costs.</i></p>



PLANNING “P” GUIDE



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

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

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

PART I - GENERAL INFORMATION

<p>NAME OF AGENCY:</p>	<p>TYPE OF AGENCY:</p> <p> <input type="checkbox"/> City <input type="checkbox"/> State Agency <input type="checkbox"/> Other _____ <input type="checkbox"/> County <input type="checkbox"/> Federal Agency <input type="checkbox"/> Operational Area <input type="checkbox"/> Special District </p>
<p>OES ADMINISTRATIVE REGION:</p> <p> <input type="checkbox"/> Coastal (Walnut Creek Office) <input type="checkbox"/> Inland (Sacramento Office) <input type="checkbox"/> Southern (Los Alamitos Office) </p>	<p>INCIDENT PERIOD OR DATE(S) OF EXERCISE:</p> <p>Began: mm / dd / yyyy Ended: mm / dd / yyyy</p>
<p>INCIDENT, PLANNED EVENT, OR EXERCISE:</p> <p>EXERCISE TYPE: <input type="checkbox"/> INCIDENT</p> <p> <input type="checkbox"/> Table-top <input type="checkbox"/> PLANNED EVENT: <input type="checkbox"/> Functional _____ <input type="checkbox"/> Full-scale (specify) </p>	<p>TYPE OF HAZARD OR EXERCISE SCENARIO:</p> <p> <input type="checkbox"/> Avalanche <input type="checkbox"/> Flood <input type="checkbox"/> Terrorism <input type="checkbox"/> Civil Disorder <input type="checkbox"/> Fire (Structural) <input type="checkbox"/> Tsunami <input type="checkbox"/> Dam Failure <input type="checkbox"/> Fire (Wild) <input type="checkbox"/> Winter Storm <input type="checkbox"/> Drought <input type="checkbox"/> Landslide <input type="checkbox"/> Other <input type="checkbox"/> Earthquake _____ (specify) </p>

PART II SEMS FUNCTIONS EVALUATED

SEMS FUNCTIONS	TOTAL PARTICIPANTS (Each Function)	EVALUATION <small>Circle: (S) or (NI)</small>		CORRECTIVE ACTION REQUIREMENTS: <small>(Check to indicate corrective actions required)</small>				
		S <small>(Satisfactory)</small>	NI <small>(Needs Improvement)</small>	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.

PART III - AFTER ACTION REPORT QUESTIONNAIRE

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

Standardized Emergency Management System
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.