



# VENTURA COUNTY OPERATIONAL AREA EMERGENCY OPERATIONS PLAN 2021



This plan was developed by Terra Firma Enterprises in coordination with the Ventura County Sheriff's Office, Office of Emergency Services to improve emergency preparedness, response and recovery and to satisfy the Standardized Emergency Management System requirements as presented in Title 19 of the California Code of Regulations and the National Incident Management System. It is understood that disaster preparedness is not an exact science, and this Emergency Operations Plan does not guarantee the safety of any individual, structure, asset or organization in a disaster. Terra Firma Enterprises assumes no liability for fatalities, injuries, property damage or financial loss resulting from a disaster.

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### **ACKNOWLEDGMENTS**

This plan was edited by the Ventura County Sheriff's Office of Emergency Services. The following vital documents were used as reference information in compiling this plan:

- FEMA Comprehensive Preparedness Guide (CPG) 101: "Developing and Maintaining Emergency Operations Plans," 2010
- FEMA Comprehensive Preparedness Guide (CPG) 502: "Considerations for Fusion Center and Emergency Operations Center Coordination" - 2010
- Cal OES: "Local Government Emergency Planning Guidance"
- Cal OES: "SEMS Guidelines" - 2009
- CalOES: "California Implementation Guidelines for the National Incident Management System"- April 2006
- Ventura County Emergency Operations Plan – 2016
- Ventura County Multi-Hazard Mitigation Plan - 2015

The recommendations and suggestions included in this plan are intended to improve emergency preparedness, response and recovery and to satisfy the Standardized Emergency Management System requirements as presented in Title 19 of the California Code of Regulations and the National Incident Management System.



## **INTRODUCTION**

### **FOREWORD**

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

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

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

### **ASSUMPTIONS:**

- The County of Ventura is responsible for emergency activities in the unincorporated areas of the County, and operational area emergency management coordination countywide. Thus the County will commit available resources to save lives, minimize injury to persons, minimize damage to property and protect the environment.
- The County of Ventura uses the Incident Command System (ICS), SEMS and NIMS in emergency response operations.
- The Sheriff, as Director of Emergency Services will coordinate the County's disaster response in conformance with the Emergency Services Ordinance.
- The Ventura County Sheriff's Office of Emergency Services is the lead coordinating agency for the Ventura County Operational Area; which includes the County and its political subdivisions (i.e. cities and special districts).
- The resources of the County of Ventura will be made available to cities, local agencies, and citizens to cope with disasters affecting this area.
- The County will commit its resources to a reasonable degree before requesting mutual aid assistance.
- Mutual aid assistance will be requested when disaster relief requirements exceed the combined capacities of the cities and County's ability to meet them.

**EMERGENCY MANAGEMENT GOALS:**

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

**ORGANIZATION OF THE EMERGENCY OPERATIONS PLAN (EOP):**

- **Part One - Basic Plan.** Overall organizational and operational concepts relative to response and recovery, as well as an overview of potential hazards.
- **Part Two - Emergency Response Organization Functions.** Description of the emergency response organization and emergency action checklists and reference material.
- **Appendices** – A restricted-use document - contains the disaster/emergency organization's notification numbers, other essential numbers and secure and sensitive information.
- **Annexes** – Specific Plans that augment the EOP, i.e. Contingency Plan for Heat/Cold Weather Events, Disaster Debris Management Plan, Disaster Recovery Plan, and others. In order to maintain currency, the annexes shall be updated independently of the body of the plan and are considered confidential documents.

**ACTIVATION OF THE EOP:**

- On the order of the Sheriff or their designee as designated by the County of Ventura Ordinance No. 4410 as adopted 2/9/10, provided that the existence or threatened existence of a Local Emergency has been determined in accordance with the ordinance.
- When the Governor has proclaimed a State of Emergency in an area that includes the County of Ventura or cities within its boundaries.
- Automatically on the proclamation of a State of War Emergency as defined in California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code).
- When there has been a Presidential declaration of a National Emergency that includes the County of Ventura or cities within its boundaries.
- Automatically on receipt of an attack warning or the observation of a nuclear detonation.

**APPROVAL AND PROMULGATION:**

This EOP will be reviewed by all departments/agencies assigned a primary function in the Emergency Responsibilities Matrix (in Part 1, Section 4 of this Plan). Upon completion of review and written concurrence by these departments/agencies, the EOP will be submitted to the California Office of Emergency Services (Cal OES) for review and then to Ventura County Emergency Planning Council for review and approval. Upon concurrence by the County Emergency Planning Council, the plan will be presented to the Board of Supervisors for official adoption and promulgation.

**MAINTENANCE OF EOP:**

The EOP will be updated tri-annually to ensure that plan elements are valid and current. Each responsible organization or agency will review and update its portion of the EOP and/or modify its SOP/EOP as required based on identified deficiencies experienced in drills, exercises or actual occurrences. Changes in government structure and emergency response organizations will also be considered in the EOP revisions.

The Assistant Director of Emergency Services is responsible for revising the EOP that will enhance the conduct of response and recovery operations. The Assistant Director will prepare, coordinate, publish and distribute any necessary changes to the plan to all County departments and other agencies as shown on the distribution list on page 6 of this EOP.

The Assistant Director of Emergency Services will also review documents that provide the legal basis for emergency planning to ensure compliance with SEMS/NIMS requirements and modify, as necessary.

DRAFT

Approval Date: \_\_\_\_\_

**LETTER OF PROMULGATION**

TO: OFFICIALS, EMPLOYEES, AND CITIZENS OF THE COUNTY of VENTURA

The preservation of life and property is an inherent responsibility of local, state, and federal government. The County of Ventura has prepared this Emergency Operations Plan (EOP) to ensure the most effective and economical allocation of resources for the maximum benefit and protection of the civilian population in time of emergency.

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

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

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

The Operational Area Emergency Planning Council and the Board of Supervisors gives its full support to this plan and urges all officials, employees, and citizens, individually and collectively, to do their share in the whole community emergency effort in Ventura County.

This EOP will become effective on approval by the County Board of Supervisors.

**RECORD OF REVISIONS**

<b>Change #</b>	<b>Date</b>	<b>Summary of Change</b>	<b>Page Numbers</b>	<b>Entered By</b>

DISTRIBUTION LIST

Departments/Agencies Receiving Copies of the EOP:
California Office of Emergency Services, Southern Region (Digital copy)
Director of Emergency Services- Sheriff
County Fire Chief
Board of Supervisors
Airports
Animal Services
Auditor Controller
Chief Executive Officer
County Clerk
County Counsel
District Attorney
General Services Agency Director
Health Care Agency Director
Human Resources Director
Human Services Agency Director
Information Technology Services Chief Information Officer
Library, County Branch (Cataloged as Reference Volume)
Public Works Agency
Resource Management Agency Director
Sheriff's Office
Superintendent of Schools
American Red Cross, Ventura County Chapter
EOC Staff

**DEPARTMENT/AGENCY CONCURRENCE**

<b>DEPARTMENT</b>	<b>TITLE</b>	<b>CONTACT NAME</b>
Agriculture	Commissioner	Ed Williams
Airports	Director	Kip Turner
Animal Services	Director	Jackie Rose
Assessor	Assessor	Dan Goodwin
Auditor-Controller	Auditor-Controller	Jeff Burgh
Chief Executive Office	County Executive Officer	Michael Powers
District Attorney	District Attorney	Greg Totten
Fire Department	Chief	Mark Lorenzen
General Services Agency	Director	David Sasek
Harbor Department	Director	Mark Sandoval
Health Care Agency	Director	Bill Foley
Human Resources	Assistant CEO, HR Director	Shawn Atin
Human Services Agency	Director	Melissa Livingston
Information Technology Services	Chief Information Officer	Brian Ganley
Medical Examiner	Chief Operating Officer	Renee Higgins, MD
Probation Agency	Director	Mark Varela
Public Works Agency	Director	Jeff Pratt
Resource Management Agency	Director	Kimberly Prillhart
Sheriff's Office	Sheriff	Bill Ayub
Ventura County Library	Director	Nancy Schram

Signatures are on file with County OES.

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**PART ONE – BASIC PLAN**  
**SECTION ONE - OVERVIEW**

**PURPOSE**

The Basic Plan addresses the County's planned response to natural, human caused and technological disasters or emergencies. It provides an overview of operational concepts and identifies components of the County's emergency management organization within the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS) and describes the overall responsibilities of the federal, state and county entities for protecting life, property, the environment and assuring the overall well-being of the population.

**SCOPE**

This Emergency Operations Plan (EOP):

- Describes the organizational structures, roles and responsibilities, policies and protocols for providing emergency support
- Facilitates response and short-term recovery activities
- Is flexible enough for use in all emergencies/disasters
- Describes the purpose, situation and assumptions, concept of operations, organization and assignment of responsibilities, administration and logistics, plan development and maintenance and authorities and references
- Includes pre-incident and post-incident public awareness, education and communications plans and protocols

**CONCEPT OF OPERATIONS**

Operations during peacetime and national security emergencies involve a full spectrum of activities from a minor incident, to a major earthquake, to a nuclear detonation. There are several similarities in operational concepts for peacetime and national security emergencies. Some emergencies will be preceded by a build-up or warning period, providing enough time to warn the population and implement mitigation measures designed to reduce loss of life and property damage. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the emergency operations plan and commitment of resources. All agencies must be prepared to respond promptly and effectively to any foreseeable emergency, including the provision and utilization of mutual aid (see **Part One - Section Six-Mutual Aid**).

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

**Preparedness Phase**

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

education. Those identified in this plan as having either a primary or support mission relative to response and recovery should prepare Standard Operating Procedures (SOPs)/Emergency Operating Procedures (EOPs) and checklists detailing personnel assignments, policies, notification rosters, and resource lists. Personnel should be acquainted with these SOPs/EOPs and checklists through periodic training in the activation and execution procedures.

### **Response Phase**

During this phase, emphasis is placed on saving lives and property, control of the situation and minimizing effects of the disaster/emergency. Immediate response is accomplished within the affected area by local government agencies and segments of the private sector.

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

- The situation can be managed using local resources.
- Evacuations of portions of the County are required due to uncontrollable immediate and ensuing threats.
- Mutual aid from outside the County is required.
- The County is either minimally impacted or not impacted at all and is requested to provide mutual aid to other jurisdictions.

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

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

When local resources are committed to the maximum and additional resources are required, requests for mutual aid will be initiated through the California Office of Emergency Services (Cal OES) and the Emergency Management Mutual Aid system. Fire and law enforcement agencies will request or render mutual aid directly through established channels. Any action which involves financial outlay by the jurisdiction, or a request for military assistance, must be authorized by the Sheriff (or Sheriff's designee). If required, the Cal OES may coordinate the establishment of one or more Disaster Support Areas (DSAs) where resources and supplies can be received, stockpiled, allocated, and dispatched to support operations in the affected area(s).

**Recovery Phase**

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

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

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

**Mitigation Phase<sup>1</sup>**

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

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

**PUBLIC AWARENESS AND EDUCATION**

The public's response to any disaster/emergency is based on an understanding of the nature of the disaster/emergency, the potential hazards, the likely response of emergency services and knowledge of what individuals and groups should do to increase their chances of survival and recovery.

Pre-disaster awareness and education programs must be viewed as equal in importance to all other preparations for emergencies and receive an adequate level of planning. These programs must be coordinated among local, state and federal officials to ensure their contribution to emergency

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

<sup>2</sup> National Incident Management System, U.S. Department of Homeland Security, October 2017, pg.66

preparedness and response operations. Emergency Public Information procedures are addressed in Part Two, Management Section Support Documentation.

### **Americans with Disabilities Act / Disability, Access, and Functional Needs**

Emergency preparedness and response programs must be made accessible to people with disabilities and access and functional needs (DAFN) and is required by the Americans with Disabilities Act of 1990 (ADA). Disabilities would include but not be limited to mobility, vision, hearing, cognitive disorders, mental illnesses and language barriers.

Included in the County's planning efforts for those with disabilities are:

- Notification and warning procedures
- Evacuation considerations
- Emergency transportation issues
- Sheltering requirements
- Accessibility to medications, refrigeration and back-up power
- Accessibility to mobility devices or service animals while in transit or at shelter
- Accessibility to information and translation services

### **ADA / DAFN Concept of Operations**

#### **Pre-Response Actions**

The following is a list of items to be completed by the DAFN Coordinator before an actual disaster occurs. These items represent ongoing roles and responsibilities:

- Develop a general understanding of the Ventura County DAFN populations, their distribution throughout the County and their general needs.
- Work with County PIO to ensure methods used for alert and warning are accessible to persons with hearing, speech and vision disabilities, as well as non-English speaking persons.
- Work with the Transportation Unit Leader to ensure plans are in place with public and private providers of accessible transportation to assist, as needed, with the evacuation of persons with disabilities, access and functional needs, including identification of a mechanism to track equipment when life safety requires separation of the equipment from the owner during evacuation.
- Assist the PIO to develop preparedness and pre-scripted emergency messages and associated communication methods that are appropriate for all elements of the access and functional needs community.
- In conjunction with the Care and Shelter Coordinator and the ARC, review existing potential shelter sites regarding compliance with ADA requirements, (access, signage, etc.).
- Identify shelters that have access to electricity, or emergency generators for people with disabilities who may need such support for battery-powered wheelchairs, respirators, light computers, and other such electronic assistance devices.

- Identify sources for support resources such as durable medical equipment (i.e., wheelchairs, walkers, and canes), personal hygiene supplies, skilled staff (such as translators, persons who can assist with activities of daily living, etc.).
- Ensure policies and procedures have been developed for the assessment of need and approval for replacement of medication and durable medical equipment (including equipment repair).
- Ensure language has been incorporated or changed in policy and procedure revisions that allows for service/companion animals in shelters.

### **Response Actions**

The DAFN Coordinator is the leader for the DAFN in the Care and Shelter Branch of the Operations Section in the County EOC. Since DAFN considerations are included in so many aspects of an emergency response, the DAFN Coordinator will be working in coordination with many of the County EOC representatives. The DAFN Coordinator is responsible for ensuring that DAFN are planned for and have the same services available to them as the rest of the community. Coordination will take place on a variety of levels including, but not limited to:

- **Health Care Agency** - Work to address the needs of DAFN in all aspects of the emergency response.
- **Public Health** - Work to address the needs of DAFN throughout emergency operations, especially those involving public health threats.
- **Public Information Officer** - Work to provide approved messages that are accessible to all sectors within the DAFN population, including the persons that are hearing and sight impaired and those who require messages in a different language.
- **Mass Care and Shelter** - Work to accommodate DAFN in the shelter locations, ensuring that medical and health services are available, including access to medications, medical supplies, counseling, translation services, etc.
- **Behavioral Health** - To identify and address the needs of those with specific mental health issues; by definition, this is a Disabilities, Access and Functional Needs population.
- **Animal Services** - Work to address the needs of service animals that are serving evacuees of the DAFN population. (Service animals are allowed in approved shelters and will be accommodated for through coordination with the Care and Shelter Branch.)
- **Logistics Section - Transportation** - Work to address the access and transportation needs of DAFN, including the use of paratransit companies, vehicles and equipment. The Transportation Coordinator and the DAFN Coordinator will work closely together during evacuation operations.
- **Logistics Section - Supply/Acquisition** - Work to coordinate the procurement and purchasing of DAFN equipment and supplies. A large portion of efforts will be focused around transportation and care and shelter operations.
- **Volunteer/Service Representatives** - Work with volunteer representatives and their respective organizations to address the needs of DAFN.

### **Post-Response Actions**

Post-response actions will include initial damage assessment, continuation of public services for the disabilities, access and functional needs population. Many of the services will need to be provided in the

response phase, as well as the recovery phase. Entities that were needed to provide services to meet the immediate disaster needs will implement their respective continuity plans to continue services following the initial response.

In planning for emergencies, all of these individual differences make it important for every household and each individual to consider what they need in their plans and their supplies:

- Households with children should understand the school's plan where the children will stay safe, if adults in the household need to shelter in other locations, until the immediate hazard is over.
- Individuals who are deaf or hard of hearing should make sure that they can receive emergency alerts and warnings in an accessible form.
- Individuals who require accessible transportation should work with their local paratransit and disability service providers to make an emergency plan.
- People who speak languages other than English may need to identify sources of alerts and warnings and information about community plans in other languages.
- People without vehicles should know local plans for public transportation and may need to make arrangements for transportation from local government, organizations or others.
- Households with infants should plan for food and supplies for infants and nursing mothers.
- People with dietary needs should have adequate emergency food supply to meet their needs.
- People who take medications should maintain an adequate supply and copies of their prescriptions.
- People with service animals should work with local emergency management to ensure that their service dog will be admitted to shelters with them during emergencies (as required by law) and should make sure their emergency kit supplies include food and other items for their service animal.
- People who require power for medical or other assistive devices should consider how they will maintain the use of these devices if there is a loss of power. Keep extra batteries for small devices (hearing aids, cell phones for example) and consider obtaining and learning how to use a generator for home use and carrying a charger when away from home, especially when loss of power may jeopardize health or safety.

To ensure that the County is addressing the needs of the ADA / DAFN communities in this EOP, a DAFN / multicultural planning group was created to gather input from organizations that have direct outreach to DAFN / multicultural population groups. Through the organizations in this planning group, the DAFN / multicultural communities were invited to participate in identifying specific issues to ensure their issues are incorporated and addressed in this plan.

#### **DISASTER ANIMAL CARE CONSIDERATIONS**

The PETS Act (Pets Evacuation and Transportation Standards Act of 2006) directs that state and local emergency preparedness plans to address the needs of people with pets and service animals after a major disaster, including the rescue, care and sheltering of animals. The needs of animals during a disaster have been incorporated into this plan, especially in the areas of transportation and care and shelter activities.

### **TRAINING AND EXERCISES**

The County's Emergency Management Organization conducts regular training and exercising of county staff in the use of this plan and other specific training as required for compliance with both SEMS and NIMS. The VCSOES is responsible for coordinating, scheduling and documenting the training and exercises.

The objective is to train and educate public officials, disaster/emergency response personnel and volunteers. Both training and exercises are important components to prepare personnel for managing disaster operations.

Training includes classroom instruction and drills. All staff who may participate in emergency response in the EOC, in department operating centers (DOCs) or at the field level must receive appropriate SEMS/NIMS/ICS training. Refer to Cal OES's Training Matrix on their website for specific SEMS/NIMS/ICS classes and target audiences.

Regular exercises are necessary to maintain the readiness of operational procedures. Exercises provide personnel with an opportunity to become thoroughly familiar with the procedures, facilities and systems which will be used in a disaster. Annual exercises are required by both SEMS and NIMS.

Sheriff's OES will conduct regular training and exercising of EOC staff in the use of this plan and other specific training as required for compliance with both SEMS and NIMS. Sheriff's OES is responsible for coordinating, scheduling and documenting the training and exercises

The County uses the Homeland Security Exercise Evaluation Program (HSEEP) building block concept in the development of its exercise program. Exercises are planned in a cycle that increases in complexity to train and strengthen EOC personnel to specific target capabilities.

### **ALERTING AND WARNING**

Warning is the process of alerting governmental forces and the general public to the threat of imminent extraordinary danger. Dependent upon the nature of the threat and the population group at risk, warning can originate at any level of government.

Success in saving lives and property depends on the timely dissemination of warning and emergency information to persons in threatened areas. Local government is responsible for warning the populace of the jurisdiction. The County utilizes various modes to alert and warn the community. Special attention is paid to those population groups that may need additional alerting and warning assistance, i.e. persons that are hard of hearing or visually impaired, persons that do not speak English, etc. The various systems are described in the Alert and Warning Annex of this plan **(Annex XX)**.

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**SECTION TWO - STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)****GENERAL**

The Standardized Emergency Management System (SEMS) has been adopted by the County of Ventura for managing response to multi-agency and multi-jurisdiction emergencies and to facilitate communications and coordination between all levels of the system and among all responding agencies. The County of Ventura, Sheriff's Office of Emergency Services has been designated the "lead agency" of the Ventura County Operational Area. California Code of Regulations (CCR), Title 19, Division 2, Chapter 1 establishes the standard response structure and basic protocols to be used in emergency response and recovery.

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

SEMS consists of five levels:

**FIELD RESPONSE LEVEL**

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

**LOCAL GOVERNMENT LEVEL**

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

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

**OPERATIONAL AREA**

Under SEMS, the operational area is defined in the Emergency Services Act as an intermediate level of the state's emergency services organization consisting of a county and all political subdivisions within the county area. Political subdivisions include cities, a city and county, counties, district or other local governmental agency, or public agency as authorized by law. The operational area is responsible for:

- Coordinating information, resources and priorities among local governments within the operational area
- Coordinating information, resources and priorities between the regional level and the local government level
- Using multi-agency or inter-agency coordination to facilitate decisions for overall operational area level emergency response activities.

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

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

The Ventura County EOC will fulfill the role of the Operational Area EOC. Activation of the Operational Area EOC during a State of Emergency or a Local Emergency is required by SEMS regulations under the following conditions:

1. A local government within the operational area activates its EOC and requests activation of the operational area EOC to support their emergency operations
2. Two or more cities within the operational area proclaim a local emergency
3. The county and one or more cities proclaim a local emergency
4. A city, city and county, or county requests a governor's proclamation of a state of emergency, as defined in the Government Code Section 8558(b)
5. A state of emergency is proclaimed by the governor for the county or two or more cities within the operational area
6. The operational area requests resources from outside its boundaries. This does not include resources used in normal day-to-day operations which are obtained through existing mutual aid or auto aid agreements

**REGIONAL**

Because of its size and geography, the state has been divided into six mutual aid regions. The purpose of a mutual aid region is to provide for the more effective application and coordination of mutual aid and other emergency related activities.

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

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

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

**STATE**

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

**FEDERAL****Department of Homeland Security**

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

**Federal Emergency Management Agency**

The Federal Emergency Management Agency (FEMA) serves as the main federal government contact during disasters and national security emergencies. In a disaster, different federal agencies may be involved in the response and recovery operations. Federal disaster assistance is organized under the concept of the Emergency Support Functions (ESFs) as defined in the National Response Plan. All contact with FEMA and other federal agencies must be made through the Operational Area during the response phase. During the recovery phase, there may be direct city contact with FEMA and other federal agencies.

**SEMS REQUIREMENTS FOR LOCAL GOVERNMENTS**

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

1. Use SEMS when:
  - a. A local emergency is declared or proclaimed, or
  - b. The local government EOC is activated
2. Establish coordination and communications with Incident Commanders either:
  - a. Through departmental operating centers (DOCs) to the EOC, when activated, or
  - b. Directly to the EOC, when activated
3. Use existing mutual aid systems for coordinating fire and law enforcement resources.
4. Establish coordination and communications between the County of Ventura's EOC when activated, and any state or local emergency response agency having jurisdiction at an incident within the County's boundaries.
5. Use multi-agency or inter-agency coordination to facilitate decisions for overall local government level disaster/emergency response activities.

The requirement to use SEMS includes:

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

#### **COUNTY OF VENTURA'S RESPONSIBILITIES UNDER SEMS**

The development of SEMS will be a cooperative effort of all departments and agencies within the County of Ventura with an emergency response role. The Ventura County Sheriff's Office of Emergency Services has the lead staff responsibility for SEMS development and planning with responsibilities for:

- Communicating information within the County of Ventura on SEMS requirements and guidelines.
- Coordinating SEMS development among departments and agencies.
- Identification of all departments and agencies involved in field level response.
- Identification of departments and agencies with department operations center (DOCs).
- Coordinating with other local governments, the operational area, and volunteer and private agencies on development of SEMS.
- Incorporating SEMS into the County of Ventura's Emergency Operations Plan and procedures.
- Incorporating SEMS into the County of Ventura's emergency ordinances, agreements, memorandum of understandings, etc. Identification of special districts that operate or provide services within the boundaries of the County of Ventura. The emergency role of these special districts should be determined, and provisions made for coordination during emergencies.
- Identification of local volunteer and private agencies that have an emergency response role. Contacts should be made to develop arrangements for coordination in emergencies.

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

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

The County of Ventura ensures that EOC staff participates regularly in emergency management exercises to improve preparedness, response and recovery activities.

### **SEMS EOC ORGANIZATION**

SEMS regulations require local governments to provide for five functions: management, operations, planning/intelligence, logistics and finance/administration. These functions are the basis for structuring the EOC organization.

- **Management** - Overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.
- **Operations** - Coordinate all jurisdictional operations in support of the emergency response through implementation of the County's EOC Action Plan.
- **Planning/Intelligence** - Collect, evaluate and disseminate information; develop the County of Ventura's EOC Action Plan and After-Action/Corrective Action Report in coordination with other functions; and maintaining documentation.
- **Logistics** - Provide facilities, services, personnel, equipment and materials.
- **Finance/Administration** - Financial activities and other administrative aspects.

The EOC organization may include representatives from state agencies, special districts, volunteer agencies, and private agencies with significant response roles.

### **MAJOR SEMS COMPONENTS**

#### **Organization Flexibility - Modular Organization**

The five essential SEMS functions will be established as “sections” within the EOC, and all other functions will be organized as branches, groups or units within sections. The types of activated functions and their relationship to one another will depend upon the size and nature of the incident. Only those functional elements that are required to meet current objectives will be activated. Those functions which are needed but not staffed will be the responsibility of the next higher element in the organization.

#### **Management of Personnel - Hierarchy of Command and Span-of-Control**

The position title “coordinator” refers to the lead person of each organizational element in the EOC. The term coordinator is used because the role of EOC elements is to coordinate. Each activated function will have a person in charge of it, but a supervisor may oversee more than one functional element. Every individual will have a supervisor and each supervisor will generally be responsible for no more than seven employees, with the ideal span-of-control being three to five persons.

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

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

### **EOC Action Plans**

At local, operational area, regional and state levels, the use of EOC action plans provide designated personnel with knowledge of the objectives to be achieved and the steps required for achievement. Action plans not only provide direction, but they also serve to provide a basis for measuring achievement of objectives and overall system performance. Action planning is an important management tool that involves:

- A process for identifying priorities and objectives for emergency response or recovery efforts
- Documentation of the priorities and objectives, the tasks and personnel assignments associated with meeting them.

The action planning process should involve Management and General Staff along with other EOC elements, special district representatives and other agency representatives, as needed. The Planning/Intelligence Section is responsible for coordinating the development of the action plan and for facilitation of action planning meetings.

Action plans are developed for a specified operational period which may range from a few hours to 24 hours. The operational period is determined by first establishing a set of priority actions that need to be performed. A reasonable time frame is then established for accomplishing those actions. The action plans need not be complex but should be sufficiently detailed to guide EOC elements in implementing the priority actions. Guidelines for developing action plans and example action plan formats are contained in Part Two-Planning/Intelligence Support Documentation - Action Planning.

### **SEMS COORDINATION**

#### **Multi-Agency or Inter-Agency Coordination at the Local Government Level**

Multi-Agency or Inter-Agency Coordination is important for:

- Establishing priorities for response
- Allocating critical resources
- Developing strategies for handling multi-agency response problems
- Sharing information
- Facilitating communications

#### Multi-Agency / Inter-Agency Coordination in the EOC

- Emergency response is coordinated at the EOC through:
  - Representatives from the County of Ventura's departments and agencies
  - Representatives from outside agencies including cities, special districts, volunteer agencies and private organizations
- Coordination with agencies not represented in the EOC may be accomplished through various methods of communications.
- Involvement in the EOC action planning process is essential for effective emergency management.

#### Multi-Agency / Inter-agency Coordination Group (IACG)

- May be established formally
- Should develop consensus on priorities, resource allocation, and response strategies
- May function within the EOC, at another location or through conference calls—but should remain in contact with the EOC. The IACG has separate meeting and communications facilities adjacent to the EOC
- EOC Action Plan should incorporate group priorities and objectives
- Group objectives should be implemented through the EOC
- County of Ventura may participate with other local governments and agencies in a multi-agency coordination group organized by another local government, operational area, or regional level

#### **Coordination with the Field Response Level**

Coordination among SEMS levels is clearly necessary for effective emergency response. In a major emergency, the County of Ventura's EOC may be activated to coordinate the overall response while the Incident Command System is used by field responders. Incident Commanders may report to department operations centers (DOCs) which in turn will coordinate with the EOC. When the EOC is directly overseeing Incident Command teams, the EOC is operating as an Area Command.

#### **Coordination with Ventura County Operational Area Level**

Coordination and communications should be established between activated local government EOC's and the operational area. For the County of Ventura, this channel is through the Operational Area EOC (OA EOC activated) or Sheriff's OES Duty Officer (OA EOC not activated). The communications links are telephone, satellite phone, radio, video conferencing, data (DLAN) and the Ventura County Auxiliary Communications Services (ACS) radio system, runner, etc.

#### **Coordination with Special Districts**

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

Coordination and communications should be established among special districts which are involved in disaster/emergency response, other local governments and the operational area. This may be accomplished in various ways depending on the local situation. Relationships among special districts, cities, county government and the operational area are complicated by overlapping boundaries and by the multiplicity of special districts. Special districts need to work with the local governments in their service areas to determine how best to establish coordination and communications in disasters/emergencies.

Typically, special district boundaries cross municipal boundary lines. A special district may serve several cities and county unincorporated areas. Some special districts serve more than one county. In such a situation, the special district may wish to provide a liaison representative to the Operational Area EOC to facilitate coordination and communication with the various entities it serves.

#### **Coordination with Volunteer and Private Agencies**

The County of Ventura supports and participates in VC-VOAD (Ventura County Volunteers Active in Disaster). VC-VOAD is a collaborative of local non-profit agencies, faith-based organizations, volunteer groups, public institutions, and private entities dedicated to improving outcomes for people affected by disasters/emergencies. The VCOES incorporates a VC-VOAD position in the County EOC which serves as a focal point for coordination of response activities with many non-governmental agencies (NGOs).

Agencies that play key roles in the response should have representatives at the EOC. If an agency supports several functions and has only one representative at the EOC, the agency representative should be located at the liaison area. If an agency is supporting one function only, its representative may be located with that functional element. Some agencies may have several personnel participating in functional elements in the EOC. Agencies that have countywide response roles and cannot respond to numerous city EOCs should be represented at the operational area level.

Ventura County Auxiliary Communications Service personnel will be assigned to agencies as needed.

Coordination with volunteer and private agencies that do not have representatives at the EOC may be accomplished through telecommunications, liaison with community councils that represent several agencies or involvement of agencies in special multi-agency groups on specific issues.



## **SECTION THREE - NATIONAL INCIDENT MANAGEMENT SYSTEM**

### **GENERAL**

In addition to SEMS, the County recognizes and has incorporated the National Incident Management System (NIMS) into the EOP, training and exercises.

### **NIMS COMPONENTS<sup>3</sup>**

#### **Fundamentals and Concepts**

- **Flexibility** - NIMS components are adaptable to any situation, from planned special events to routine local incidents to incidents involving interstate mutual aid or Federal assistance. Some incidents need multiagency, multijurisdictional, and/or multidisciplinary coordination. Flexibility allows NIMS to be scalable and, therefore, applicable for incidents that vary widely in terms of hazard, geography, demographics, climate, cultural, and organizational authorities.
- **Standardization** - Standardization is essential to interoperability among multiple organizations in incident response. NIMS defines standard organizational structures that improve integration and connectivity among jurisdictions and organizations. NIMS defines standard practices that allow incident personnel to work together effectively and foster cohesion among the various organizations involved. NIMS also includes common terminology, which enables effective communication.
- **Unity of Effort** - Unity of effort means coordinating activities among various organizations to achieve common objectives. Unity of effort enables organizations with specific jurisdictional responsibilities to support each other while maintaining their own authorities.

#### **Resource Management**

NIMS resource management guidance enables many organizational elements to collaborate and coordinate to systematically manage resources—personnel, teams, facilities, equipment, and supplies. Most jurisdictions or organizations do not own and maintain all the resources necessary to address all potential threats and hazards. Therefore, effective resource management includes leveraging each jurisdiction's resources, engaging private sector resources, involving volunteer organizations, and encouraging further development of mutual aid agreements.

This component includes three sections:

- **Resource Management Preparedness** - involves identifying and typing resources; qualifying, certifying, and credentialing personnel; planning for resources; and acquiring, storing, and inventorying resources.

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<sup>3</sup> Federal Emergency Management Agency, *National Management System*, Third Edition, 2017.

- **Resource Management During an Incident** - The resource management process during an incident includes standard methods to identify, order, mobilize, and track resources
- **Mutual Aid** - Mutual aid involves sharing resources and services between jurisdictions or organizations. Mutual aid occurs routinely to meet the resource needs identified by the requesting organization.

### **Command and Coordination**

NIMS standard incident command structures are based on the following key organizational systems:

- **The ICS** - ICS is a standardized, on-scene, all-hazard incident management concept. Its organizational structure allows its users to match the complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries.
- **Emergency Operations Centers** - EOCs are locations where staff from multiple agencies typically come together to address imminent threats and hazards and to provide coordinated support to incident command, on-scene personnel, and/or other EOCs. EOCs may be fixed locations, temporary facilities, or virtual structures with staff participating remotely.
- **Multiagency Coordination Group** -MAC Groups, sometimes called policy groups, are part of the off-site incident management structure of NIMS. MAC Groups consist of representatives from stakeholder agencies or organizations. They are established and organized to make cooperative multiagency decisions. MAC Groups act as policy-level bodies during incidents, supporting resource prioritization and allocation, and enabling decision making among elected and appointed officials and those responsible for managing the incident (e.g., the Incident Commander). In some instances, EOC staff also carry out this activity.
- **Joint Information System (JIS)** - JISs consist of the processes, procedures, and tools to enable communication to the public, incident personnel, the media, and other stakeholders.

### **Communications and Information Management**

The Communications and Information Management component describes systems and methods that help to ensure that incident personnel and other decision makers have the means and information they need to make and communicate decisions. The four key principles are: 1) Interoperability; 2) Reliability, Scalability, and Portability; 3) Resilience and Redundancy; and 4) Security.

- **Communications Management** – Includes communications management practices and considerations such as Standardized Communication Types, Policy and Planning, Agreements, Equipment Standards and Training to assist incident personnel from different disciplines, jurisdictions, organizations and agencies communicate with each other effectively during incidents.
- **Incident Information** - During an incident, personnel need timely and accurate information to make decisions. Incident Reports (Situation Reports and Status Reports) enhance situational

awareness and help ensure that personnel have easier access to essential information. Incident Action Plans (IAPs) contain the incident objectives that the Incident Commander or Unified Command establishes and address tactics for the planned operational period, generally 12 to 24 hours. Personnel should collect data in a manner that observes standard data collection techniques and definitions, analyze the data, and share it through the appropriate channels.

- **Communications Standards and Formats** – NIMS requires the use of Common Terminology, Plain Language, Data Interoperability and the incorporation of technology (radio, telephone system, public warning and notification systems, hardware and software, Geographic Information Systems and Social Media) as a mechanism to offer increased situational awareness to jurisdictions involved in the incident and/or the public.

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**SECTION FOUR – COUNTY OF VENTURA EMERGENCY MANAGEMENT ORGANIZATION**

**GENERAL**

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

**CONCEPT OF OPERATIONS**

The EOC is activated for a variety of reasons based upon support requirements of a jurisdiction or organization, the requirements of an emergency management organization to support field operations, the context of the threat, the anticipation of events or in response to an incident. **Table 1** depicts the various EOC activation levels based on the incident size, scope and complexity.

**Table 1 EOC Activation Levels**

Activation Level		Description	Staffing
4	<b>Normal Operations</b>	<ul style="list-style-type: none"> <li>Routine monitoring of situation</li> <li>No event or incident anticipated</li> </ul>	<ul style="list-style-type: none"> <li>Duty Officer only</li> </ul>
3	<b>Enhanced Operations</b>	<ul style="list-style-type: none"> <li>A situation or threat has developed that requires enhanced monitoring and coordination between jurisdictions or agencies</li> </ul>	<ul style="list-style-type: none"> <li>Duty Officer plus a few essential personnel focused on situational awareness</li> </ul>
2	<b>Partial Activation</b>	<ul style="list-style-type: none"> <li>A situation or threat has developed that requires coordination extending beyond the normal workday</li> </ul>	<ul style="list-style-type: none"> <li>EOC is partially staffed; limited or partial liaison support and technical specialist (based upon the needs of the incident)</li> </ul>
1	<b>Full Activation</b>	<ul style="list-style-type: none"> <li>Incident of such magnitude that it requires or may require extensive response and recovery efforts and significant resources</li> <li>A situation or threat has developed that requires 24/7 coordination, monitoring and support</li> </ul>	<ul style="list-style-type: none"> <li>All General Staff positions activated; including applicable liaison positions</li> <li>Operations being conducted on a 24-hour basis</li> </ul>

**EMERGENCY MANAGEMENT ORGANIZATION AND RESPONSIBILITIES**

The Sheriff, who serves as the Director of Emergency Services will direct the County of Ventura’s Emergency Management Organization (including emergency response and recovery). The Director of Emergency Services may appoint an EOC Director, such as the Assistant Director of Emergency Services. The Director of Emergency Services is responsible to the Board of Supervisors and County Emergency Planning Council per Ordinance 4410 of the County of Ventura’s Municipal Code. The Director of Emergency Services is responsible for implementing the County's EOP.

The Director of Emergency Services and EOC Director are supported by the County's Emergency Management Organization and have overall responsibility for:

- Organizing, staffing and operating the County Operational Area Emergency Operations Center (EOC)
- Operating communications and warning systems
- Providing information and guidance to the public
- Maintaining information on the status of resources, services, and operations
- Directing overall operations
- Obtaining support for the County of Ventura and providing support to other jurisdictions as required
- Identifying and analyzing potential hazards and recommending appropriate countermeasures
- Collecting, evaluating and disseminating damage assessment and other essential information
- Providing status and other reports to the Cal OES Regional Emergency Operations Center.

The County of Ventura's Emergency Organization Matrix is contained in **Table 2**.

#### **Ventura County Operational Area (See Figure 1)**

If the Ventura County Operational Area is activated, the Sheriff of Ventura County, designated by County Ordinance, will function as the Operational Area Coordinator and will have the overall responsibility for coordinating and supporting emergency operations within the County. The Operational Area will also be the focal point for information transfer and support requests by cities and special districts within the County. The Operational Area Coordinator and supporting staff will constitute the Operational Area emergency management staff. The Operational Area staff will submit all requests for support that cannot be obtained within the county (other than for Law and Fire Mutual Aid), and other relevant information, to Cal OES Mutual Aid Region I. Fire mutual aid and Law Enforcement mutual aid is coordinated through the designated Regional Fire and Law Enforcement Coordinators.

#### **Reporting to the Ventura County Operational Area**

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

- Activation of the City EOC
- Proclamation of a Local Emergency **(See Annex XX, Local Emergencies and Proclamations)**
- Reconnaissance Reports
- City Status Reports
- Initial Damage Estimates
- Incident Reports

**Mutual Aid Region Emergency Management**

The County of Ventura is within Cal OES Mutual Aid Region 1 for Fire, Cal OES Region 1a for Law and the Medical Examiner and the Cal OES Southern Administrative Region. The primary mission of Southern Region's emergency management organization is to support Operational Area response and recovery operations and to coordinate non-law and non-fire Mutual Aid Regional response and recovery operations through the Regional EOC (REOC).

**State Emergency Management**

The Governor, through Cal OES and its Mutual Aid Regions, will coordinate statewide operations to include the provision of mutual aid and other support to local jurisdictions and the redirection of essential supplies and other resources as required. The Cal OES Director or, assisted by State agency directors and their staffs and identified volunteer agency staff, will constitute the State emergency management staff. The State of California Emergency Organization Chart is contained in **Figure 2**.

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Figure 1 Ventura County Operational Area

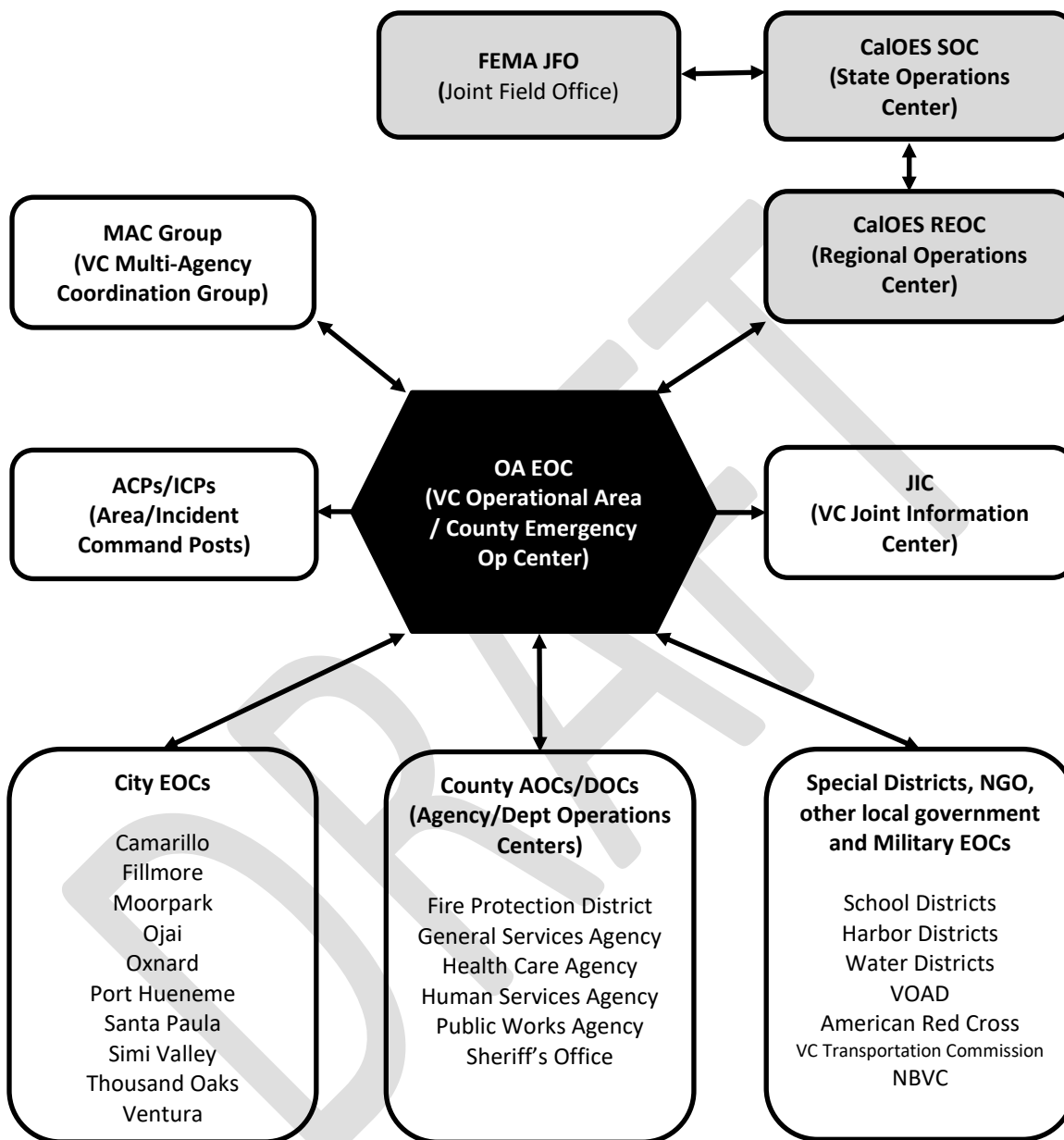
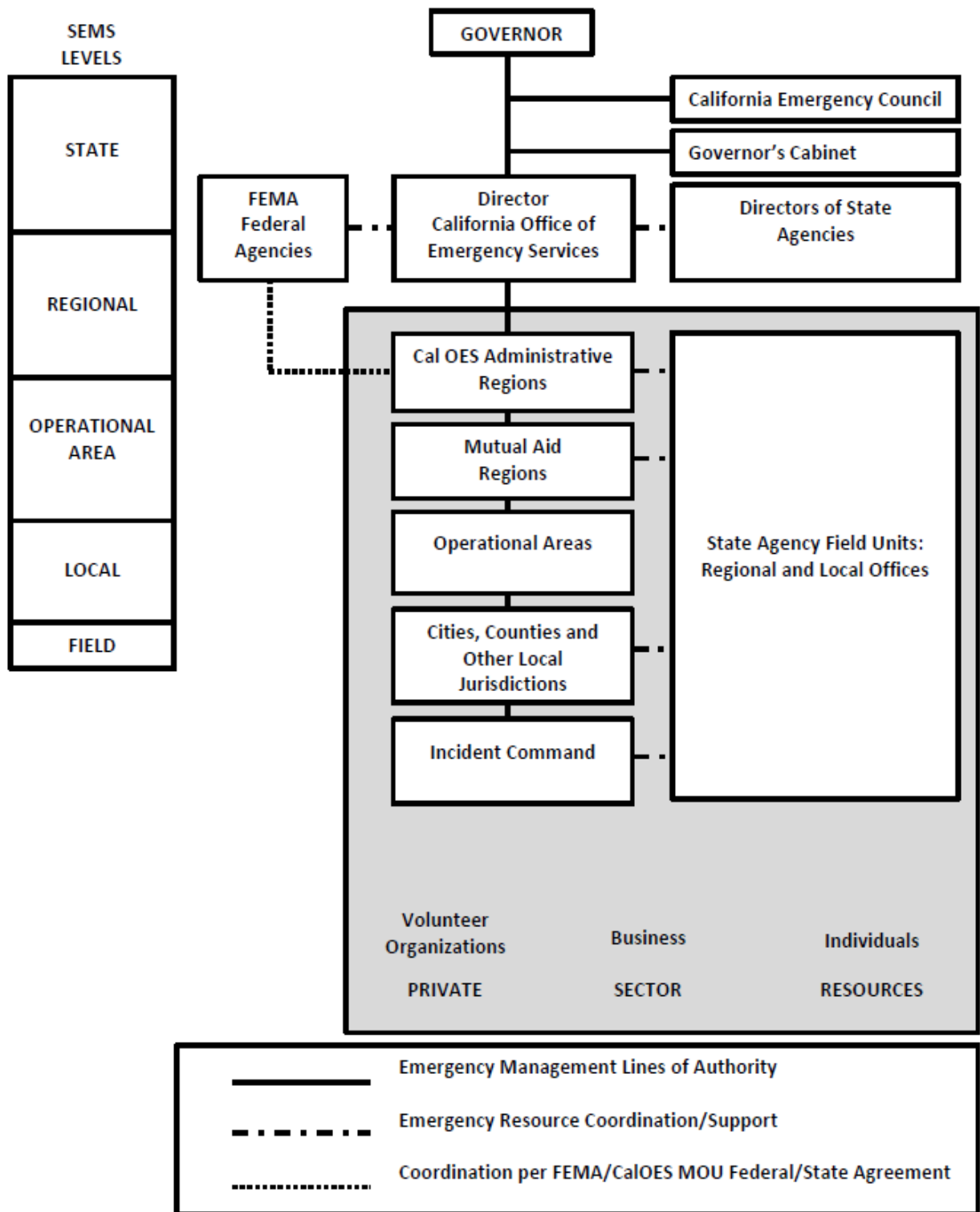




Table 2 County of Ventura’s Emergency Organization Matrix

Ventura County EOC Organization Matrix		Airports	Animal Services	Assessor	Auditor	Brd of Supervisors	CEO	Clerk/Recorder	County Counsel	District Attorney	Fire	General Services	Harbor	Health Care	Human Resources	Human Svcs.	Info. Systems	Medical Examiner	Probation	Public Works	Resource Mgmt.	Sheriff	Utilities	Volunteer Agencies	School Districts	VCTC
<b>MANAGEMENT</b>	Policy					S	P		S														S			
	EOC. Dir.								S														P			
	Liaison Officer						P							S									S			
	P.I.O.						S				S			S									P			
	Legal Advisor								P																	
	EOC Coordinator																							P		
	Safety/Security Officer											S										S	P			
	DAFN Coordinator							S						S		P							S			
<b>OPERATIONS</b>	Ops. Coordinator						S				S			S							S	P	S	S		
	Fire/Haz Mat/Rescue										P										S	S	S			
	Law Enforcement								S								S						P			
	Infrastructure											S		S							P	S		S		
	Care & Shelter		P											S		P								S	S	S
	Med./Pub. Hlth													P		S										
	Medical Examiner													S				P								
	Bldg & Safety																					P				
	Alert & Warning																						P			
<b>PLANNING</b>	Plans/Intel. Coord.						S	S			S	S		S		S					S	P		S		
	Sit/Res Status										S												P			
	Damage Assess			S							S												P			
	Documentation										S													P		
	Advance Planning										S													P		
	Recovery Planning										S													P		
	GIS Mapping										S						S							P		
	Demobilization										S													P		
<b>LOGISTICS</b>	Logistics Coord.						S					P	S			S							S		S	
	Supply/Acquisition											P										P	S			
	Personnel														P										S	
	Facilities/Transp.	S	S									P	S												S	S
	Support Staff - ITS																									
<b>FINANCE</b>	Finance Coord.				P		S					S			S								S		S	
	Cost Recovery		S								S	S	S	S	S	S	S				S	S	P			
	Time Keeping				P							S			S									S	S	
	Cost Analysis				P							S			S									S	S	
<b>RECOVERY</b>						S	P		S			S		S	S	S					S	S	S	S	S	S

Figure 2 California Emergency Organization



**COUNTY OF VENTURA'S EMERGENCY OPERATIONS CENTER (EOC)**

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

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 County of Ventura's EOC:

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

**EOC Location and Description**

The EOC includes work areas for each of the SEMS functions. A primary diesel generator and backup generator provide emergency power. The emergency fuel reserve is enough for at least 72 hours. Resupply of emergency fuel will be obtained through Ventura County General Services/Fleet Services Division. Backup power will provide for lighting panels, selected wall circuits, telephones and radios, data systems and air conditioning. The EOC has the capability to house and feed staff for 72 consecutive hours. On-site services include kitchen, bathrooms, showers, food, and water supply.

Alternate EOCs have been designated and are identified. An alternate EOC will be activated only when the primary EOC is damaged, inaccessible, and/or evacuation of EOC staff members becomes necessary.

When the use of an alternate EOC becomes necessary, those occupying the primary EOC will be asked to relocate to the alternate EOC site. If the primary EOC is unusable before its activation, staff members will be asked to report to the alternate EOC site. The Logistics Section will arrange for relocation of EOC staff

members to the alternate EOC. The EOC Director will transfer direction and control authority from the primary EOC to an alternate EOC when necessary. All Section Coordinators will advise their emergency response field forces of the transition to the alternate EOC.

The operational capabilities of the alternate EOC will be similar to those of the primary EOC.

### **Communications**

The Ventura County Operational Area EOC is equipped with telephone service (from the County, AT&T and Verizon), facsimile machines, OASIS telephone and data lines, VC Alert, Integrated Public Alert and Warning System (IPAWS) – Commercial Mobile Alert System (CMAS), portable cellular service (by both area providers), satellite phone and public service radio systems (remote and local bases). In addition, the EOC is supported by members of the Auxiliary Communication Services.

### **COUNTY OF VENTURA EOC ACTIVATION POLICY**

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

#### **When to Activate:**

- An emergency that has occurred or might occur of such a magnitude that it will require a large commitment of resources from two or more County Departments over an extended period;
- On the order of the Sheriff or designee, when the County or parts of the County have been impacted or threatened by a hazard. A Local Emergency may be proclaimed;
- When the Governor has proclaimed a State of Emergency in an area which includes the County of Ventura;
- Automatically upon the proclamation of a "State of War Emergency" as defined by the California Emergency Services Act **(See Annex XX – County of Ventura Manual for Local Emergencies)**;
- By a Presidential Declaration of a National Emergency;
- Automatically upon receipt of an attack warning or the observation of a nuclear detonation;
- Following a significant earthquake causing damage in Ventura County or neighboring jurisdictions;
- Upon notification of an uncontrolled release or failure of any dam that may impact Ventura County.

#### **Who Can Activate:**

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

- Sheriff (Director of OES) or designee (Assistant Director of OES)
- Board of Supervisors
- Chief Executive Officer
- County Fire Chief

- Director of Public Works
- Health Care Agency – County Health Officer

**How to Activate:**

- Contact the VCOES Emergency Services Duty Officer or Assistant Director of Emergency Services.
- Identify yourself and provide a callback confirmation phone number if requested.
- Briefly describe the disaster/emergency situation causing this request.

**Deactivation**

Section Coordinators and the EOC Director will authorize EOC deactivation by position and function.

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**SECTION FIVE - CONTINUITY OF GOVERNMENT****PURPOSE**

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

**RESPONSIBILITIES**

Government at all levels is responsible for providing continuity of effective leadership, authority and adequate direction of emergency and recovery operations (preparedness, response, recovery, and mitigation). Under California's concept of mutual aid, local officials remain in control of their jurisdiction's emergency operations while other jurisdictions may provide additional resources upon request. A key aspect of this control is to be able to communicate official requests, situation reports, and emergency information during any disaster a community might face.

**PRESERVATION OF LOCAL GOVERNMENT**

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

**LINES OF SUCCESSION FOR OFFICIALS CHARGED WITH DISCHARGING EMERGENCY RESPONSIBILITIES**

The first step in assuring continuity of government is to have personnel who are authorized and prepared to carry out emergency actions for government in the event of a natural, technological, or national security disaster.

Article 15, Section 8638 of the CESA authorizes governing bodies to designate and appoint three standby officers for each member of the governing body and for the chief executive, if not a member of the governing body. Standby officers may be residents or officers of a political subdivision other than that to which they are appointed. Standby officers take the same oath as regular officers and are designated Number 1, 2, or 3.

The Board of Supervisors appoints a successor to the position of Director of Disaster Services. The succession occurs:

- Should the director be unavailable or unable to serve, the positions listed below, in order, shall act as the acting Director of Emergency Services.
- The individual who serves as acting director shall have the authority and powers of the Director and will serve until the Director is again able to serve, or until the Board of Supervisors has appointed a successor.

**First Alternate: Undersheriff**

**Second Alternate: Assistant Sheriff – Support Services**

**Third Alternate: Assistant Sheriff – Operations**

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

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

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

- By the chairman of the board of the county in which the political subdivision is located, or
- By the chairman of the board of any other county within 150 miles (nearest and most populated down to farthest and least populated).
- By the mayor of any city within 150 miles (nearest and most populated down to farthest and least populated).

Article 15, Section 8642 CESA authorizes local governing bodies to convene as soon as possible whenever a State of War Emergency, State of Emergency, or Local Emergency exists, and at a place not necessarily within the political subdivision.

Article 15, Section 8643 CESA describes the duties of a governing body during emergencies as follows:

- Ascertain the damage to the jurisdiction and its personnel and property.
- Reconstitute itself and any subdivisions.
- Perform functions in preserving law and order and furnishing local services.

#### **TEMPORARY COUNTY SEAT**

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

- The Board of Supervisors shall designate alternative County seats that may be located outside County boundaries.
- Real property cannot be purchased for this purpose.
- A resolution designating the alternate County seats must be filed with the Secretary of State.
- Additional sites may be designated after the original site designations if warranted.

In the event the primary location is not usable because of emergency conditions, the temporary seat of County government will be as follows:

**1st Alternate: Camarillo**

**2nd Alternate: Thousand Oaks**



**PRESERVATION OF VITAL RECORDS**

The County of Ventura maintains a Continuity of Operations Plan that is incorporated by reference in this document. In the County of Ventura, the following individuals are responsible for the preservation of vital records:

1. County Clerk and Recorder
2. Assistant County Clerk and Recorder

Vital records are defined as those records that are essential to:

- Protect and preserve the rights and interests of individuals, governments, corporations, and other entities. Examples include vital statistics, land and tax records, license registers, and articles of incorporation.
- Conduct emergency response and recovery operations. Records of this type include utility system maps, locations of emergency supplies and equipment, emergency operations plans and procedures, personnel rosters, etc.
- Reestablish normal governmental functions and protect the rights and interests of government. Constitutions and charters, statutes and ordinances, court records, official proceedings and financial records would be included here.

Record depositories should be located well away from potential danger zones and/or housed in facilities designed to withstand blast, fire, water, and other destructive forces. Such action will ensure that constitutions and charters, statutes and ordinances, court records, official proceedings, and financial records would be available following any disaster/emergency.

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

**LINES OF SUCCESSION FOR DEPARTMENT HEADS**

SERVICE/DEPARTMENT	TITLE/POSITION	
Assessor	1	Assessor
	2	Chief Deputy Assessor
	3	Chief Appraiser
Auditor-Controller	1	Auditor-Controller (AC)
	2	Assistant Auditor-Controller
	3	Chief Deputy AC, Property Tax Division
*Board of Supervisors	1	Chair
	2	Vice Chair
	3	Other Elected Official (TBD)
*County Clerk/Recorder	1	County Clerk/Recorder
	2	Assistant County Clerk/Recorder
	3	Assistant Registrar of Voters
County Executive Office	1	County Executive Officer
	2	Assistant County Executive Officer
	3	Assistant County Executive Officer
*District Attorney	1	District Attorney
	2	Chief Assistant District Attorney
	3	Chief Deputy District Attorney
Fire Department	1	Chief
	2	Deputy Chief
	3	Assistant Chief
General Services Agency	1	Director
	2	Chief Deputy Director
	3	Chief Deputy Director
Health Care Agency	1	Director
	2	Deputy Director
	3	Deputy Director
Human Services Agency	1	Director
	2	Deputy Director - Administration
	3	Deputy Director – Adult Family Services
Information Technology Services	1	Chief Information Officer
	2	Assistant Chief Information Officer
	3	Deputy Chief Information Officer

**VENTURA COUNTY OPERATIONAL AREA EMERGENCY OPERATIONS PLAN - 2021**

SERVICE/DEPARTMENT	TITLE/POSITION	
Medical Examiner	1	Chief Medical Examiner
	2	Assistant Chief Medical Examiner
	3	Chief Operating Officer
Probation Agency	1	Director
	2	Chief Deputy
	3	Chief Deputy
Public Health Services	1	Director
	2	Health Officer
	3	Director of Nursing
Public Works Agency	1	Director Transportation Department
	2	Director Watershed Protection District
	3	Director Engineering Services Department
	4	Director Water and Sanitation Department
	5	Director Central Services Department
Resource Management Agency	1	Director
	2	Deputy Director
	3	
*Sheriff's Office	1	Sheriff
	2	Undersheriff
	3	Assistant Sheriff – Support Services Division
	4	Assistant Sheriff – Operations Division
*Treasurer – Tax Collector	1	Treasurer
	2	Assistant Treasurer
	3	Accounting Manager – Tax Collection
	4	Accounting Manager - Treasury

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## **SECTION SIX - MUTUAL AID**

### **INTRODUCTION**

Mutual aid is designed to ensure that adequate resources, facilities and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation(s). The basis for the system is the California Disaster and Civil Defense Master Mutual Aid Agreement, as provided for in the California Emergency Services Act (**see Part Two Management Support Documentation-Legal Documents**). This Agreement was developed in 1950 and has been adopted by the state, all 58 counties and most incorporated cities in the State of California. The Master Mutual Aid Agreement creates a formal structure wherein each jurisdiction retains control of its own facilities, personnel and resources, but may also receive or render assistance to other jurisdictions within the state. State government is obligated to provide available resources to assist local jurisdictions in emergencies. It is the responsibility of the local jurisdiction to negotiate, coordinate and prepare mutual aid agreements. Mutual aid agreements exist in law enforcement, fire services, building and safety, medical and public works and emergency managers (EMMA). In addition to these Mutual Aid agreements the Governor signed (September 2005) the Emergency Management Assistance Compact (EMAC) which allows the state of California to participate with the other 49 states, the District of Columbia, Puerto Rico, Guam and the U.S. Virgin Islands in a nationwide mutual aid system.

### **MUTUAL AID SYSTEM AND REGIONS**

A statewide mutual aid system, operating within the framework of the Master Mutual Aid Agreement, allows for the progressive mobilization of resources to and from emergency response agencies, local governments, operational areas, regions and state with the intent to provide requesting agencies with adequate resources. The general flow of mutual aid resource requests and resources within mutual aid systems are depicted in the diagram in **Figure 3**.

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

Mutual aid regions are established under the Emergency Services Act. Six mutual aid regions numbered I-VI have been established within California. The County of Ventura is within Region 1 (Region 1A for Law Enforcement). Each mutual aid region consists of designated counties. Region 1 and 1A is in the Cal OES Southern Administrative Region (**Figure 5**).

### **MUTUAL AID COORDINATORS**

To facilitate mutual aid, discipline-specific mutual aid systems work through designated mutual aid coordinators at the operational area, regional and state levels. The basic role of a mutual aid coordinator is to receive mutual aid requests, coordinate the provision of resources from within the coordinator's geographic area of responsibility and pass on unfilled requests to the next level. Mutual aid coordinators may function from an EOC, their normal departmental location or other locations depending on the circumstances.

Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are handled through the emergency services mutual aid system by emergency management staff at the local government, operational area, regional and state levels. The flow of resource requests and information among mutual aid coordinators is illustrated in **Figure 4**.

### **VOLUNTEER AND PRIVATE AGENCIES**

Volunteer agencies and private agencies may participate in the mutual aid system along with governmental agencies. Some volunteer agencies such as the American Red Cross, Salvation Army, Auxiliary Communication Services, Community Emergency Response Teams, Volunteer Organizations Active in Disasters (VOAD), faith-based organizations and others are an essential element of the statewide emergency response to meet the needs of disaster victims. Volunteer agencies mobilize volunteers and other resources through their own systems. They also may identify resource needs that are not met within their own systems that would be requested through the mutual aid system. Volunteer agencies with extensive involvement in the emergency response should be represented in EOCs. The Ventura County Operational Area EOC has designated a **Volunteer Liaison** position within the EOC. Some private agencies have established mutual aid arrangements to assist other private agencies within their functional area. For example, electric and gas utilities have mutual aid agreements within their industry and established procedures for coordinating with governmental EOCs. In some functional areas, services are provided by a mix of special district, municipal and private agencies. Mutual aid arrangements may include both governmental and private agencies.

The Ventura County Operational Area EOC has identified a Business Advisory Group to enhance coordination and information exchange between government and private agencies.

### **POLICIES AND PROCEDURES**

- Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement.
- During a proclaimed emergency, inter-jurisdictional mutual aid will be coordinated at the county, operational area or mutual aid regional level.
- Because different radio frequencies are in use among most agencies, local agencies should provide incoming mutual aid forces with portable radios having local frequencies. Ventura County has established a disaster radio frequency plan following the precepts of ICS/SEMS. Portable radios or re-programming will be made available to incoming mutual-aid resources.
- The County of Ventura will make non-law and non-fire mutual aid requests via the Southern Region Emergency Operations Center. Requests should specify, at a minimum:
  - Incident name
  - Order and/or request number
  - Date and time of order
  - Quantity, kind and type of resources needed (include special support needs as appropriate)
  - Reporting location and contact (specific)
  - Requested time of delivery (specific, not simply ASAP)

- Communications systems to be used
- Person/title placing request
- Callback phone number for clarification or additional information
- For State and Federal agencies, a way to reference the originating office's order number

The cities within Ventura County will make non-law and non-fire mutual aid requests via the Ventura County Operational Area via the Ventura County Sheriff's Office of Emergency Services.

#### **COUNTY OF VENTURA MUTUAL AID AGREEMENTS**

- California Water/Wastewater Agency Response Network (CalWARN), March 2009.
- State of California, Master Mutual Aid March 11, 1958
- State of California, Emergency Managers October 12, 1993
- Ventura County/Cities, Emergency Building & Safety Services July 11, 1995
- Ventura County/Cities, Public Works July 11, 1995
- Ventura County/Cities, Ventura County Automatic Aid Agreement 1996

Figure 3 Mutual Aid System Flow Chart\*

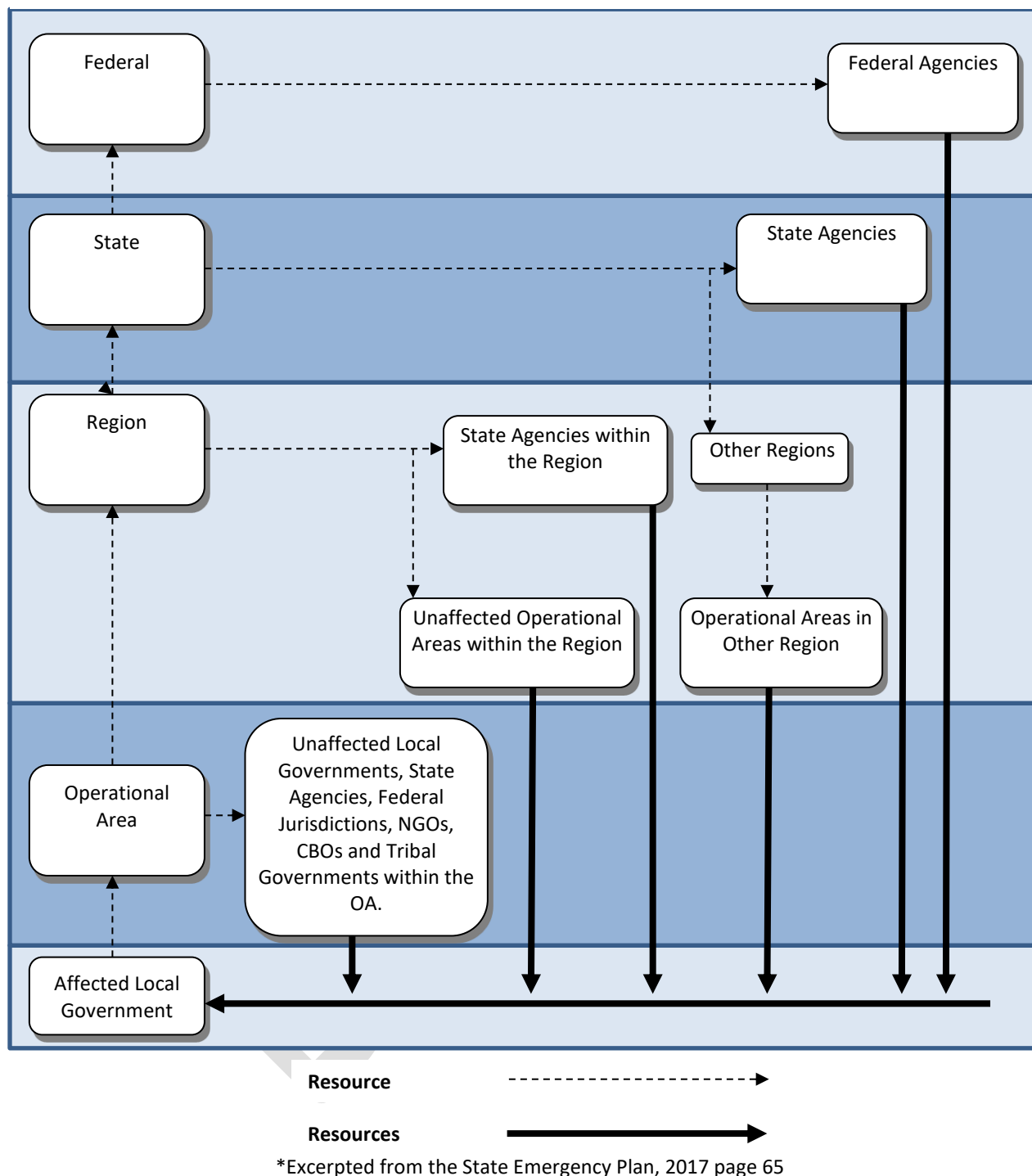
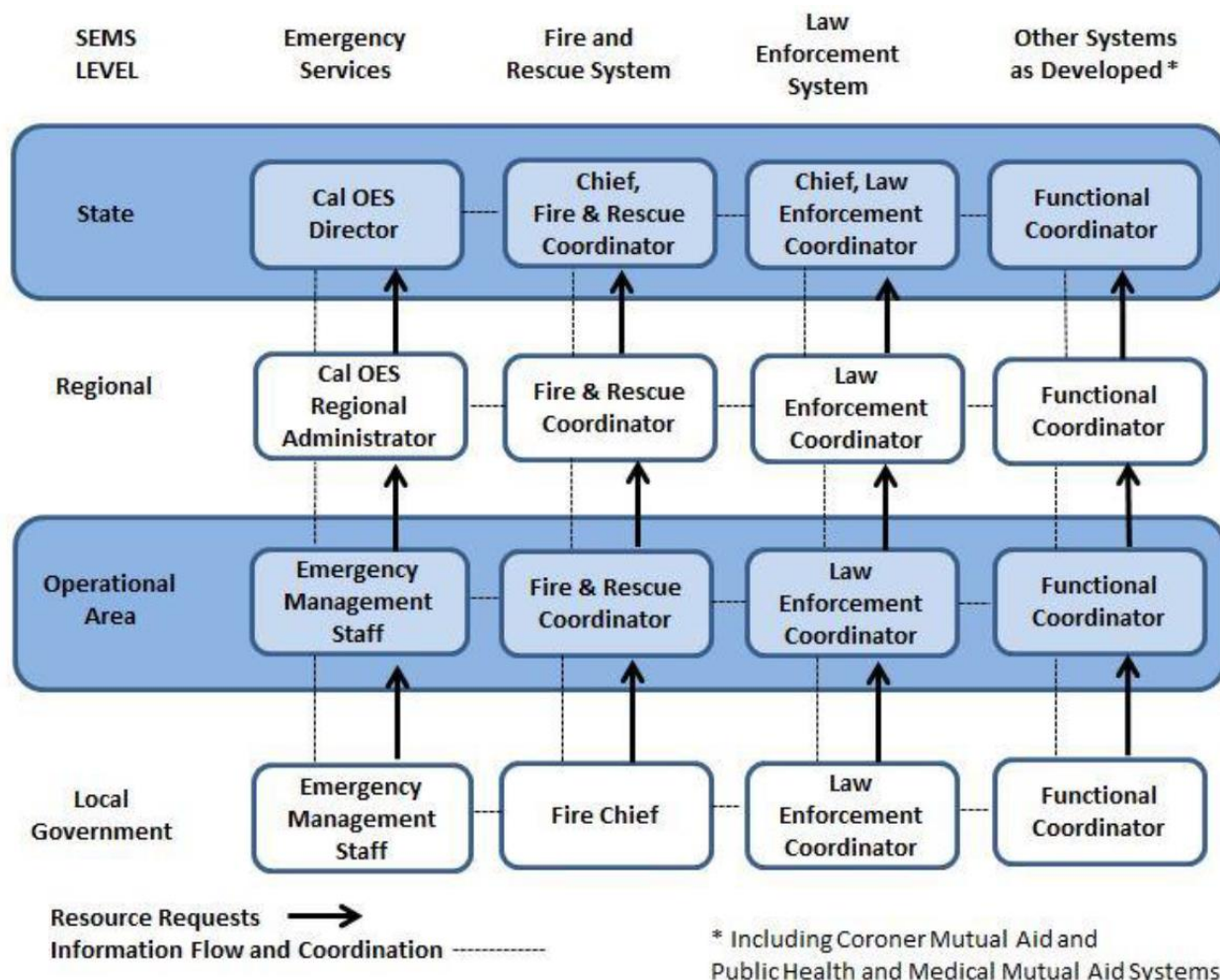


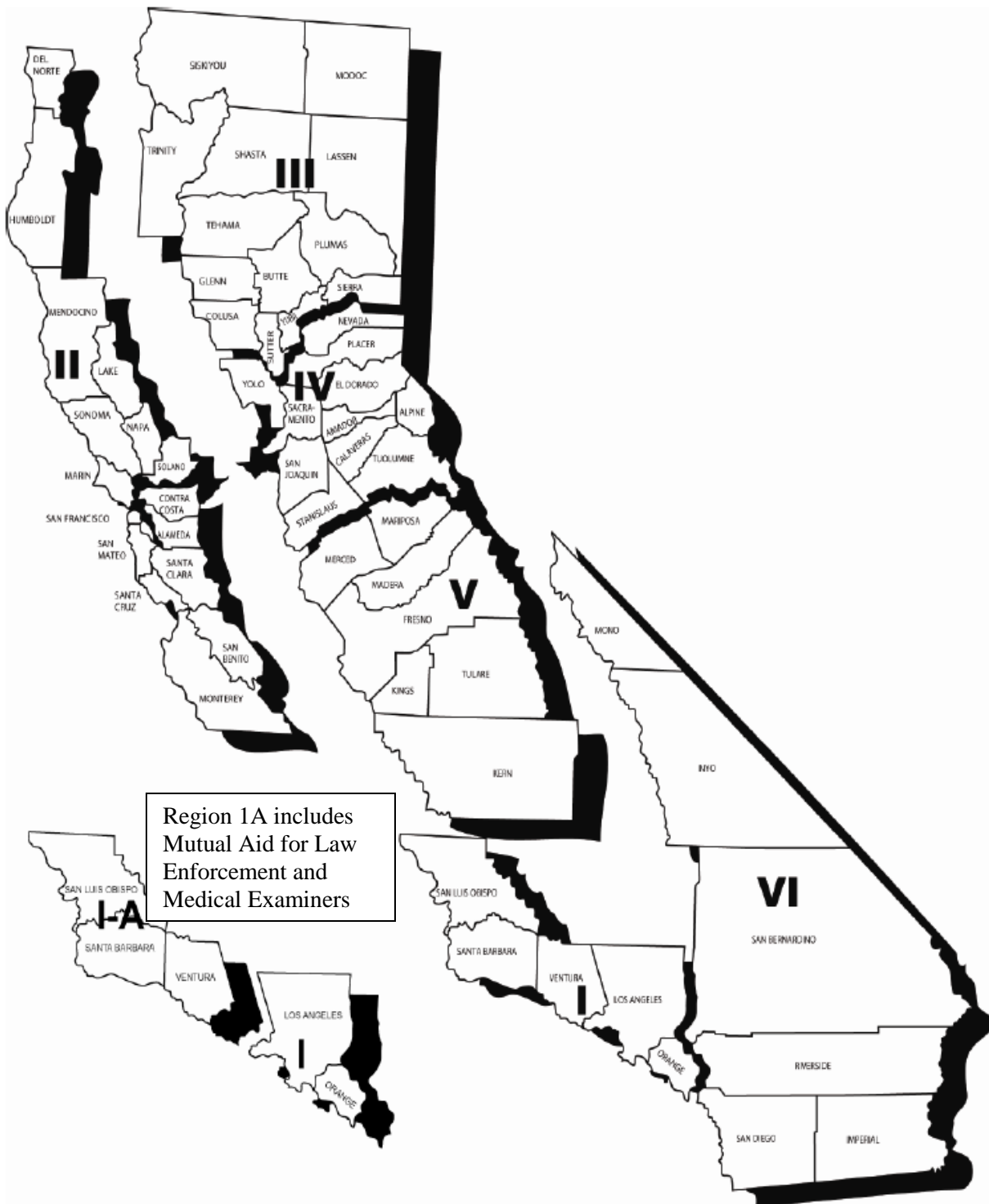


Figure 4 Discipline-Specific Mutual Aid Systems\*



\*Excerpted from the State Emergency Plan, 2017 page 64

Figure 5 State Mutual Aid Region Map\*



\*Excerpted from State of California Emergency Plan, 2017, page 60

## **SECTION SEVEN - AUTHORITIES AND REFERENCES**

### **GENERAL**

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

**The Standardized Emergency Management System (SEMS) Regulations** (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations), hereafter referred to as SEMS, establishes SEMS which incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement and existing mutual aid systems, the Operational Area concept and multi-agency or inter-agency coordination.

**The California Emergency Plan**, which is promulgated by the Governor, is published in accordance with the Act and provides overall statewide authorities and responsibilities and describes the functions and operations of government at all levels during emergencies or disasters. Section 8568 of the Act states, in part, that "the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof". Local emergency plans are, therefore, considered to be extensions of the California Emergency Plan.

**The National Incident Management System**, hereafter referred to as NIMS, was mandated by Homeland Security Presidential Directive (HSPD) - 5 and is based on the Incident Command System and the multi-agency coordination system.

**The National Response Framework** is a guide as to how the nation conducts all-hazards incident response. It is built upon flexible, scalable and adaptable coordinating structures to align key roles and responsibilities across the nation, linking all levels of government and private sector businesses and nongovernmental organizations.

The federal government does not assume command for local emergency management but rather provides support to local agencies. This Framework is based on the premise that incidents are typically managed at the lowest possible geographic, organizational and jurisdictional level.

### **AUTHORITIES**

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

#### **Federal**

- Americans with Disabilities Act of 1990 (ADA)
- ADA Amendments Act (ADAAA)
- Communications Act of 1934, as amended

- Executive Order 13347 – Individuals with Disabilities in Emergency Preparedness
- Emergency Management Assistance Compact (EMAC), 2005
- Emergency Planning and Community Right-To-Know Act of 1986, also known as the Superfund Amendments and Reauthorization Act of 1986, Title III (42 U.S.C. §§ 11001-11050)
- Federal Civil Defense Act of 1950, Public Law 920, as amended
- Federal Communications Commission – Emergency Alert System Rules
- Homeland Security Act, Public Law 107-296, as amended (6 U.S.C. §101-557)
- Homeland Security Presidential Directive #5, February 28, 2003
- Homeland Security Presidential Directive #8, December 17, 2005
- Post-Katrina Emergency Management Reform Act of 2006, Public Law 109-295
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, Public Law 93-288, as amended
- Sandy Recovery Improvement Act of 2013
- Section 508 of the Rehabilitation Act of 1973
- Volunteer Protection Act of 1997, Public Law 105-19 (42 U.S.C. §§ 14501-14505)

**State**

- California Emergency Services Act, Ch. 7 of Div. 1 of Title 2 of the Government Code
- California Disaster Assistance Act (CDAA), Title 19, Chapter 6 of the California Code of Regulations
- California Health and Safety Code, Division 20, Chapter 6.5, Sections 25115 and 25117, Chapter 6.95, Sections 2550 et seq., Chapter 7, Sections 25600 through 25610, dealing with hazardous materials
- California Government Codes, §§11135, 8588.15 and 8608
- California Health and Safety Codes, §§101025 and 34070-34082
- California Education Code, §32282
- California Code of Regulations, Title 19 (Public Safety), Division 2 (CAL OES) Emergency and Major Disasters, Subchapter 3, Disaster Services Worker Volunteer Program
- California Code of Regulations, Title 22, §72551 and §87223
- California Code of Regulations, Title 24, Accessibility Regulations
- Standardized Emergency Management System (SEMS) Regulations, Chapter 1 of Division 2 of Title 19 of the California Code of Regulations and Government Code Section 8607(a)
- California Master Mutual Aid Agreement
- Executive Order S-2-05, National Incident Management System Integration into the State of California
- “Good Samaritan” Liability
- Orders and Regulations Promulgated by the Governor to Take Effect upon the Existence of a State of War Emergency
- Orders and Regulations which may be Selectively Promulgated by the Governor during a State of Emergency

**County**

- County of Ventura Resolution No. 236 adopting the Master Mutual Aid Agreement, dated March 11, 1958 (Located in Sheriff's OES)
- County of Ventura Resolution No. 239 establishing policy for emergency actions by Public Works forces, dated January 21, 1969 (Located in Public Works)
- County of Ventura Sandbag Policy, adopted by the Board of Supervisors on February 10, 1981 (Located in Public Works)
- Ventura County Operational Area Law Enforcement Agencies' Mutual Aid Agreement, August 20, 2014
- **Ventura County Operational Area Organization Agreement adopted November 21, 1995. (Located in Sheriff's OES)**
- Resolution Adopting the National Incident Management System, R-06, October 4, 2005.
- Ventura County Ordinance No. 4410 pertaining to public emergency adopted February 9, 2009 (Located in Sheriff's OES and Clerk of the Board)
- Ventura County/Cities Mutual Aid Agreement for Emergency Building and Safety Services adopted July 11, 1995

**REFERENCES****Federal**

- Americans with Disabilities Act Accessibility Guidelines (ADAAG)
- Hazardous Materials Emergency Planning Guide, NRT-1 and Plan Review Guide, NRT-1A: (Environmental Protection Agency's National Response Team)
- National Fire Protection Association (NFPA) Standard 1600
- National Incident Management System (NIMS): U.S. Department of Homeland Security
- National Response Framework: U.S. Department of Homeland Security, 2016
- National Disaster Recovery Framework: U.S. Department of Homeland Security, 2016
- Pre-Disaster Recovery Planning Guide for Local Governments: U.S. Department of Homeland Security, 2017
- NIMS Emergency Operations Plan (EOP) Compliance Checklist
- U.S. Dept. of Homeland Security: Local and Tribal NIMS Integration

**State**

- California Emergency Plan, 2017
- California (CAL OES) Emergency Planning Guidance for Local Government and Crosswalk (Checklist for Reviewing Emergency Plans)
- California Fire and Rescue Operations Plan
- California Hazardous Materials Incident Contingency Plan
- Standardized Emergency Management System (SEMS) Guidelines
- California (CAL OES) Implementation Guidelines for the National Incident Management System (NIMS)
- California Law Enforcement Mutual Aid Plan

**Local**

- Ventura County Emergency Proclamation Guide, 2017
- Ventura County EOC Credentialing Program, 2017
- Ventura County Operational Area Alert and Warning Annex, 2020
- Ventura County Operational Area Contingency Plan for Heat/Cold Weather Events, 2020
- Ventura County Operational Area Disabilities and Access and Functional Needs Annex, 2015
- Ventura County Operational Area Disaster Damage Assessment Plan, 2014
- Ventura County Operational Area Disaster Debris Management Plan, 2009
- Ventura County Operational Area Disaster Recovery Plan, 2019
- Ventura County Operational Area Mass Casualty Plan, 2016
- Ventura County Operational Area Mass Fatality Plan, pending
- Ventura County Pandemic Influenza Response Plan, 2020
- Ventura County Public Health Emergency Response Plan (ERP), 2019
- Ventura County Public Information Annex Plan, 2017
- Ventura County Operational Area Geological Emergency Response Guides, 2015
- Ventura County Dam Failure Response Plan
- Ventura County Hazard Materials Area Plan, 2014
- Ventura County Tsunami Operational Response Guide, 2017
- Ventura County Animal Regulation Department Emergency Operations Plan, 2019
- Ventura County Multi-Hazard Mitigation Plan, 2015
- Ventura County Emergency Operations Plan, 2017

**SECTION EIGHT –HAZARD SUMMARY FOR COUNTY OF VENTURA**

**COUNTY OVERVIEW**

This section of the Basic Plan (Part One) provides a summary of threats based on the Ventura County Multi-Hazard Mitigation Plan (2015) and the County’s General Plan (Safety Element). The purpose is to describe the area at risk and the anticipated nature of the situation, which could result should the event threaten or occur.

The County of Ventura is located on the coast, northwest of Los Angeles, and southeast of Santa Barbara. The County covers 1873 square miles (on the mainland), of which 178 square miles are in the jurisdictions of 10 incorporated cities. Approximately 88 percent of the County's estimated eight-hundred thousand plus people live in 10 incorporated cities of the County. The County is bordered on the north and west by Santa Barbara County, also to the north by Kern County, and shares its’ entire eastern border and part of the southern border with Los Angeles County. The County has forty-two miles of coastline, and jurisdiction for Anacapa Island, which is part of the Channel Islands National Park. The County's coastline ranges in nature from flat, gently sloping sand beaches, to rocky promontories. More than thirty streams and two major rivers enter the Pacific through the County. While most streams do not flow year-round, they do channel water and soil into the ocean during heavy storm activity, as was seen during the storms and floods of 1983 and 2005. Such weather activity also increases the possibilities of a transportation related incident on either road or rail lines, which for many miles run within one hundred yards of the coast, and over many streams, rivers and culverts leading to marine waters. Many of areas adjacent to the major transportation routes have been protected from the ocean’s forces by the installation of rock riprap or concrete forms of various shapes and sizes. The County also has a significant number of protected wetlands and alluvial plains formed by the major rivers and streams that are inhabited by several endangered or threatened species.

The County is exposed to numerous natural, human caused, and technological hazards and risks noted in the **Table 3** below. They range in severity from minor to catastrophic. For hazard details refer to the County’s General Plan Safety Element and the Ventura County Hazard Mitigation Plan.

**Table 3 Ventura County Hazards/Threats**

Agricultural Biological	Mass Casualty / Transportation Incident
Civil Unrest	Geological - Mudslide / Debris Flow / Landslide
Climate Change	Pandemic / Epidemic
Dam Failure	Severe Weather / Storms
Drought	Terrorism
Earthquake	Tornado
Fire (urban and wildland)	Tsunami
Flood (urban, riverine, coastal)	Wind Driven Water
Hazardous Materials Incident (chemical, radiological, nuclear, oil spill)	

Figure 6 Ventura County Area Map





**SECTION NINE - LIST OF ACRONYMS AND ABBREVIATIONS**

<b>AAA</b>	Area Agency on Aging
<b>AAR</b>	After Action Report
<b>ACS</b>	Auxiliary Communications Services
<b>ADA</b>	Americans with Disabilities Act
<b>ADAA</b>	American with Disabilities Act Amendments
<b>ADAAG</b>	Americans with Disabilities Act Accessibility Guidelines
<b>AFN</b>	Access and Functional Needs
<b>ARC</b>	American Red Cross
<b>AS</b>	Animal Services
<b>ASL</b>	American Sign Language
<b>CAD</b>	Computer Aided Dispatch
<b>CalTrans</b>	California Department of Transportation
<b>CAL FIRE</b>	California Department of Forestry and Fire Protection
<b>Cal OES</b>	California Office of Emergency Services
<b>CALPAWS</b>	California Public Alert and Warning System
<b>CCP</b>	Casualty Collection Points
<b>CCR</b>	California Code of Regulations
<b>CDAA</b>	California Disaster Assistance Act
<b>CESA</b>	California Emergency Services Act
<b>CERT</b>	Community Emergency Response Team
<b>CFS</b>	Child and Family Services
<b>CHP</b>	California Highway Patrol
<b>CISM</b>	Critical Incident Stress Management
<b>CMAS</b>	Commercial Mobile Alert System
<b>C-MIST</b>	Communications, Medical, Independence, Supervision and Transportation
<b>COG</b>	Continuity of Government
<b>COOP</b>	Continuity of Operations
<b>CPG</b>	Community Planning Guide
<b>DAFN</b>	Disabilities and Access and Functional Needs
<b>DFO</b>	Disaster Field Office
<b>DHS</b>	Department of Homeland Security
<b>DMAT</b>	Disaster Medical Assistance Team
<b>DME</b>	Durable Medical Equipment
<b>DMORT</b>	Disaster Mortuary Operational Response Team
<b>DOC</b>	Department Operations Center
<b>DSA</b>	Division of the State Architect (California)
<b>DUA</b>	Department of Unemployment Assistance

<b>EAS</b>	Emergency Alert System
<b>EHP</b>	Environmental Historic Preservation
<b>EMAC</b>	Emergency Management Assistance Compact
<b>EMMA</b>	Emergency Managers Mutual Aid
<b>EMSA</b>	Emergency Medical Services Authority
<b>EOC</b>	Emergency Operations Center
<b>EOP</b>	Emergency Operations Plan
<b>ESF</b>	Emergency Support Functions
<b>FAST</b>	Functional Assessment and Support Teams
<b>FBI</b>	Federal Bureau of Investigation
<b>FCO</b>	Federal Coordinating Officer
<b>FEMA</b>	Federal Emergency Management Agency
<b>FMA</b>	Flood Mitigation Assistance
<b>FNC</b>	Functional Needs Coordinator
<b>FTS</b>	Field Treatment Sites
<b>GAR</b>	Governor's Authorized Representative
<b>GIS</b>	Geographic Information System
<b>GPS</b>	Global Positioning System
<b>HCA</b>	Health Care Agency
<b>HHS</b>	Department of Health and Human Services
<b>HMGP</b>	Hazard Mitigation Grant Program
<b>HSA</b>	Human Services Agency
<b>HSC</b>	Homeland Security Council
<b>HSEEP</b>	Homeland Security Exercise and Evaluation Program
<b>HSOC</b>	Homeland Security Operations Center
<b>HSPD</b>	Homeland Security Presidential Directive
<b>IA</b>	Individual Assistance
<b>IACG</b>	Inter Agency Coordination Group
<b>IAP</b>	Incident Action Plan
<b>IC</b>	Incident Commander
<b>ICP</b>	Incident Command Post
<b>ICS</b>	Incident Command System
<b>IDE</b>	Initial Damage Estimate
<b>IHP</b>	Individuals and Households Program
<b>IHSS</b>	In-Home Support Services
<b>IPAWS</b>	Integrated Public Alert and Warning System
<b>JFO</b>	Joint Field Office

<b>JIC</b>	Joint Information Center
<b>JIS</b>	Joint Information System
<b>LAC</b>	Local Assistance Center
<b>MACS</b>	Multi-Agency Coordination System
<b>MARS</b>	U.S. Army Military Affiliate Radio System
<b>ME</b>	Medical Examiner
<b>MHOAC</b>	Medical Health Operational Area Coordinator
<b>MOA</b>	Memorandum of Agreement
<b>MOU</b>	Memorandum of Understanding
<b>MSA</b>	Multi-purpose Staging Area
<b>NAWAS</b>	National Warning System
<b>NDMS</b>	National Disaster Medical System
<b>NGO</b>	Non-governmental Organization
<b>NICC</b>	National Interagency Coordinating Center National Infrastructure Coordination Center
<b>NIFCC</b>	National Interagency Fire Coordination Center
<b>NIMS</b>	National Incident Management System
<b>NMRT</b>	National Medical Response Team
<b>NOAA</b>	National Oceanic and Atmospheric Administration
<b>NOC</b>	National Operations Center
<b>NRF</b>	National Response Framework
<b>NVOAD</b>	National Voluntary Organizations Active in Disaster
<b>NWS</b>	National Weather Service
<b>OA</b>	Operational Area
<b>OASIS</b>	Operational Area Satellite Information System
<b>OES</b>	Office of Emergency Services
<b>OSC</b>	On-Scene Coordinator
<b>PA</b>	Public Assistance
<b>PDA</b>	Preliminary Damage Assessment
<b>PDM</b>	Program Delivery Manager
<b>PETS</b>	Pets Evacuation and Transportation Standards Act
<b>PFO</b>	Principal Federal Officer
<b>PIO</b>	Public Information Officer
<b>PNP</b>	Private Nonprofit Organization
<b>PW</b>	Project Worksheet
<b>RDMHS</b>	Regional Disaster Medical Health Services

<b>REOC</b>	Regional Emergency Operations Center
<b>ROC</b>	Regional Operations Center
<b>RPA</b>	Request for Public Assistance
<b>RRCC</b>	Regional Response Coordinating Center
<b>SBA</b>	Small Business Administration
<b>SEMS</b>	Standardized Emergency Management System
<b>SFLEO</b>	Senior Federal Law Enforcement Officer
<b>SFO</b>	Senior Federal Officer
<b>SHMO</b>	State Hazard Mitigation Officer
<b>SHPO</b>	State Historic Preservation Officer
<b>SITREP</b>	Situation Report
<b>SLPS</b>	State and Local Programs and Support Directorate (FEMA)
<b>SOC</b>	State Operations Center
<b>SOS</b>	Superintendent of Schools
<b>SOP</b>	Standard Operating Procedure
<b>SSGP</b>	State Supplemental Grant Program
<b>TDD/TTY</b>	Telecommunications Device for the Deaf / Text Telephone
<b>TEPP</b>	Transportation Emergency Preparedness Plan
<b>USAR</b>	Urban Search and Rescue
<b>USDA</b>	United States Department of Agriculture
<b>USFA</b>	United States Fire Administration
<b>USGS</b>	United States Geological Survey
<b>VCTC</b>	Ventura County Transportation Commission
<b>VCSSO</b>	Ventura County Sheriff's Office
<b>VOAD</b>	Volunteer Organizations Active in Disaster
<b>WEA</b>	Wireless Emergency Alerts

**SECTION TEN - GLOSSARY OF TERMS**

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

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

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

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

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

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

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

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

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

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

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

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

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

**Branch:** The organizational level at the SEMS Field Level having functional or geographic responsibility for major parts of incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section.

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

**Camp:** A geographical site, within the general incident area, separate from the Incident Base, equipped and staffed to provide sleeping, food, water, and sanitary services to the incident personnel.

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

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

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

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

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

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

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

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

**Command Post:** (See Incident Command Post)

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

**Common Operating Picture:** A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

**Communications Unit:** An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A communications Unit may also be a facility (e.g. a trailer or mobile van) used to provide the major part of an Incident Communications Center.

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

**Continuity of Government (COG):** All measures that may be taken to ensure the continuity of essential functions of governments in the event of emergency conditions, including line-of succession for key decision makers.

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

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

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

**Damage Assessment:** The process utilized to determine the magnitude of damage and the unmet needs of individuals, businesses, the public sector, and the community caused by a disaster or emergency event.

**Declaration:** The formal action by the President to make a State eligible for major disaster or emergency assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 3-288, as amended (the Stafford Act).

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

**Delegation of Authority:** A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents.

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

**Department Operations Center:** A facility used by a distinct discipline, such as fire, medical, hazardous material, or a unit, such as Department of Public Works, Department of Health or local water district.

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

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

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

**Disaster Service Worker:** Includes public employees and any unregistered person impressed into service during a State of War emergency, a State of emergency, or a Local Emergency by a person having authority to command the aid of citizens in the execution of his duties. It does not include anyone registered as an active firefighting member of any regularly organized volunteer fire department, having official recognition, and full or partial support of the county, city, town or district in which such fire department is located.

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

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

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

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

**Emergency Alert System:** The EAS is a national public warning system that requires broadcasters, cable television systems, wireless cable systems, satellite digital audio radio service (SDARS) providers, and direct broadcast satellite (DBS) providers to provide the communications capability for the President to address the American public during a national emergency. The system also may be used by state and local authorities to deliver important emergency information, such as AMBER alerts, SILVER Alerts, and weather information targeted to specific areas.

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

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

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

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

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

**Emergency Support Function:** A grouping of government and certain private-sector capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents. The ESFs serve as the primary operational-level mechanism to provide assistance to State, local, and tribal governments or to Federal departments and agencies conducting missions of primary Federal responsibility.



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

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

**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.

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

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

**Federal Coordinating Officer (FCO):** The person appointed by the President to coordinate federal assistance following an emergency or major disaster declaration.

**Federal Disaster Assistance:** Provides in-kind and monetary assistance to disaster victims, state, or local government by federal agencies under the provision of the Federal Disaster Relief Act and other statutory authorities of federal agencies.

**Federal Disaster Relief Act:** Public Law 93-288, as amended, that gives the President broad powers to supplement the efforts and available resources of state and local governments in carrying out their responsibilities to alleviate suffering and damage resulting from major (peacetime) disasters.

**Federal Emergency Management Agency:** This agency was created in 1979 to provide a single point of accountability for all Federal activities related to disaster mitigation and emergency preparedness, response, and recovery.

**Federal Hazard Mitigation Officer (FHMO):** The FEMA employee responsible for representing the agency for each declaration in carrying out the overall responsibilities for hazard mitigation and for Subpart M, including coordinating post-disaster hazard mitigation actions with other agencies of government at all levels.

**Federal Coordinating Officer (FCO) - (1)** The person appointed by the FEMA Director, or in his/her absence, the FEMA Deputy Director, or alternatively the FEMA Associate Director for Response and Recovery, following a declaration of a major disaster or of an emergency by the President, to coordinate Federal assistance.

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

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

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

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

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

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

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

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

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

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

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

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

**Hazard Mitigation:** A cost effective measure that will reduce the potential for damage to a facility from a disaster event.

**Hazard Mitigation Assistance Program:** Authorized under Section 404 of the Stafford Act. Provided funding for hazard mitigation projects that are cost effective and complement existing post-disaster mitigation programs and activities by providing funding for beneficial mitigation measures that are not funded through other programs.

**Hazard Mitigation Plan:** The plan resulting from a systematic evaluation of the nature and extent of vulnerability to the effects of natural hazards present in society that includes the actions needed to minimize future vulnerability to hazards.

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

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

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

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

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

**Incident Command System (ICS):** The nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

**Incident Management Team:** The Incident commander and appropriate General and Command Staff personnel assigned to an incident.

**Incident Objectives:** Statements of guidance and direction necessary for the selection of appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

**Individual Assistance (IA):** Supplementary Federal assistance provided under the Stafford Act to individuals and families adversely affected by a major disaster or an emergency. Such assistance may be provided directly by the Federal Government or through State or local governments or disaster relief organizations.

**Joint Field Office (JFO):** A temporary Federal facility established locally to provide a central point for Federal, State, local, and tribal executives with responsibility for incident oversight, direction, and/or assistance to effectively coordinate protection, prevention, preparedness, response, and recovery actions. The JFO will combine the traditional functions of the JOC, the FEMA DFO, and the JIC within a single Federal facility.

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

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

**Joint Operations Center (JOC):** The JOC is the focal point for all Federal investigative law enforcement activities during a terrorist or potential terrorist incident or any other significant criminal incident and is managed by the Senior Federal Law Enforcement Officer. The JOC becomes a component of the JFO when the National Response Plan is activated.

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

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

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

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

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

**Local Emergency:** The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and required the combined forces of political subdivisions to combat.

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

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

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

**Management by Objectives:** In SEMS field and EOC levels, this is a top-down management activity which involves a three-step process to achieve the desired goal. The steps are establishing the objectives, selection of appropriate strategy(s) to achieve the objectives; and the direction or assignments associated with the selected strategy.

**Mass Care Facility:** A location where temporary services are provided to disaster victims during an emergency which may include lodging, food, clothing, registration, welfare inquiry, first aid, and essential social services.

**Master Mutual Aid Agreement:** An agreement entered by and between the State of California, its various departments and agencies, and the various political subdivision, municipal corporations, and other public agencies of the State of California to assist each other by providing resources during an emergency. Mutual aid occurs when two or more parties agree to furnish resources and facilities and to render services to each other to prevent and combat any type of disaster or emergency.

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

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

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

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

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

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

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

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

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

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

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

**Mutual Aid Staging Area:** A temporary facility established by the California Emergency Services Agency (CalOES) within, or adjacent to, affected areas. It may be supported by mobile communications and personnel provided by field or headquarters staff from state agencies, as well as personnel from local jurisdictions throughout the state.

**National Disaster Medical System (NDMS):** A coordinated partnership between DHS, HHS, DOD, and the Department of Veterans Affairs established for the purpose of responding to the needs of victims of a

public health emergency. NDMS provides medical response assets and the movement of patients to healthcare facilities where definitive medical care is received when required.

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

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

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

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

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

**National Warning System:** The federal portion of the civil defense warning system, used to disseminate warning and other emergency information from the warning centers or regions to warning points in each state.

**One Hundred (100)-Year Flood:** The flood elevation that has a one-percent chance of being equaled or exceeded in any given year. It is also known as the base flood elevation.

**Operational Area:** An intermediate level of the state emergency organization, consisting of a county and all political subdivisions within the county area.

**Operational Area Coordinator:** The individual within the operational area responsible for a specific function such as law enforcement, Medical Examiner's services, or emergency medical services.

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

**Operations Section:** One of the five primary functions found at all SEMS levels. The Section responsible for all tactical operations at the incident, or for the coordination of operational activities at an EOC.

**Planning Meeting:** A meeting held as needed throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. Planning meetings are an essential activity at all SEMS EOC levels.

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

**Preparedness:** A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action to ensure effective coordination during incident response. Within the *National Incident Management System*, 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.

**Public Assistance (PA):** Supplementary Federal assistance provided under the Stafford Act to State and local governments or certain private, nonprofit organizations other than assistance for the direct benefit of individuals and families.

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

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

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

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

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

**Regional Emergency Operations Center (REOC):** Facilities found at Cal OES Administrative Regions. REOCs are used to coordinate information and resources among operational areas and between the operational areas and the state level.

**Resources:** Personnel and equipment available, or potentially available, for assignment to incidents or to EOCs. Resources are described by kind and type and may be used in tactical support or supervisory capacities at an incident or at EOCs.

**Resources Management:** Efficient management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the National Incident Management System includes mutual aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

**Resources Unit:** Functional unit within the Planning Section at the SEMS Field Response level responsible

for recording the status of resources committed to the incident. The Unit also evaluates resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resources needs.

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

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

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

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

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

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

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

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

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

**Stafford Act:** Robert T. Stafford disaster Relief and Emergency Assistance Act, PL 100-707, signed into law November 23, 1988; amended the Disaster Relief Act of 1974, PL 93-288.

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

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

**Standardized Emergency Management System (SEMS):** A system required by California Government Code for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels which are activated as necessary: Field Response, Local Government, Operation Area, Region, and State.



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

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

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

**State of Emergency:** The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions, other than conditions, resulting from a labor controversy, or conditions causing a "state of war emergency", which conditions by reason of magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat.

**State of War Emergency:** The condition which exists immediately, with or without a proclamation thereof by the Governor, whenever the state or nation is directly attacked by an enemy of the United States, or upon the receipt by the state of a warning from the federal government that such an enemy attack is probable or imminent.

**State Operations Center (SOC):** An EOC facility operated by CalOES at the state level in SEMS.

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

**Subgrantee:** An eligible applicant in federally declared disasters.

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

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

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

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

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

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

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

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

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

**Triage:** A process of priority sorting sick and injured people on the basis of urgency and type of condition presented so that they can be routed to appropriate medical facilities.

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

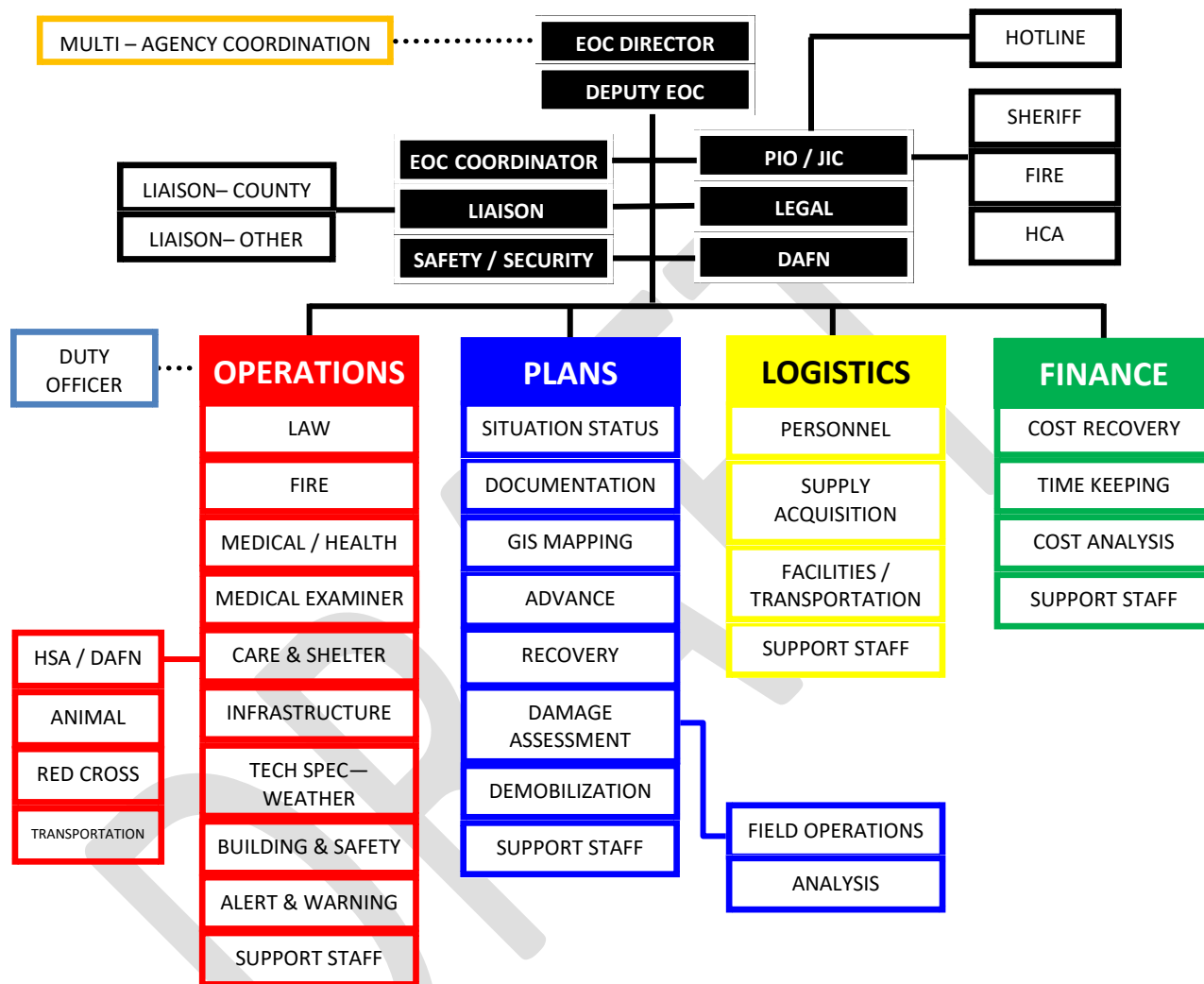
**Unified Area Command:** A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional. (See Area Command and Management.)

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

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

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

PART TWO – EOC POSITION CHECKLISTS  
 VENTURA COUNTY EOC ORGANIZATION CHART

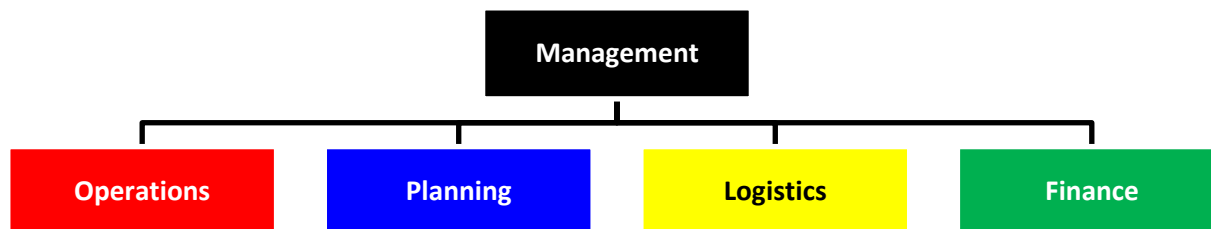


\* If all elements are activated, a deputy may be appointed to provide a manageable span of control.

\*\* Agency Representatives report to the Liaison Officer. Agency Representatives include Private Sector Liaison, Volunteers Active in Disaster (VOAD), California Office of Emergency Services, Agricultural Commissioner, and other local, state and federal representatives.

Field Units and DOCs will be coordinating and communicating with each of the Branches under the Operations Section. The Incident Command System will be used in the field.

RESPONSIBILITIES CHART



**Responsibilities:**

**Management (Management Function)**

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

**Operations Section**

Responsible for coordinating all jurisdictional operations in support of the disaster response through implementation of the county’s EOC Action Plan.

**Planning/Intelligence Section**

Responsible for collecting, evaluating and disseminating information; coordinating the development of the county’s EOC Action Plan in coordination with other sections; tracking resources assigned to the event, initiating and preparation of the county’s After-Action/Corrective Action Report, Improvement Plan and maintaining documentation.

**Logistics Section**

The Logistics Section is responsible for providing communications, facilities, services, personnel, equipment, supplies, and materials.

**Finance/Administration Section**

Responsible for financial activities and other administrative aspects.

<b>COMMON EOC RESPONSIBILITIES</b> (The following checklist is applicable to all EOC positions).	
<b>ACTIVATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Check-in with EOC Finance Section upon arrival at the EOC. Sign in using the ICS-211 Forms (<b>ICS 211 can be found in the Forms Section of the Support Documentation</b>).</li> <li><input type="checkbox"/> Take position specific binder/Job aid, identification lanyard and ICS 214 Form (<b>ICS 214 can be found in the EOC at G:\EOC\New Incident Docs</b>).</li> <li><input type="checkbox"/> Report to your EOC organizational supervisor.</li> <li><input type="checkbox"/> Identify yourself with your EOC identification.</li> <li><input type="checkbox"/> Obtain a briefing on the situation from your EOC organizational supervisor.</li> <li><input type="checkbox"/> Determine your personal operating location and set up as necessary.</li> <li><input type="checkbox"/> Review your position responsibilities.</li> <li><input type="checkbox"/> Clarify any issues regarding your authority and assignment and what others in the organization do.</li> <li><input type="checkbox"/> Ensure all functions within your Section are appropriately staffed. Make required personnel assignments as staff arrives.</li> <li style="background-color: yellow;"><input type="checkbox"/> Log into DLAN if authorized. (Procedures can be found in the Appendices).</li> <li><input type="checkbox"/> Based on the situation as known or forecast determine likely future Section needs.</li> </ul>
<b>GENERAL DUTIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Establish operating procedure with the Logistics</li> <li><input type="checkbox"/> Section for use of telephone, radio and data systems. Make any priorities or special requests known.</li> <li><input type="checkbox"/> Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.</li> <li><input type="checkbox"/> Determine and anticipate support requirements and forward to your EOC organizational supervisor.</li> <li><input type="checkbox"/> Monitor your position activities and adjust staffing and organization to meet current needs.</li> <li><input type="checkbox"/> Use face-to-face communication in the EOC whenever possible and document decisions and policy.</li> <li><input type="checkbox"/> Keep your EOC organizational supervisor advised of your status and activity and on any problem areas that now need or will require solutions.</li> </ul>

<b>COMMON EOC RESPONSIBILITIES</b> (The following checklist is applicable to all EOC positions).	
<b>DOCUMENTATION/ REPORTS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Open and maintain an individual Activity Log (ICS 214 Form). Make sure you note your check-in time on the Activity Log (<b>ICS 214 can be found in the EOC at G:\EOC\New Incident Docs</b>). Document messages received, action taken, decision justification and documentation, requests filled and EOC personnel, time on duty and assignments.</li> <li><input type="checkbox"/> Maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the disaster/emergency. Review situation reports as they are received. Verify information where questions exist.</li> <li><input type="checkbox"/> Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your EOC organizational supervisor at the end of each operational period.</li> <li><input type="checkbox"/> Do <b>NOT</b> throw any paperwork (notes, memos, messages, etc.) away. This documentation can be used to support FEMA reimbursement.</li> </ul>
<b>RESOURCES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Determine 24-hour staffing requirements and request additional support as required.</li> <li><input type="checkbox"/> Keep up to date on the situation and resources associated with your position.</li> <li><input type="checkbox"/> Request additional resources through the appropriate Logistics Section Unit.</li> </ul>
<b>SHIFT CHANGE</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Brief your relief at shift-change time. Ensure in-progress activities are identified and follow-up requirements are known. Use the EOC Change of Shift Briefing Worksheet. (<b>See Support Documentation for the EOC Change of Shift Briefing Worksheet</b>).</li> <li><input type="checkbox"/> Provide incoming personnel the next EOC Action Plan.</li> <li><input type="checkbox"/> Submit completed logs, timecards, etc. to your EOC organizational supervisor before you leave.</li> <li><input type="checkbox"/> Determine when you should return for your next work shift.</li> <li><input type="checkbox"/> Follow EOC check out procedures, including signing out, work station clean-up and forwarding phone number where you can be reached.</li> </ul>
<b>DEACTIVATION / DEMOBILIZATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that all required forms or reports are completed and submitted to your EOC organizational supervisor prior to your release and departure.</li> <li><input type="checkbox"/> Provide input to the EOC After-Action/Corrective Action Report, if asked.</li> <li><input type="checkbox"/> Deactivate your position and close out logs when authorized by your EOC organizational supervisor.</li> <li><input type="checkbox"/> Clean up work area before you leave.</li> <li><input type="checkbox"/> Leave contact information where you can be reached.</li> </ul>

**MANAGEMENT SECTION – GENERAL INFORMATION****PURPOSE**

To direct and manage the County of Ventura’s response and recovery from an emergency in a uniformed, collective, collaborative and coordinated effort.

**OVERVIEW**

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

Functions in the Management Section include:

- Multi-Agency Coordination Group
- EOC Director
- Public Information Officer
- EOC Coordinator
- Liaison Officer
- Safety/Security Officer
- Legal Officer
- Disabilities and Access and Functional Needs (DAFN) Officer

**OBJECTIVES**

The overall objective of emergency management is to ensure the effective management of response and recovery activities and resource allocation associated with all hazards. To carry out its responsibilities, Management Section will accomplish the following objectives during a disaster/emergency:

- Overall management and coordination of emergency response and recovery operations, including on-scene incident management as required.
- Coordinate and liaison with appropriate federal, state and other local government agencies and non-governmental agencies, as well as applicable segments of private sector entities and volunteer agencies.
- Establish priorities and resolve any conflicting demands for support.
- Prepare and disseminate emergency public information to inform, alert and warn the public.
- Disseminate damage information and other essential data.

**CONCEPT OF OPERATIONS**

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

- SEMS and NIMS will be followed.
- All existing County and departmental operating procedures will be adhered to unless modified by the Board of Supervisors or EOC Director.
- All on-duty personnel are expected to remain on duty until properly relieved of duty.
- Operational periods will be determined by the EOC Director. Operational periods should be event driven.

**SECTION ACTIVATION PROCEDURES**

The following individuals, either acting as the EOC Director or on behalf of the EOC Director, or their appointed representatives (**as referenced in Section Five - Continuity of Government Lines of Succession**) are authorized to activate the EOC:

- Sheriff
- OES Assistant Director
- Board of Supervisors
- Chief Executive Officer
- County Fire Chief
- Director of Public Works
- Health Care Agency – County Health Officer

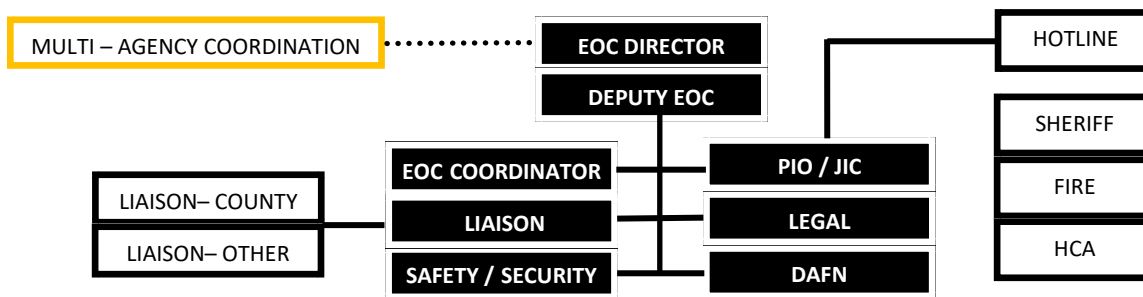
**When to Activate**

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

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MANAGEMENT FUNCTION ORGANIZATION CHART



**MANAGEMENT SECTION STAFF**

The Management Section is led by the EOC Director established for every EOC activation to coordinate EOC operations. A member of the Sheriff’s OES staff shall serve as the EOC Director, Deputy EOC Director, General Staff (Section Coordinators) and EOC Coordinator positions. The team is responsible for advising the EOC Director on policy matters and assisting the EOC Director in developing priorities, strategy, rules, regulations, proclamations and orders.

**EOC Director**

The EOC Director is responsible for the overall management of the County’s emergency response and recovery effort. The EOC Director determines the operational period and the priorities for the operational period. A Deputy EOC Director may be activated to support the EOC Director. A Deputy EOC Director has the same authorities as the EOC Director.

**Public Information Officer**

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

When multiple local, state federal agencies are involved, a Joint Information Center (JIC) may be established. The Public Information Officer will coordinate and communicate with the JIC or assign an individual to the JIC to ensure coordination of information dissemination with local, state and federal agencies.

**EOC Coordinator**

The EOC Coordinator facilitates the overall functioning of the EOC and serves as a resource to the EOC Director.

**Liaison Officer**

The Liaison Officer serves as the point of contact for Agency Representatives from assisting organizations and agencies outside our County government structure. The Liaison Officer aids in coordinating the efforts of these outside agencies to reduce the risk of their operating independently. Any state and/or federal emergency official should make contact with the Liaison Officer to ensure continuity of operations.

The Liaison Officer also serves as the multi-agency or inter-agency representative for the County of Ventura to coordinate the response efforts. Multi-agency or inter-agency coordination is defined as the participation of agencies and disciplines involved at any level of the SEMS/NIMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including

the sharing of critical resources and the prioritization of incidents.

**Agency Representative**

A representative from another agency assigned to the EOC with authority to speak for his/her agency within established limits.

**Safety/Security Officer**

The Safety/Security Officer is responsible for identifying and mitigating safety hazards and situations of potential County liability during EOC operations and ensuring a safe and secure working environment in the EOC.

**Legal Officer**

County Counsel serves as the Legal Officer and provides legal advice to the EOC Director in all legal matters relative to the disaster/emergency.

**Multiagency Coordination Group**

A Mac Group typically consists of Agency Administrators or their designees who are authorized to commit agency resources and funds. Their function is to support incident management through coordinating their collective resources, sharing incident information, implementing coordinated strategic policies to prevent and/or combat a growing disaster/emergency. In order to accomplish this objective the MAC Group must establish a common operating plan.

MAC Group objectives in coordinating finances, equipment, personnel and resources are:

- Establish priorities for response
- Allocate critical resources based on established priorities
- Establish and/or implement communication systems integration
- Insure Information coordination both internally and externally
- Establish Intergovernmental decision coordination Develop strategies and contingency plans

It is extremely important that MAC Group members have full authority from their respective agencies to commit resources, including equipment, personnel and fully represent their agency or department in MAC Group decisions.

<b>MULTI-AGENCY COORDINATION GROUP</b>	
<b>SUPERVISOR:</b> EOC Director	
<b>PRIMARY DUTIES</b>	<ul style="list-style-type: none"> <li>• <b>Activated only when needed.</b></li> <li>• Support the EOC Director.</li> <li>• Assist in making cooperative multi-agency decisions.</li> <li>• Support policy-level, resource prioritization and allocation decisions.</li> </ul>
<p><b>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT</b> Also see Common EOC responsibilities on page 77.</p>	
<b>ASSIGNMENT &amp; NOTIFICATIONS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Upon arrival, identify yourself as a member of the Multiagency Coordination Group and report to the EOC Director.</li> <li><input type="checkbox"/> Clarify issues regarding your authority and assignment.</li> <li><input type="checkbox"/> Notify your home agency/department of your role in the MAC.</li> <li><input type="checkbox"/> Communicate MAC Group decisions to agency/department.</li> </ul>
<b>MEETINGS/ BRIEFINGS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Obtain a briefing from <b>your</b> staff about the disaster/emergency and impact on <b>your</b> Agency/Department’s operational capability.</li> <li><input type="checkbox"/> As appropriate, report to the EOC Director for a briefing and provide a status report of <b>your</b> Agency/Department.</li> </ul>
<b>DOCUMENTATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Open and maintain an individual Activity Log (ICS 214 Form). Make sure you note your check-in time on the Activity Log. <b>(Activity Log can be found in the EOC at G:\EOC\New Incident Docs)</b>. Document messages received, action taken, decision justification and documentation, requests filled and EOC personnel, time on duty and assignments. <i>Precise information is essential for Cal OES and FEMA reimbursement requirements.</i></li> <li><input type="checkbox"/> Maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the disaster/emergency. Review situation reports as they are received. Verify information where questions exist.</li> <li><input type="checkbox"/> Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your EOC organizational supervisor at the end of each operational period. Do <b>NOT</b> throw any paperwork (notes, memos, messages, etc.) away. This documentation can be used to support FEMA reimbursement.</li> </ul>
<b>POLICIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Support the Director of Emergency Services to develop temporary emergency policies for managing the strategic aspects of the disaster/emergency.</li> <li><input type="checkbox"/> Propose amended or new policies.</li> </ul>
<b>RESOURCES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Determine 24-hour staffing requirements and request additional support as required.</li> <li><input type="checkbox"/> Keep up to date on the situation and resources associated with your position.</li> <li><input type="checkbox"/> Request additional resources through the appropriate Logistics Section Unit.</li> </ul>

<b>MULTI-AGENCY COORDINATION GROUP</b>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Support the allocation of available scarce resources based on incident prioritization and related criteria including the most effective and efficient use of those resources.</li> </ul>
<b>ONGOING ACTIVITIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review your position responsibilities.</li> <li><input type="checkbox"/> Assist the EOC Director in the preparation of the Action Plan, if requested.</li> <li><input type="checkbox"/> Participate with other MAC representatives to prioritize incidents using established prioritization criteria and the best available situation analysis information.</li> <li><input type="checkbox"/> Resolve emergency-related common issues with other MAC representatives.</li> <li><input type="checkbox"/> Participate in strategic planning discussions.</li> <li><input type="checkbox"/> Commit to engaging in all MAC Group discussions and responsibilities.</li> </ul>

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## EOC DIRECTOR

**PRIMARY:** OES Assistant Director  
**ALTERNATE:** As Designated  
**SUPERVISOR:** EOC Director

**PRIMARY RESPONSIBILITIES**

- Establish priorities and overall EOC objectives.
- Provide leadership of all EOC Sections and management and coordination of emergency response and recovery operations.
- Support all General Staff section coordinators.
- Provide executive decision making.
- Approve the EOC Action Plan.
- Responsible for the local emergency proclamation process **(See Annex XX, Local Emergencies and Proclamations).**
- Ensure direct connection to the Multi-Agency Coordination/ Policy Group, if activated.
- Identify staffing needs and work with Logistics Section to provide support staff as needed.
- Ensure liaison with appropriate federal, state, county, cities, special districts, private and volunteer entities. (May be assigned to the Liaison Officer).
- Coordinate with affected county departments/agencies.
- Establish a Joint Information Center if needed.
- Coordinate incident-wide messaging.
- Manage VIPs and conduct VIP briefings.
- Ensure timely, accurate and actionable information is provided to public and the media via incident hotline, press releases, interviews, press conferences and social media.
- Provide technical support, guidance and advice to the County’s appointed Recovery Director.
- Coordinate EOC tasks with EOC sections that overlap with short term recovery (i.e. Local Assistance Center, Damage Assessment, Town Halls/ Community Meetings).
- Oversee the need for investigating and processing physical-injury and property-damage claims arising from emergency/disaster incident.
- Ensure all emergency response and recovery operations address disabilities and access and functional needs (DAFN) concerns.

**READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT**

Also see Common EOC responsibilities on page 77.

**ACTIVATION & NOTIFICATIONS**

- Establish, with input from General Staff, operational period and EOC priorities. **(See Planning Support Documentation- Standing Objectives )**
- Determine operational status and activation level based on incident size-up with OES Duty Officer at the Incident Command Post. Ensure EOC positions and ICS field positions are filled as needed.
- Mobilize/recall appropriate personnel for initial activation of the EOC.
- Activate an alternate EOC as required. When there is damage to the primary EOC sufficient to render it unusable, report to the alternate EOC.
- Ensure the EOC is properly set up and ready for operations.

<b>EOC DIRECTOR</b>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure county EOC personnel are notified and directed to report to the EOC.</li> <li><input type="checkbox"/> Ensure the Liaison Officer notifies Cal OES that County EOC has been activated.</li> </ul>
<b>ASSIGNMENTS/ STAFFING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Establish the appropriate level of staffing for the EOC <i>(If position is not utilized, unit responsibility rests with EOC Director):</i> <ul style="list-style-type: none"> <li>– Deputy EOC Director</li> <li>– EOC Coordinator</li> <li>– Public Information Officer</li> <li>– Liaison Officer – County Government</li> <li>– Liaison Officer – Other Representatives</li> <li>– Legal Officer</li> <li>– Safety / Security Officer</li> <li>– DAFN Coordinator</li> <li>– Operations Section Coordinator</li> <li>– Planning/Intelligence Section Coordinator</li> <li>– Logistics Section Coordinator</li> <li>– Finance/Administration Section Coordinator</li> </ul> </li> <li><input type="checkbox"/> Assign person to record EOC Director’s actions.</li> <li><input type="checkbox"/> Assign staff to initiate check-in procedures. <b>(See Forms in the Support Documentation for a copy of the Check-In Form.)</b></li> <li><input type="checkbox"/> Identify staffing needs and work with the Logistics Section to provide support staff as needed.</li> </ul>
<b>MEETINGS / BRIEFINGS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Obtain briefing from current Incident Commander, or with persons responsible for public works, fire, EMS and law enforcement operations to obtain incident status and information or from whatever sources are available.</li> <li><input type="checkbox"/> Brief incoming EOC Section personnel prior to their assuming their duties. Briefings should include:             <ul style="list-style-type: none"> <li>– Current situation assessment</li> <li>– Identification of specific job responsibilities</li> <li>– Identification of co-workers within the job function and/or geographical assignment</li> <li>– Availability of communications</li> <li>– Location of work area</li> <li>– Identification of eating and sleeping arrangements as appropriate</li> <li>– Procedural instructions for obtaining additional supplies, services and personnel</li> <li>– Identification of operational period work shifts</li> <li>– Prepare work objectives for Section staff</li> </ul> </li> <li><input type="checkbox"/> Ensure that all EOC management team meetings, General Staff meetings and policy decisions are documented by a scribe.</li> <li><input type="checkbox"/> Establish the frequency of briefing sessions.</li> <li><input type="checkbox"/> Conduct periodic briefings for your Section and General Staff. Ensure that all organizational elements are aware of priorities.</li> </ul>

<b>EOC DIRECTOR</b>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Conduct periodic briefing sessions with the elected officials and other VIPs of relevant problems and decisions, as needed.</li> </ul>
<b>ACTION PLANNING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Meet with the Plans Section Coordinator to determine need for the Planning P process. Establish the “Battle Rhythm” for the current operational period.</li> <li><input type="checkbox"/> Schedule the first planning meeting.</li> <li><input type="checkbox"/> Establish overall EOC priorities and develop objectives for the Management function. Make a list of key issues to be addressed by the Management Section with input from all General Staff.</li> <li><input type="checkbox"/> Update EOC priorities and EOC objectives as needed.</li> <li><input type="checkbox"/> Approve and authorize the implementation of the EOC Action Plan developed and prepared by the Planning/Intelligence Section and EOC management team.</li> </ul>
<b>DOCUMENTATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77.</li> <li><input type="checkbox"/> Ensure that all your Section personnel and equipment time records and a record of expendable materials used are provided to the Time Keeping Unit and Cost Recovery Unit of the Finance/Administration Section at the end of each operational period.</li> <li><input type="checkbox"/> Approve the following documents or reports:                             <ul style="list-style-type: none"> <li>– Situation Reports</li> <li>– Press Releases</li> <li>– EOC Action Plan</li> <li>– Damage Assessment Plan</li> <li>– Advance/Contingency Plans</li> </ul> </li> </ul>
<b>POLICIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Confirm the delegation of authority. Obtain any guidance or direction, as necessary.</li> <li><input type="checkbox"/> Determine appropriate delegation of purchasing authority to the Supply/Acquisition Unit of the Logistics Section.</li> </ul>
<b>RESOURCES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Resources in Common EOC Responsibilities on page 76.</li> <li><input type="checkbox"/> Request additional personnel to maintain a 24-hour operation as required.</li> <li><input type="checkbox"/> Determine if support is required from other jurisdictions. Logistics Section will implement all Mutual Aid requests (except for law enforcement and fire).</li> </ul>
<b>ONGOING ACTIVITIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide overall leadership, management and emergency response and recovery operations support for all EOC Sections.</li> <li><input type="checkbox"/> Provide executive decision making.</li> <li><input type="checkbox"/> Ensure all department/agency actions support established EOC priorities.</li> <li><input type="checkbox"/> Carry out responsibilities of all other EOC Sections not currently staffed.</li> <li><input type="checkbox"/> Keep the Sheriff or designee and other Sheriff Command Staff informed of the incident and EOC activities.</li> <li><input type="checkbox"/> Develop and issue in coordination with the Sheriff or designee and County Counsel rules, regulations, proclamations and orders, as appropriate <b>(See Annex XX, Local Emergencies and Proclamations).</b></li> </ul>

## EOC DIRECTOR

- Consider activating the Multi-Agency Coordination Group to address countywide issues (i.e. reduced hours of operations for regular county business), continuity of government and continuity of operations issues. Ensure a direct connection to the Multi-Agency Coordination Group, if activated.
- Ensure Liaison Officers are coordinating and communicating with appropriate federal, state, county, cities, special districts, private and volunteer entities.
- Coordinate with affected county departments/agencies.
- Set priorities for restoration of county services.
- Maintain situational awareness and meet with Operations Section Coordinator to ensure ongoing awareness of all field activities/issues.
- In conjunction with the PIO, coordinate and conduct news conferences and review media releases as required. Establish procedure for information releases affecting inter-agency coordination. Establish a Joint Information Center if needed. Ensure information being released is accurate and timely.
- Authorize PIO to release information to the media and to access the Emergency Alert System (EAS).
- Establish and maintain contacts with cities, special districts, non-governmental agencies and private sector, as necessary.
- Coordinate with the EOC Coordinator to manage VIPs and conduct VIP briefings.
- Provide technical support, guidance and advice to the County's appointed Recovery Director.
- Coordinate EOC tasks with EOC sections that overlap with short term recovery (i.e. Local Assistance Center, Damage Assessment, Town Halls/ Community Meetings).
- Coordinate with DAFN Coordinator to ensure emergency response and recovery operations address DAFN concerns, especially evacuations, communications and mass care/sheltering operations.
- Determine if there is a need for Compensation-for-injury and Claims Specialists and coordinate with the County's Risk Manager, as needed to ensure:
  - The investigation of all accidents, if possible.
  - Personnel Unit of the Logistics Section completes claims for any injured personnel or volunteers working at the emergency.
  - All witness statements are obtained pertaining to claim and review for completeness.
  - A log of all injuries, potential claims and existing claims occurring during the disaster is maintained.
  - Compensation-for-injury and Claims logs and forms are complete and routed to the appropriate department for post-EOC processing.
  - Logs and forms are complete, accurate and timely and compliant with County requirements and policies
  - Insurance claims relative to damage to County property are prepared and submitted with insurers.



<b>EOC DIRECTOR</b>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Monitor performance of EOC personnel for signs of stress or under-performance; initiate Critical Incident Stress Debriefing or Psychological First Aid as appropriate in coordination with Personnel Unit of the Logistics Section.</li> </ul>
<b>DEACTIVATION / DEMOBILIZATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Authorize deactivation of sections, branches or units when they are no longer required. Approve the Demobilization Plan (drafted by Planning).</li> <li><input type="checkbox"/> Ensure that the Liaison Officer notifies higher level EOCs and appropriate organizations of planned time for demobilization.</li> <li><input type="checkbox"/> Ensure that any open actions are completed before demobilization.</li> <li><input type="checkbox"/> Ensure that all required forms or reports are completed prior to demobilization. Provide all completed documentation to the Documentation Unit, prior to your departure. Turn over financial information to Finance/Administration Section Coordinator.</li> <li><input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).</li> <li><input type="checkbox"/> Deactivate the EOC and close out logs when the emergency no longer requires activation.</li> <li><input type="checkbox"/> Proclaim termination of the emergency and proceed with recovery operations.</li> </ul>
<b>TERMINATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete a final situation report stating the end of EOC operations.</li> <li><input type="checkbox"/> Working with the CEO's office, ensure smooth transition from EOC response to recovery operations, as necessary. Provide on-going technical guidance on recovery activities.</li> <li><input type="checkbox"/> Ensure EOC is in proper working condition and ready for the next EOC activation.</li> <li><input type="checkbox"/> Schedule Incident Debriefing. Complete EOC evaluations ICS 226 form (<b>ICS 226 can be found in the EOC at G:\EOC\New Incident Docs</b>).</li> <li><input type="checkbox"/> Assist with the development of a Final AAR.</li> </ul>

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<b>EOC DEPUTY DIRECTOR</b>	
<b>PRIMARY:</b>	OES staff
<b>ALTERNATE:</b>	As Designated
<b>SUPERVISOR:</b>	EOC Director
<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Serve as the EOC Director in his/her absence.</li> <li>• Assist EOC Director with establishing priorities and EOC overall objectives.</li> <li>• Assist EOC Director with leadership for EOC Sections and management and coordination of emergency response and recovery operations.</li> <li>• Support all General Staff section coordinators.</li> <li>• Assist EOC Director with executive decision making.</li> <li>• Approve the EOC Action Plan if EOC Director is not available.</li> <li>• Responsible for the local emergency proclamation process if EOC Director is not available <b>(See Annex XX, Local Emergencies and Proclamations)</b>.</li> <li>• Ensure direct connection to the Multi-Agency Coordination/ Policy Group, if activated.</li> <li>• Identify staffing needs and work with Logistics Section to provide support staff as needed.</li> <li>• Ensure liaison with appropriate federal, state, county, cities, special districts, private and volunteer entities. (May be assigned to the Liaison Officer).</li> <li>• Coordinate with affected county departments/agencies.</li> <li>• Establish a Joint Information Center if needed.</li> <li>• Coordinate incident-wide messaging.</li> <li>• Manage VIPs and conduct VIP briefings.</li> <li>• Ensure timely, accurate and actionable information is provided to public and the media via incident hotline, press releases, interviews, press conferences and social media.</li> <li>• Provide technical support, guidance and advice to the County's appointed Recovery Director.</li> <li>• Coordinate EOC tasks with EOC sections that overlap with short term recovery (i.e. Local Assistance Center, Damage Assessment, Town Halls/ Community Meetings).</li> <li>• Ensure all emergency response and recovery operations address disabilities and access and functional needs (DAFN) concerns.</li> </ul>
<p><b>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT</b> Also see Common EOC responsibilities on page 77.</p>	
<b>ACTIVATION &amp; NOTIFICATIONS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assist EOC Director to establish, with input from General Staff, operational period and EOC priorities. <b>(See Planning Support Documentation - Standing Objectives)</b>.</li> <li><input type="checkbox"/> Assist EOC Director with determining operational status and activation level based on incident size-up with OES Duty Officer at the Incident Command Post. Ensure EOC positions and ICS field positions are filled as needed.</li> <li><input type="checkbox"/> Assist EOC Director to mobilize/recall appropriate personnel for initial activation of the EOC.</li> </ul>

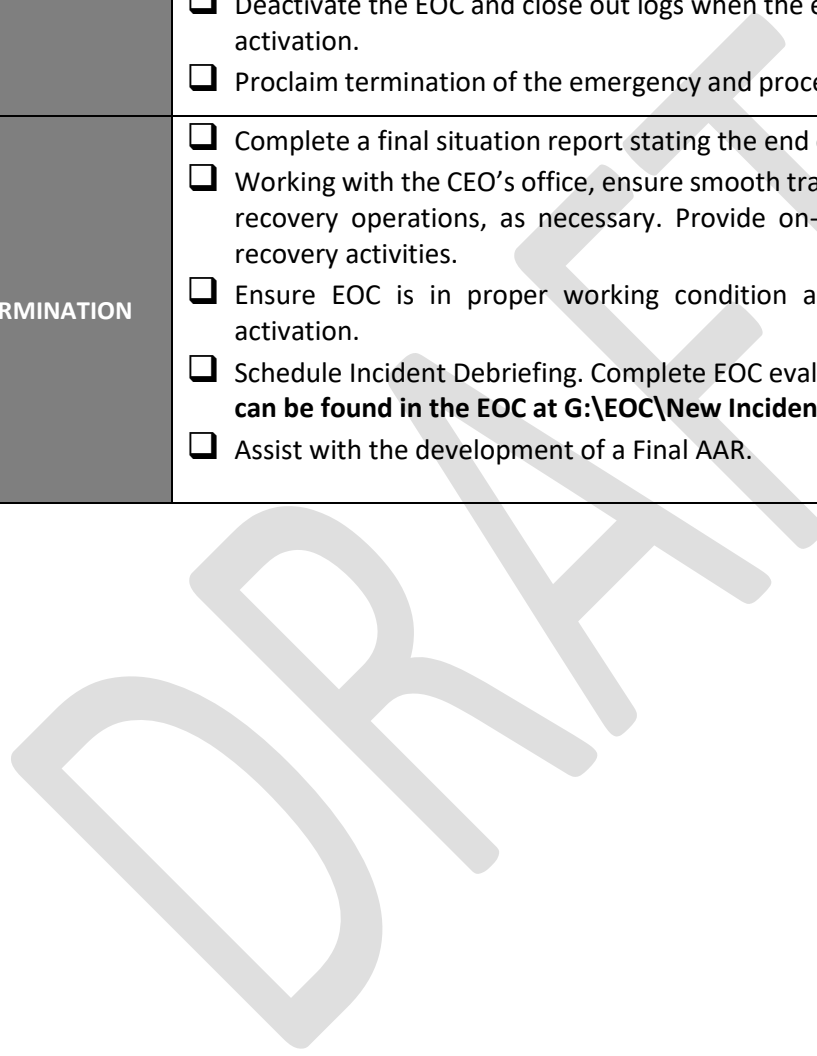
<b>EOC DEPUTY DIRECTOR</b>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assist EOC Director to activate an alternate EOC as required. When there is damage to the primary EOC sufficient to render it unusable, report to the alternate EOC.</li> <li><input type="checkbox"/> Ensure the EOC is properly set up and ready for operations.</li> <li><input type="checkbox"/> Ensure county EOC personnel are notified and directed to report to the EOC.</li> <li><input type="checkbox"/> Ensure the Liaison Officer notifies Cal OES that County EOC has been activated.</li> </ul>
<b>ASSIGNMENTS/ STAFFING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assist EOC Director to establish the appropriate level of staffing for the EOC <i>(If position is not utilized, unit responsibility rests with EOC Director)</i>:                             <ul style="list-style-type: none"> <li>– EOC Coordinator</li> <li>– Public Information Officer</li> <li>– Liaison Officer – County Government</li> <li>– Liaison Officer – Other Representatives</li> <li>– Legal Officer</li> <li>– Safety / Security Officer</li> <li>– DAFN Coordinator</li> <li>– Operations Section Coordinator</li> <li>– Planning/Intelligence Section Coordinator</li> <li>– Logistics Section Coordinator</li> <li>– Finance/Administration Section Coordinator</li> </ul> </li> <li><input type="checkbox"/> Assign person to record EOC Deputy Director’s actions.</li> <li><input type="checkbox"/> Work with EOC Director to assign staff to initiate check-in procedures. <b>(See Forms in the Support Documentation for a copy of the Check-In Form.)</b></li> <li><input type="checkbox"/> Assist EOC Director to identify staffing needs and work with the Logistics Section to provide support staff as needed.</li> </ul>
<b>MEETINGS / BRIEFINGS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Obtain briefing from current Incident Commander, or with persons responsible for public works, fire, EMS and law enforcement operations to obtain incident status and information or from whatever sources are available.</li> <li><input type="checkbox"/> Assist EOC Director with briefing incoming EOC Section personnel prior to their assuming their duties. Briefings should include:                             <ul style="list-style-type: none"> <li>– Current situation assessment</li> <li>– Identification of specific job responsibilities</li> <li>– Identification of co-workers within the job function and/or geographical assignment</li> <li>– Availability of communications</li> <li>– Location of work area</li> <li>– Identification of eating and sleeping arrangements as appropriate</li> <li>– Procedural instructions for obtaining additional supplies, services and personnel</li> <li>– Identification of operational period work shifts</li> <li>– Prepare work objectives for Section staff</li> </ul> </li> <li><input type="checkbox"/> Ensure that all EOC management team meetings, General Staff meetings and policy decisions are documented by a scribe.</li> <li><input type="checkbox"/> Assist EOC Director to establish the frequency of briefing sessions.</li> </ul>

<b>EOC DEPUTY DIRECTOR</b>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assist EOC Director to conduct periodic briefings for your Section and General Staff. Ensure that all organizational elements are aware of priorities.</li> <li><input type="checkbox"/> Assist EOC Director to conduct periodic briefing sessions with the elected officials and other VIPs of relevant problems and decisions, as needed.</li> </ul>
<b>ACTION PLANNING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assist EOC Director in coordination with the Planning Director to determine need for the Planning P process. Establish the “Battle Rhythm” for the current operational period.</li> <li><input type="checkbox"/> Assist EOC Director to schedule the first planning meeting.</li> <li><input type="checkbox"/> Assist EOC Director to establish overall EOC priorities and develop objectives for the Management function. Make a list of key issues to be addressed by the Management Section with input from all General Staff.</li> <li><input type="checkbox"/> Assist EOC Director to update EOC priorities and EOC objectives as needed.</li> <li><input type="checkbox"/> Approve and authorize the implementation of the EOC Action Plan developed and prepared by the Planning/Intelligence Section and EOC management team in the absence of the EOC Director.</li> </ul>
<b>DOCUMENTATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77.</li> <li><input type="checkbox"/> Ensure that all your Section personnel and equipment time records and a record of expendable materials used are provided to the Time Keeping Unit and Cost Recovery Unit of the Finance/Administration Section at the end of each operational period.</li> <li><input type="checkbox"/> Approve the following documents or reports in the absence of the EOC Director:                             <ul style="list-style-type: none"> <li>– Situation Reports</li> <li>– Press Releases</li> <li>– EOC Action Plan</li> <li>– Damage Assessment Plan</li> <li>– Advance/Contingency Plans</li> </ul> </li> </ul>
<b>POLICIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assist EOC Director to confirm the delegation of authority. Obtain any guidance or direction, as necessary.</li> <li><input type="checkbox"/> Assist EOC Director to determine appropriate delegation of purchasing authority to the Supply/Acquisition Unit of the Logistics Section.</li> </ul>
<b>RESOURCES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Resources in Common EOC Responsibilities on page 76.</li> <li><input type="checkbox"/> Request additional personnel to maintain a 24-hour operation as required.</li> <li><input type="checkbox"/> Determine if support is required from other jurisdictions. Logistics Section will implement all Mutual Aid requests (except for law enforcement and fire).</li> </ul>
<b>ONGOING ACTIVITIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assist EOC Director with overall EOC leadership, management and emergency response and recovery operations.</li> <li><input type="checkbox"/> Assist EOC Director with executive decision making.</li> <li><input type="checkbox"/> Assist EOC Director with all department/agency actions to ensure they support established EOC priorities.</li> <li><input type="checkbox"/> Carry out responsibilities of all other EOC Sections not currently staffed.</li> </ul>

## EOC DEPUTY DIRECTOR

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Keep the Sheriff or designee and other Sheriff Command Staff informed of the incident and EOC activities in the absence of the EOC Director.</li> <li><input type="checkbox"/> Work with the EOC Director in coordination with the Sheriff or designee and County Counsel to develop and issue rules, regulations, proclamations and orders, as appropriate <b>(See Annex: XX - County of Ventura Manual for Local Emergencies)</b>.</li> <li><input type="checkbox"/> Assist EOC Director with activating the Multi-Agency Coordination Group to address countywide issues (i.e. reduced hours of operations for regular county business), continuity of government and continuity of operations issues. Ensure a direct connection to the Multi-Agency Coordination Group, if activated.</li> <li><input type="checkbox"/> Ensure Liaison Officers are coordinating and communicating with appropriate federal, state, county, cities, special districts, private and volunteer entities.</li> <li><input type="checkbox"/> Assist EOC Director with coordination of affected county departments / agencies.</li> <li><input type="checkbox"/> Assist EOC Director to set priorities for restoration of county services.</li> <li><input type="checkbox"/> Maintain situational awareness and meet with Operations Section Coordinator to ensure ongoing awareness of all field activities/issues.</li> <li><input type="checkbox"/> In conjunction with the EOC Director and PIO, coordinate and conduct news conferences and review media releases as required. Establish procedure for information releases affecting inter-agency coordination. Establish a Joint Information Center if needed. Ensure information being released is accurate and timely.</li> <li><input type="checkbox"/> Authorize PIO to release information to the media and to access the Emergency Alert System (EAS) in the absence of the EOC Director.</li> <li><input type="checkbox"/> Establish and maintain contacts with cities, special districts, non-governmental agencies and private sector, as necessary.</li> <li><input type="checkbox"/> Coordinate with the EOC Coordinator to manage VIPs and conduct VIP briefings.</li> <li><input type="checkbox"/> Assist EOC Director with providing technical support, guidance and advice to the County's appointed Recovery Director.</li> <li><input type="checkbox"/> Coordinate EOC tasks with EOC sections that overlap with short term recovery (i.e. Local Assistance Center, Damage Assessment, Town Halls/ Community Meetings).</li> <li><input type="checkbox"/> Coordinate with DAFN Coordinator to ensure emergency response and recovery operations address DAFN concerns, especially evacuations, communications and mass care/sheltering operations.</li> <li><input type="checkbox"/> Monitor performance of EOC personnel for signs of stress or under-performance; initiate Critical Incident Stress Debriefing or Psychological First Aid as appropriate in coordination with Personnel Unit of the Logistics Section.</li> </ul>
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <li><input type="checkbox"/> Authorize deactivation of sections, branches or units when they are no longer required. Approve the Demobilization Plan (drafted by Planning).</li> <li><input type="checkbox"/> Ensure that the Liaison Officer notifies higher level EOCs and appropriate organizations of planned time for demobilization.</li> </ul>

<b>EOC DEPUTY DIRECTOR</b>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that any open actions are completed before demobilization.</li> <li><input type="checkbox"/> Ensure that all required forms or reports are completed prior to demobilization. Provide all completed documentation to the Documentation Unit, prior to your departure. Turn over financial information to Finance/Administration Section Coordinator.</li> <li><input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).</li> <li><input type="checkbox"/> Deactivate the EOC and close out logs when the emergency no longer requires activation.</li> <li><input type="checkbox"/> Proclaim termination of the emergency and proceed with recovery operations.</li> </ul>
<b>TERMINATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete a final situation report stating the end of EOC operations.</li> <li><input type="checkbox"/> Working with the CEO's office, ensure smooth transition from EOC response to recovery operations, as necessary. Provide on-going technical guidance on recovery activities.</li> <li><input type="checkbox"/> Ensure EOC is in proper working condition and ready for the next EOC activation.</li> <li><input type="checkbox"/> Schedule Incident Debriefing. Complete EOC evaluations ICS 226 form (<b>ICS 226 can be found in the EOC at G:\EOC\New Incident Docs</b>).</li> <li><input type="checkbox"/> Assist with the development of a Final AAR.</li> </ul>



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## PUBLIC INFORMATION OFFICER

**SUPERVISOR:** EOC Director

<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Serve as the dissemination point for all media releases related to County impacts and activities.</li> <li>• Establish a Joint Information Center if needed.</li> <li>• Ensure that the public within the affected area receives complete, accurate, timely, and consistent information about lifesaving procedures, health preservation instructions, emergency status, relief programs and services and other information.</li> <li>• Maintain a relationship with the media representatives and hold periodic press conferences as required.</li> <li>• Provide news releases, answer questions the media may have, and arrange for tours or photo opportunities of the incident.</li> <li>• If multiple agencies and/or jurisdictions are affected and response operations are expected over 24 hours, a Joint Information Center (JIC) may be activated. If a JIC is established the PIO shall coordinate with and may send a representative to the JIC.</li> </ul>
<p><b>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT</b> Also see Common EOC responsibilities on page 77.</p>	
<b>NOTIFICATIONS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Notify PIO's in the field that the PIO function as been established in the EOC. Distribute PIO phone numbers and contact information.</li> <li><input type="checkbox"/> Notify local media of PIO contact numbers.</li> </ul>
<b>ASSIGNMENTS/ STAFFING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clarify any issues regarding your authority and assignment.</li> <li><input type="checkbox"/> Establish the appropriate level of PIO staffing for the EOC:                         <ul style="list-style-type: none"> <li>– Joint Information Center Staff</li> <li>– Hotline Supervisor / Call Takers</li> </ul> </li> <li><input type="checkbox"/> Determine need for additional PIO personnel and request approval from the EOC Director. Forward the request to Logistics Section.</li> <li><input type="checkbox"/> Provide staffing and telephones to handle incoming media and public calls.</li> <li><input type="checkbox"/> Consider establishing and staffing a hotline to answer inquiries from the public as needed.</li> <li><input type="checkbox"/> Establish staff to monitor a rumor control function to identify false or erroneous information. Develop procedure to be used to correct such information.</li> <li><input type="checkbox"/> Determine staffing requirements for a Joint Information Center if needed.</li> </ul>
<b>MEETINGS / BRIEFINGS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend all Section meetings and briefings.</li> <li><input type="checkbox"/> Arrange for meetings between media, county officials or incident level PIOs for information on specific incidents.</li> <li><input type="checkbox"/> Provide periodic briefings and press releases about the disaster/emergency situation throughout the affected areas. Refer media representatives to incident level PIOs for specific information.</li> <li><input type="checkbox"/> Periodically prepare briefings for elected officials or VIPs, as needed and directed by the EOC Director.</li> </ul>

<b>PUBLIC INFORMATION OFFICER</b>	
<b>ACTION PLANNING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assist Management function in developing Section objectives for the EOC Action Plan.</li> <li><input type="checkbox"/> Participate in the EOC Planning P process.</li> </ul>
<b>DOCUMENTATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77.</li> <li><input type="checkbox"/> Prepare and provide approved information to the media. Post news releases in the EOC, Media Information Center and <b>DLAN</b> and other appropriate areas.</li> <li><input type="checkbox"/> Ensure the EOC Director approves press releases before distribution.</li> <li><input type="checkbox"/> Maintain file copies of all information releases.</li> <li><input type="checkbox"/> Prepare, update and distribute a Disaster Assistance Information Directory to the public with locations to obtain food, shelter, supplies, health services, etc.</li> <li><input type="checkbox"/> Prepare materials describing any health risks, appropriate self-help or first aid actions and other appropriate survival measures.</li> <li><input type="checkbox"/> Prepare instructions for people who must evacuate from a high-risk area, including the following information for each threat: evacuation guidance, evacuation routes; suggestions on types and quantities of clothing, food, medical items, etc. the evacuees should bring; location of shelters.</li> <li><input type="checkbox"/> Develop a fact sheet for field personnel to distribute to residences and local businesses, as appropriate (include information about water and electrical outages/shortages, water supply stations, health services, etc.).</li> <li><input type="checkbox"/> Ensure file copies are maintained of information released and posted in the EOC.</li> <li><input type="checkbox"/> Provide copies of all releases to the EOC Director.</li> <li><input type="checkbox"/> Provide personnel and equipment time records to the EOC Director at the end of each work shift.</li> </ul>
<b>POLICIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Implement county PIO/media procedures <b>(See Annex XX: Ventura County Public Information Annex Plan).</b></li> <li><input type="checkbox"/> Obtain approval from the EOC Director for the release of all information.</li> <li><input type="checkbox"/> Secure guidance from the EOC Director regarding the release of available information, and authorization to access the Emergency Alert System (EAS) and the cable system, if needed <b>(See Annex XX: Ventura County Public Information Annex Plan).</b></li> <li><input type="checkbox"/> Be sure that all elected officials, departments, agencies and response organizations in the count are aware that they must coordinate release of emergency information through the PIO and that all press releases must be cleared with the EOC Director before releasing information to the media.</li> </ul>
<b>RESOURCES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Resources in Common EOC Responsibilities on page 76.</li> </ul>
<b>ONGOING ACTIVITIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Coordinate all media events with the EOC Director.</li> <li><input type="checkbox"/> Respond to information requests from the EOC Director and EOC management team.</li> <li><input type="checkbox"/> Keep the EOC Director advised of all unusual requests for information and of all major, critical or unfavorable media comments.</li> <li><input type="checkbox"/> Determine requirements for support to the PIO function at other EOC levels.</li> </ul>

## PUBLIC INFORMATION OFFICER

- Coordinate with Incident Commanders and field PIOs to work with the media at incidents.
- Assist in making arrangements with adjacent jurisdictions for media visits, as appropriate.
- Establish a Joint Information Center (if required) and work with Logistics for facility and equipment needs.
- Coordinate with an activated Op Area JIC to:
  - Ensure coordination of local, state and federal and the private sector public information activities.
  - Obtain technical information (health risks, weather, etc.).
- Schedule and post times and locations of news briefings.
- Ensure the following tasks are completed as needed:
  - Press releases
  - Media interviews
  - Town halls / Community meetings
  - VIP briefings
  - Sandwich boards
- Obtain, process, and summarize information in a form usable in presentations (maps, fact sheets, pictures, status sheets and related visual aids) for media.
- Determine which radio and TV stations are operational (**See Annex XX: Ventura County Public Information Annex Plan**).
- Broadcast emergency information/updates on cable television, either through message board or live taping of EOC Director or designee.
- Record all interviews that you give.
- Interact with other branches/groups/units to provide and obtain information relative to public information operations.
- Coordinate with the Situation Status Unit of the Planning/Intelligence Section and define areas of special interest for public information action. Identify means for securing the information as it is developed.
- Maintain an up-to-date picture of the situation for presentation to media.
- Arrange for tours and photo opportunities when staffing levels and time permit. Coordinate VIP tours with Liaison Officer, and EOC Director.
- Monitor broadcast media to:
  - Get general information
  - Identify and correct inaccurate information
  - Identify and address any rumors
- Coordinate with the DAFN Coordinator to ensure that announcements, information and materials are appropriate, translated and prepared for special populations (non-English speaking; non-readers; elderly; the hearing, sight and mobility impaired; etc.).
  - Warn all non-English speaking and hearing impaired persons of the emergency situation/hazard by:
    - Using bilingual employees whenever possible.
    - Translating all warnings, written and spoken, into appropriate languages.

**PUBLIC INFORMATION OFFICER**

	<ul style="list-style-type: none"> <li>- Contacting media outlets (radio/television) that serve the languages you need.</li> <li>- Utilizing 9-1-1 translation services and video services to contact the deaf.</li> </ul> <p><input type="checkbox"/> Utilize all available public information dissemination methods for persons who have sight impairments, speak a foreign language and all other DAFN populations including:</p> <ul style="list-style-type: none"> <li>- TDD/TDY (for foreign language translation)</li> <li>- Mental Health client list</li> <li>- In Home Support Services (IHSS) client list</li> <li>- Adult Protective Services list</li> <li>- Children Protective Services list</li> <li>- Veterans Services list</li> <li>- Area Agency on Aging client list</li> <li>- Superintendent of Schools student lists</li> <li>- Southern California Edison (Listing of Persons with Durable Medical Equipment)</li> <li>- Ventura County 2-1-1</li> </ul> <p><input type="checkbox"/> Issue timely and consistent advisories and instructions for life safety, health and assistance <b>(See Annex XX: Ventura County Public Information Annex Plan).</b></p> <p><input type="checkbox"/> Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.</p>
<p>DEACTIVATION / DEMOBILIZATION</p>	<p><input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 76.</p>

<b>EOC COORDINATOR</b>	
<b>SUPERVISOR: EOC Director</b>	
<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Facilitate the overall functioning of the EOC.</li> <li>• Support all Management staff and General Staff.</li> <li>• Assist the EOC Director in providing orientations for VIPs and other visitors.</li> <li>• Interact with other sections and branches/groups/units within the EOC to obtain information assist in coordination and ensure the proper flow of information.</li> </ul>
<b>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT</b> Also see Common EOC responsibilities on page 77.	
<b>ASSIGNMENTS/ STAFFING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clarify any issues regarding your authority and assignment.</li> <li><input type="checkbox"/> Identify staffing needs and work with the Logistics Section to provide support staff as needed into Sections requiring support.</li> </ul>
<b>MEETINGS / BRIEFINGS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend and participate in Management Section meetings and briefings.</li> </ul>
<b>ACTION PLANNING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assist Management function in developing Section objectives for the EOC Action Plan.</li> <li><input type="checkbox"/> Participate in the EOC Planning P process.</li> </ul>
<b>DOCUMENTATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77.</li> <li><input type="checkbox"/> Provide personnel and equipment time records to the EOC Director at the end of work shift.</li> </ul>
<b>RESOURCES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Resources in Common EOC Responsibilities on page 76.</li> <li><input type="checkbox"/> Facilitate requests for support or information.</li> </ul>
<b>ONGOING ACTIVITIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain situational awareness and meet with Operations Section Coordinator and/or Plans Section Coordinator to ensure ongoing awareness of all field activities/issues.</li> <li><input type="checkbox"/> Support all General Staff section coordinators.</li> <li><input type="checkbox"/> Familiarize all EOC staff with EOC equipment, troubleshoot any potential equipment issues.</li> <li><input type="checkbox"/> Ensure EOC is functioning smoothly and identify any issues to the EOC Director</li> <li><input type="checkbox"/> Arrange and coordinate any VIP tours with PIO and EOC Director.</li> </ul>
<b>DEACTIVATION / DEMOBILIZATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 76.</li> </ul>

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## LIAISON OFFICER – GOVERNMENT

**SUPERVISOR:** EOC Director

<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Responsible for serving as the point of contact for all local, state and federal government (cities, county, state, federal, and special districts) and the County EOC.</li> <li>• Ensure that the following responsibilities are addressed as required:                             <ul style="list-style-type: none"> <li>– Serve as a liaison between the County EOC and all affected local government (cities, county, state, federal, and special districts) and identify unmet needs.</li> <li>– Manage VIPs and conduct VIP briefings (coordinate with the EOC Coordinator).</li> <li>– Provide timely, accurate and actionable information to County Department heads.</li> </ul> </li> </ul>
<p><b>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT</b> Also see Common EOC responsibilities on page 77.</p>	
<b>ASSIGNMENTS / STAFFING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clarify any issues regarding your authority and assignment.</li> </ul>
<b>MEETINGS / BRIEFINGS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend and participate in Management Section meetings and briefings.</li> <li><input type="checkbox"/> Conduct periodic briefings for local, state and federal government representatives as needed.</li> </ul>
<b>ACTION PLANNING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assist Management function in developing Section objectives for the EOC Action Plan.</li> <li><input type="checkbox"/> Participate in the EOC Planning P process.</li> </ul>
<b>DOCUMENTATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77.</li> <li><input type="checkbox"/> Maintain active roster of local, state and federal government agency representatives located at the EOC. Roster should be distributed internally on a regular basis.</li> <li><input type="checkbox"/> Provide personnel and equipment time records to the EOC Director at the end of work shift.</li> </ul>
<b>RESOURCES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Resources in Common EOC Responsibilities on page 76.</li> </ul>
<b>ONGOING ACTIVITIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Serve as the central coordination point for all county departments/agencies. Ensure two-way communication is established.</li> <li><input type="checkbox"/> Develop a list of all impacted local government (cities, county, state and federal) agencies and identify unmet needs.</li> <li><input type="checkbox"/> Provide information from affected local government (cities, county, state and federal) agencies to Operations Section and Planning and Intelligence Section.</li> <li><input type="checkbox"/> Keep the EOC Director apprised of all local government (cities, county, state and federal) agency issues.</li> </ul>

**LIAISON OFFICER – GOVERNMENT**

	<input type="checkbox"/> Ensure local government (cities, county, state and federal) representatives on site: <ul style="list-style-type: none"><li>– Have signed into the EOC</li><li>– Understand their role in the EOC</li><li>– Know their work locations</li><li>– Understand the EOC organization and floor plan.</li></ul>
DEACTIVATION / DEMOBILIZATION	<input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 76.

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**LIAISON OFFICER – NON-GOVERNMENTAL EXTERNAL AGENCIES**

**SUPERVISOR: EOC Director**

<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Responsible for serving as the point of contact with all non-governmental, volunteer organizations and private sector external representatives) and the County EOC.</li> <li>• Ensure that the following responsibilities are addressed as required:             <ul style="list-style-type: none"> <li>– Serve as a liaison between the County EOC and all affected non-governmental external representative and identify unmet needs.</li> <li>– Manage VIPs and conduct VIP briefings (coordinate with the EOC Coordinator).</li> <li>– Provide timely, accurate and actionable information to County Department heads.</li> </ul> </li> </ul>
<p><b>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT</b> Also see Common EOC responsibilities on page 77.</p>	
<b>ASSIGNMENTS/ STAFFING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clarify any issues regarding your authority and assignment.</li> </ul>
<b>MEETINGS / BRIEFINGS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend and participate in Management Section meetings and briefings.</li> <li><input type="checkbox"/> Conduct periodic briefings for non-governmental external agency representatives as needed.</li> </ul>
<b>ACTION PLANNING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assist Management function in developing Section objectives for the EOC Action Plan.</li> <li><input type="checkbox"/> Participate in the EOC Planning P process.</li> </ul>
<b>DOCUMENTATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77.</li> <li><input type="checkbox"/> Maintain active roster of non-governmental external agency representatives located at the EOC. Roster should be distributed internally on a regular basis.</li> <li><input type="checkbox"/> Provide personnel and equipment time records to the EOC Director at the end of work shift.</li> </ul>
<b>RESOURCES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Resources in Common EOC Responsibilities on page 76.</li> </ul>
<b>ONGOING ACTIVITIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Serve as the central coordination point for all external representatives. Ensure two-way communication is established.</li> <li><input type="checkbox"/> Develop a list of all impacted external agencies and identify unmet needs.</li> <li><input type="checkbox"/> Provide information from affected external agencies to Operations Section and Planning and Intelligence Section, as appropriate.</li> <li><input type="checkbox"/> Ensure external agency representatives on site:             <ul style="list-style-type: none"> <li>– Have signed into the EOC</li> <li>– Understand their role in the EOC</li> <li>– Know their work locations</li> <li>– Understand the EOC organization and floor plan.</li> </ul> </li> </ul>

**LIAISON OFFICER – NON-GOVERNMENTAL EXTERNAL AGENCIES**

	<ul style="list-style-type: none"><li><input type="checkbox"/> Determine if additional representation is required from:<ul style="list-style-type: none"><li>– Community based organizations</li><li>– Private organizations</li><li>– Utilities not already represented</li><li>– Other agencies</li></ul></li><li><input type="checkbox"/> Keep the EOC Director apprised of all external agency issues.</li></ul>
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"><li><input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 76.</li></ul>

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## LEGAL OFFICER

**SUPERVISOR:** EOC Director

PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> <li>• Provide legal counsel to the EOC on legal matters pertaining to emergency response and recovery efforts.</li> <li>• Assist in the preparation of proclamations, ordinances and legal documents <b>(See Annex XX, County of Ventura Manual for Local Emergencies)</b>.</li> <li>• Advise the Multi-Agency Coordination/Policy Group, EOC Director and Management and General Staff, as needed, on the legality and/or legal implications of contemplated emergency actions and policies.</li> <li>• Clarify legal responsibilities and/or potential liabilities.</li> <li>• Maintain legal information, records and reports relative to the emergency.</li> <li>• Participate as a member of the EOC management team when requested by EOC Director.</li> </ul>
<p><b>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT</b> Also see Common EOC responsibilities on page 77.</p>	
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clarify issues regarding your authority and assignment.</li> <li><input type="checkbox"/> Determine 24-hour staffing requirements and request additional support as required.</li> </ul>
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend and participate in Management Section meetings and briefings.</li> </ul>
ACTION PLANNING	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assist Management function in developing Section objectives for the EOC Action Plan.</li> <li><input type="checkbox"/> Participate in the EOC Planning P process.</li> </ul>
DOCUMENTATION	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77.</li> <li><input type="checkbox"/> Prepare documents relative to evacuations, curfews, and demolition of hazardous structures or conditions, as needed,</li> <li><input type="checkbox"/> Prepare proclamations, emergency ordinances and other legal documents required by the Board of Supervisors and the EOC Director <b>(See Annex XX, County of Ventura Manual for Local Emergencies)</b>.</li> <li><input type="checkbox"/> Provide personnel and equipment time records to the EOC Director at the end of work shift.</li> </ul>
RESOURCES	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Resources in Common EOC Responsibilities on page 76.</li> <li><input type="checkbox"/> Develop rules, regulations and laws required for the acquisition and/or control of critical resources.</li> </ul>
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <li><input type="checkbox"/> Commence civil and criminal proceedings as necessary and appropriate to implement and enforce emergency actions.</li> <li><input type="checkbox"/> Advise the EOC Director on areas of legal responsibility and identify potential liabilities.</li> <li><input type="checkbox"/> Advise the Multi-Agency Coordination/Policy Group, EOC Director and Management and General staff of the legality and/or legal implications of contemplated emergency actions and/or policies.</li> <li><input type="checkbox"/> Keep the EOC Director advised of your status and activity.</li> </ul>
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 76.</li> </ul>

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## DAFN COORDINATOR

**SUPERVISOR:** EOC Director

<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Serve as a central coordination point for DAFN population concerns.</li> <li>• Determine the scope of the incident and the impact on DAFN populations.</li> <li>• Determine which DAFN populations are impacted.</li> <li>• Ensure emergency communications, evacuations and mass care and sheltering activities address DAFN needs and comply with local, state and federal guidelines and standards.</li> <li>• Provide advice and assistance pertaining to DAFN concerns with other Sections as they manage resources and activities.</li> <li>• Coordinate with Care and Shelter Branch, ARC, emergency welfare agencies and cities to support DAFN needs.</li> </ul>
<p><b>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT</b> Also see Common EOC responsibilities on page 77.</p>	
<b>ASSIGNMENTS/ STAFFING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clarify issues regarding your authority and assignment.</li> <li><input type="checkbox"/> Determine 24-hour staffing requirements and request additional support as required.</li> </ul>
<b>MEETINGS / BRIEFINGS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend and participate in Management Section meetings and briefings.</li> <li><input type="checkbox"/> Present and discuss potential issues related to people with disabilities and others with access and functional needs with Operations and Logistics Section Coordinators at the beginning-of-shift briefing.</li> </ul>
<b>ACTION PLANNING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assist Management function in developing Section objectives for the EOC Action Plan.</li> <li><input type="checkbox"/> Participate in the EOC Planning P process.</li> </ul>
<b>DOCUMENTATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77.</li> </ul>
<b>RESOURCES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Resources in Common EOC Responsibilities on page 76.</li> <li><input type="checkbox"/> Request trained and qualified and culturally / diverse competent staff to work with non-English speaking when needed.</li> <li><input type="checkbox"/> Assist the Logistics Section, as requested to provide supplies, facility modifications and resource allocation to support people with disabilities and others with access and functional needs.</li> <li><input type="checkbox"/> Deploy Ventura County Functional Assessment and Support Teams (FAST) at onset of evacuation and shelter activation by Care and Shelter Branch, if needed.</li> <li><input type="checkbox"/> Utilize California State FAST resources as needed to support the DAFN population:             <ul style="list-style-type: none"> <li>– Activate the FAST if required, via the California Department of Health Services.</li> <li>– Ensure staff is available to provide accessibility to the facility and auxiliary aid services within the shelter.</li> <li>– Provide for alternative forms of communications (TTD/TTY, pictographs, large print, captions, etc.).</li> </ul> </li> </ul>

<b>DAFN COORDINATOR</b>	
	<ul style="list-style-type: none"> <li>– Ensure staff and resources for triage of DAFNs shelter clients including physical and mental health needs.</li> <li>– Provision resources for in-shelter service/companion animals.</li> </ul>
<b>ONGOING ACTIVITIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Monitor impacted DAFN populations during evacuation and shelter activities to ensure adequate support.</li> <li><input type="checkbox"/> Monitor and assist with message development/translation, as needed, including alert/warning messages to ensure DAFN populations are reached.</li> <li><input type="checkbox"/> Assist PIO with press releases to address DAFN populations.</li> <li><input type="checkbox"/> Keep the EOC Director apprised of all issues pertaining to DAFN populations.</li> <li><input type="checkbox"/> Maintain awareness of operations, including trends, changes in services and other variables that may indicate a need for service delivery adjustments as related to people with disabilities and others with access and functional needs.</li> <li><input type="checkbox"/> Obtain situation reports from Operations twice during each operational period (depending on the length of the period) to maintain situational awareness and identify any impacts to the DAFN population.</li> <li><input type="checkbox"/> Assist the PIO to mitigate or resolve issues related to accessibility of emergency notification systems and any other related items concerning communications systems.</li> <li><input type="checkbox"/> Assist the Operations Section, Care and Shelter Branch to provide sheltering, tracking, shelter communications and resources, medical shelters, mental and behavioral health, medical equipment in shelters, service animals, mass feeding, and recovery.</li> <li><input type="checkbox"/> Coordinate with the Care and Shelter Branch and the PIO to provide regularly updated information on the location of shelters suitable for DAFN populations.</li> <li><input type="checkbox"/> Assist the Operations Section Law Enforcement Branch to mitigate or resolve issues related to emergency notification, evacuation, accessible vehicles (e.g., paratransit), evacuee tracking, and other transportation-related items.</li> <li><input type="checkbox"/> Monitor the progress of evacuation planning/operations (evacuation and re-entry) to assure that persons with disabilities, access and functional needs are being accommodated.</li> <li><input type="checkbox"/> Assist the Operations Section, Medical/Health Branch to identify people with disabilities and others with access and functional needs and medical needs and to mitigate or resolve issues related to medical shelters and equipment and mental and behavioral health.</li> <li><input type="checkbox"/> Keep the EOC Director advised of your status and activity.</li> </ul>
<b>DEACTIVATION / DEMOBILIZATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 76.</li> <li><input type="checkbox"/> Monitor post-incident public messages to assure that information regarding recovery programs is provided in various languages and through other methods that reach impacted disabilities, access and functional needs populations.</li> <li><input type="checkbox"/> Assist the Recovery Coordinator with identifying accessible locations for Local Assistance Centers or Disaster Assistance Centers, if implemented.</li> </ul>

<b>SAFETY/SECURITY OFFICER</b>	
<b>SUPERVISOR: EOC Director</b>	
<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>Ensure that all facilities used in support of EOC operations have safe operating conditions.</li> <li>Monitor all EOC and related facility activities to ensure that they are being conducted in as safe a manner as possible under the circumstances that exist.</li> <li>Stop or modify all unsafe operations.</li> <li>Provide twenty-four hour a day security for EOC facilities.</li> <li>Control personnel access to facilities in accordance with policies established by the EOC Director.</li> </ul>
<b>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT</b> Also see Common EOC responsibilities on page 77.	
<b>ASSIGNMENTS/ STAFFING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clarify issues regarding your authority and assignment.</li> <li><input type="checkbox"/> Determine 24-hour safety/security staffing requirements and request additional support as required.</li> </ul>
<b>MEETINGS / BRIEFINGS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend and participate in Management Section meetings and briefings.</li> </ul>
<b>ACTION PLANNING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assist Management function in developing Section objectives for the EOC Action Plan.</li> <li><input type="checkbox"/> Participate in the EOC Planning P process.</li> </ul>
<b>DOCUMENTATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77.</li> </ul>
<b>RESOURCES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Resources in Common EOC Responsibilities on page 76.</li> <li><input type="checkbox"/> Determine needs for special communication resources. Make needs known to the Logistics Section.</li> </ul>
<b>ONGOING ACTIVITIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Support Safety and Security Officers in the field to ensure safety and security of field operations for employees and volunteers.</li> <li><input type="checkbox"/> Tour the entire EOC area and determine the scope of on-going operations and learn the location of fire extinguishers, fire hoses and emergency pull stations.</li> <li><input type="checkbox"/> Evaluate conditions and advise the EOC Director of any conditions and actions which might result in liability—e.g. oversights, improper response actions, etc.</li> <li><input type="checkbox"/> Provide executive security as appropriate or required.</li> <li><input type="checkbox"/> Coordinate security for EOC critical facilities, supplies or materials, as needed.</li> <li><input type="checkbox"/> Establish or relocate security positions as dictated by the situation.</li> <li><input type="checkbox"/> Determine needs for special access facilities.</li> <li><input type="checkbox"/> Coordinate with the Personnel Unit of the Logistics Section to ensure that training for personnel includes safety and hazard awareness and is compliant with OSHA requirements.</li> <li><input type="checkbox"/> Be familiar with particularly hazardous conditions in the facility.</li> <li><input type="checkbox"/> Ensure that the EOC is free from environmental threats (i.e., radiation exposure, air purity, water quality, etc.).</li> </ul>

<b>SAFETY/SECURITY OFFICER</b>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide guidance regarding actions to be taken in preparation for aftershocks, if the event that caused activation is an earthquake.</li> <li><input type="checkbox"/> Assist in any EOC evacuation.</li> <li><input type="checkbox"/> Assist in sealing off any dangerous areas. Provide access control as required.</li> <li><input type="checkbox"/> Keep the EOC Director advised of safety and security conditions.</li> <li><input type="checkbox"/> Coordinate with the Finance/Administration Section on any personnel injury claims or records preparation as necessary for proper case evaluation and closure.</li> </ul>
<b>DEACTIVATION / DEMOBILIZATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 76.</li> </ul>

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**OPERATIONS SECTION - GENERAL INFORMATION****PURPOSE**

To enhance response capabilities within the County of Ventura during an all hazards event, including support to all phases of emergency management. It is the policy of this Section that the priorities of responses are:

- Protect life, property and environment.
- Carry out objectives of the EOC Action Plan.
- Ensure coordinated incident response.

**OVERVIEW**

The Operations Section's primary responsibility is to coordinate the response operations of various elements involved in the disaster/emergency and to request resources as needed. These elements may include:

- Law Branch
- Fire Branch
- Medical/Health Branch
- Care and Shelter Branch
- Infrastructure Branch
- Building and Safety Branch
- Alert & Warning Branch
- Radio Operators
- Support Staff
- Technical Specialist

**OBJECTIVES**

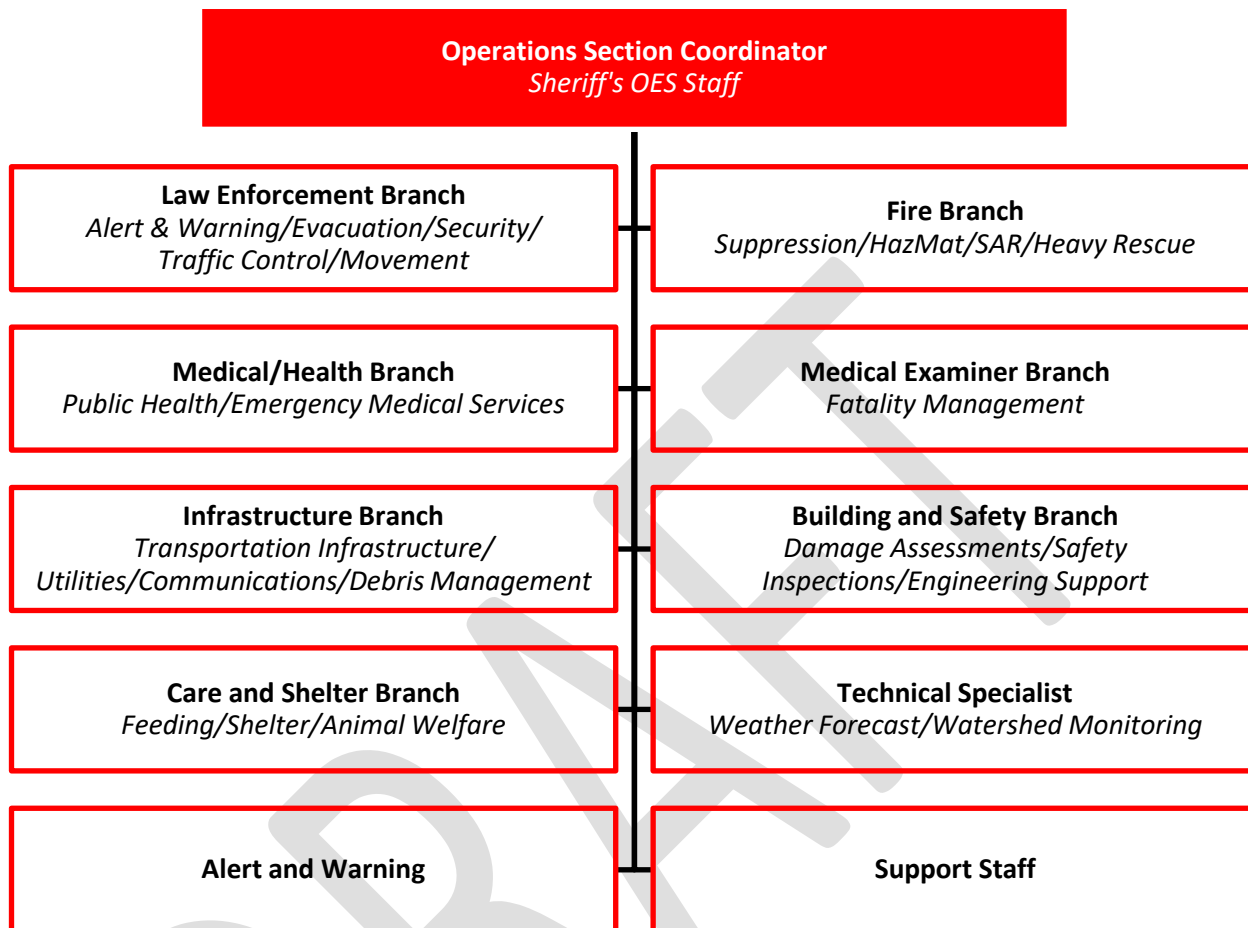
The Operations Section is responsible for coordination of all response elements applied to the disaster/emergency. The Operations Section carries out the objectives of the EOC Action Plan and requests additional resources as needed.

**CONCEPT OF OPERATIONS**

The Operations Section will operate under the following policies during a disaster/emergency as the situation dictates:

- SEMS and the NIMS will be followed.
- Existing county and departmental operating procedures will be adhered to unless modified by the Board of Supervisors.
- Operational periods will be determined by the EOC Director and should be event driven.

OPERATIONS SECTION ORGANIZATION CHART



**OPERATIONS SECTION STAFF**

The Operations Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches. The following branches may be established as the need arises:

- Law Enforcement
- Fire
- Medical/Health
- Medical Examiner
- Infrastructure
- Building and Safety
- Care & Shelter
- Technical Specialist
- Alert and Warning
- Support Staff

The Operations Section Coordinator may activate additional units as necessary to fulfill an expanded role.  
**Operations Section Coordinator**

The Operations Section Coordinator, a member of the EOC Director's General Staff, is responsible for coordinating the County's operations in support of the disaster/emergency response through implementation of the County's EOC Action Plan and for coordinating requests for mutual aid and other operational resources. The Coordinator is responsible for:

- Understanding the current situation
- Predicting probable resource needs
- Preparing alternative strategies for procurement and resources management

#### **Law Enforcement Branch**

This Branch is responsible for alerting and warning the public, coordinating evacuations, enforcing laws and emergency orders, establishing safe traffic routes, ensuring that security is provided at incident facilities, ensuring access control to damaged areas and ordering and coordinating appropriate mutual aid resources.

#### **Fire Branch**

This Branch is responsible for coordinating personnel, equipment, and resources committed to the fire, field medical, Urban Search and Rescue and hazardous material elements of the incident.

#### **Medical/Health Branch**

This Branch coordinates appropriate emergency medical response. The Ventura County Health Care Agency is responsible for managing personnel, equipment and resources to provide the best patient care possible.

#### **Medical Examiner Branch**

This Branch coordinates Medical Examiner resources for the collection, identification and disposition of deceased persons and human remains.

#### **Infrastructure Branch**

The Infrastructure Branch is responsible for coordinating all Infrastructure operations; maintaining public facilities, surveying utilities and services, as well as restoring those that are damaged or destroyed; assisting other functions with traffic issues, search and rescue, transportation, inspections, etc. as needed.

#### **Building and Safety Branch**

This Branch is responsible for the evaluation and inspection of all County-owned and private structures damaged in an incident.

#### **Care and Shelter Branch**

The Care and Shelter Branch is responsible for providing care and shelter for evacuees and will coordinate efforts with the Ventura County Humans Services Agency and the American Red Cross Ventura County and other volunteer agencies. For animal sheltering issues, the Care and Shelter Branch will coordinate with Ventura County Animal Services.

#### **Technical Specialist**

The Technical Specialist provides specialized skills such as weather forecasting and watershed monitoring. Depending on the emergency/disaster additional technical specialists may be added.

**Alert and Warning**

Alert and Warning receives direction for the Law Enforcement Branch and is responsible for implementing County alert and warning systems to warn the public of an emergency/disaster.

**Support Staff**

Support staff assist any of the Branches within the Operations Section, as needed. As Operations Support Staff, Auxiliary Communications Services (ACS) radio operators support Operations Section staff by maintaining communications with other ACS operators throughout the county.

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<b>OPERATIONS SECTION COORDINATOR</b>	
<b>PRIMARY:</b>	OES Staff
<b>ALTERNATE:</b>	As Designated
<b>SUPERVISOR:</b>	EOC Director
<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>Ensure that the Operations Section function is carried out, including the coordination of response for Fire, Law Enforcement, Medical/Health, Medical Examiner, Public Works, Care and Shelter and Building and Safety.</li> <li>Establish and maintain mobilization/demobilization areas for incoming mutual aid resources.</li> <li>Develop and ensure that the EOC Action Plan’s operational objectives are carried out.</li> <li>Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.</li> <li>Exercise overall responsibility for the coordination of activities within the Section.</li> <li>Report to the EOC Director on all matters pertaining to Section activities.</li> </ul>
<b>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT</b> Also see Common EOC responsibilities on page 77.	
<b>ACTIVATION &amp; NOTIFICATIONS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Determine the operational status and appropriate level of activation based on situation as known.</li> <li><input type="checkbox"/> Mobilize appropriate personnel for initial activation of the EOC.</li> <li><input type="checkbox"/> Notify EOC Director when your Section is fully operational.</li> <li><input type="checkbox"/> Establish field communications with established Incident Command Posts or DOCs, if activated.</li> </ul>
<b>ASSIGNMENTS/ STAFFING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clarify any issues regarding your authority and assignment.</li> <li><input type="checkbox"/> Determine what Section positions should be activated and staffed.</li> <li><input type="checkbox"/> Confirm that all key Operations Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.</li> <li><input type="checkbox"/> Request additional personnel for the Section to maintain a 24-hour operation as required.</li> <li><input type="checkbox"/> Carry out responsibilities of your Section not currently staffed.</li> </ul>
<b>MEETINGS / BRIEFINGS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Brief new or relief personnel in your Branch. Briefings should include:                             <ul style="list-style-type: none"> <li>– Current situation assessment</li> <li>– Identification of specific job responsibilities</li> <li>– Identification of co-workers within the job function and/or geographical assignment</li> <li>– Availability of communications</li> <li>– Location of work area</li> <li>– Identification of eating and sleeping arrangements as appropriate</li> <li>– Procedural instructions for obtaining additional supplies, services, and personnel</li> </ul> </li> </ul>

<b>OPERATIONS SECTION COORDINATOR</b>	
	<ul style="list-style-type: none"> <li style="margin-left: 40px;">– Identification of operational period work shifts</li> <li><input type="checkbox"/> Meet with other activated Section Coordinators, as needed.</li> <li><input type="checkbox"/> Attend periodic briefing sessions conducted by the EOC Director.</li> <li><input type="checkbox"/> Brief the EOC Director on major problem areas that need or will require solutions.</li> <li><input type="checkbox"/> Conduct periodic Operations Section briefings and work to reach consensus for forthcoming operational needs.</li> </ul>
<b>ACTION PLANNING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in the EOC Director’s action planning meetings.</li> <li><input type="checkbox"/> Work closely with the Planning/Intelligence Section Coordinator in the development of the EOC Action Plan. Ensure the development of Operations Section objectives. <b>(See Planning/Intelligence Support Documentation – Action Planning. Action Plan forms can be found in the EOC at G:\EOC\New Incident Docs).</b></li> <li><input type="checkbox"/> Work closely with each Branch leader to ensure Operations Section objectives as defined in the current EOC Action Plan are being addressed.</li> <li><input type="checkbox"/> Work closely with Logistics Section – Support Staff to develop a Communications Plan.</li> </ul>
<b>DOCUMENTATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77.</li> <li><input type="checkbox"/> Provide copies of the any reports to the Documentation Unit of the Planning/Intelligence Section at end of each operational period.</li> <li><input type="checkbox"/> Ensure that all your Section personnel and equipment time records and a record of expendable materials used are provided to the Time Keeping Unit and Cost Recovery Unit of the Finance/Administration Section at the end of each operational period.</li> </ul>
<b>RESOURCES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Resources in Common EOC Responsibilities on page 76.</li> <li><input type="checkbox"/> Provide resources to the field as needed.</li> <li><input type="checkbox"/> Determine resources committed and resource needs.</li> <li><input type="checkbox"/> Identify, establish, and maintain mobilization areas for operations-related equipment and personnel that come through Mutual Aid, as needed. Authorize release of equipment and personnel to incident commanders in the field.</li> <li><input type="checkbox"/> Review suggested list of resources to be released and initiate recommendations for their release. Notify the Situation/Resources Status Unit of the Planning/Intelligence Section.</li> </ul>
<b>ONGOING ACTIVITIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Receive, evaluate, and disseminate information relative to the Operations Section.</li> <li><input type="checkbox"/> Evaluate the field conditions associated with the disaster/emergency and coordinate with the Situation/Resources Status Unit of the Planning/Intelligence Section.</li> <li><input type="checkbox"/> Obtain and review major incident reports from the Situation/Resources Status Unit and additional field operational information that may pertain to or affect Section operations. Provide information to appropriate branches.</li> </ul>

<b>OPERATIONS SECTION COORDINATOR</b>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Coordinate with Incident Commanders and DOCs, if activated to support any field activities.</li> <li><input type="checkbox"/> Coordinate with Law Enforcement, Fire, Medical/Health Branches and Incident Commanders, as appropriate, to determine the need for In-Place Sheltering or evacuations. Coordinate notification orders with these branches, <b>the Alert and Warning staff</b> and the PIO.</li> <li><input type="checkbox"/> Coordinate the designation of primary and alternate evacuation routes for each incident with Law Enforcement, Fire and Infrastructure Branches.</li> <li><input type="checkbox"/> Coordinate with the Situation/Resources Status Unit in the Planning Section to ensure primary and alternate evacuation routes are displayed on the situation maps.</li> <li><input type="checkbox"/> Coordinate any display or mapping needs with the Planning/Intelligence Section.</li> <li><input type="checkbox"/> Coordinate the activities of all departments and agencies involved in the operations.</li> <li><input type="checkbox"/> Provide all relevant emergency information to the PIO.</li> <li><input type="checkbox"/> Ensure that intelligence information from Branch leaders is made available to the Planning/Intelligence Section.</li> <li><input type="checkbox"/> Ensure that unusual weather occurrences within the jurisdiction are reported to the National Weather Service (NWS) <b>(see Operations Support Documentation – NWS.)</b></li> <li><input type="checkbox"/> Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section, i.e., notification of any emergency expenditures.</li> </ul>
<b>DEACTIVATION / DEMOBILIZATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Demobilize Operations Section staff when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan.</li> <li><input type="checkbox"/> Ensure that any open actions are completed before demobilization.</li> <li><input type="checkbox"/> Complete all required forms or reports and forward to the Documentation Unit, prior to demobilization. Provide any financial information to Finance/Administration Section Coordinator.</li> <li><input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).</li> </ul>

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<b>LAW ENFORCEMENT BRANCH</b>	
<b>PRIMARY:</b>	OES Staff
<b>ALTERNATE:</b>	As Designated
<b>SUPERVISOR:</b>	Operations Section Coordinator
<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>Coordinate movement and evacuation operations during the disaster/emergency.</li> <li>Alert and notify the public of the impending or existing emergency.</li> <li>Activate any public warning systems.</li> <li>Coordinate law enforcement, search and rescue and traffic control operations during the disaster/emergency.</li> <li>Coordinate the provision of security at incident facilities.</li> <li>Coordinate Law Enforcement Mutual Aid requests from emergency response agencies through the Law Enforcement Mutual Aid Coordinator at the Operational Area EOC.</li> <li>Supervise the Law Enforcement Branch.</li> </ul>
<p><b>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT</b> Also see Common EOC responsibilities on page 77.</p>	
<b>ACTIVATION &amp; NOTIFICATIONS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that on-duty Law Enforcement personnel have been alerted and notified of the current situation and that off-duty Law Enforcement personnel have been notified of call-back status, (when they should report) in accordance with current department emergency procedures.</li> <li><input type="checkbox"/> Ensure that Law Enforcement personnel have completed status checks on equipment, facilities, and operational capabilities.</li> <li><input type="checkbox"/> Alter normal patrol procedures to accommodate the emergency situation, if needed.</li> <li><input type="checkbox"/> Notify Watch Commander of status.</li> </ul> <p><b>Alerting/Warning of Public (See Annex XX - Alerting and Warning)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Coordinate with Fire and Medical/Health Branches and field units to designate area to be warned and/or evacuated.</li> <li><input type="checkbox"/> Coordinate with DAFN Coordinator to evaluate the affected or potentially affected area to determine the population demographics.</li> <li><input type="checkbox"/> Develop and coordinate with the PIO the warning/evacuation message to be delivered. At a minimum the message should include:                         <ul style="list-style-type: none"> <li>– Identification of agency making notification</li> <li>– Nature of the emergency and exact threat to public</li> <li>– Threat areas</li> <li>– Time available for evacuation</li> <li>– Evacuation routes</li> <li>– Location of evacuee assistance center</li> <li>– Radio stations carrying instructions and details</li> </ul> </li> <li><input type="checkbox"/> Coordinate all emergency warning and messages with the EOC Director and the PIO. Consider the following dissemination methods:                         <ul style="list-style-type: none"> <li>– Notifying law enforcement units to use loudspeakers and sirens to announce warning messages.</li> </ul> </li> </ul>

<b>LAW ENFORCEMENT BRANCH</b>	
	<ul style="list-style-type: none"> <li>– Determining if helicopters are available and/or appropriate for announcing warnings.</li> <li>– Using automated notification systems, cable TV, local radio stations and social media to deliver warning or emergency messages upon approval of the EOC Director <b>(Coordinate implementation with Alert and Warning staff).</b></li> <li>– Using the Emergency Alert System (EAS) for local radio and television delivery of warnings. <b>(See Annex XX - Alerting and Warning).</b></li> <li>– VCAAlert - to deliver warning or emergency messages to selected residences upon approval of the EOC Director. <b>(Coordinate implementation with Alert and Warning staff).</b></li> <li>– Using cadets, Disaster Services Workers reserves, and other County personnel as necessary to help with warnings. Request through the Logistics Section.</li> </ul> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that dispatch notifies special facilities requiring warning/notification (i.e., hospitals, schools, government facilities, special industries, etc.)</li> <li><input type="checkbox"/> Warn all non-English speaking; hearing, visually or mobility impaired persons; and other special needs populations of the emergency situation/hazard by:             <ul style="list-style-type: none"> <li>– Using bilingual employees whenever possible.</li> <li>– Translating warnings, written and spoken, into appropriate languages.</li> <li>– Contacting media outlets (radio/television) that serve the languages you need.</li> <li>– Utilizing video phones and 9-1-1 translation services to contact persons with hearing impairment.</li> <li>– Using pre-identified lists and non-governmental organizations with outreach to people with access and functional needs.</li> </ul> </li> <li><input type="checkbox"/> Check vacated areas to ensure that all people have received warnings.</li> </ul>
<b>ASSIGNMENTS/ STAFFING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clarify any issues regarding your authority and assignment.</li> <li><input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required.</li> <li><input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.</li> </ul>
<b>MEETINGS / BRIEFINGS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend periodic briefing sessions conducted by the Section Coordinator.</li> </ul>
<b>ACTION PLANNING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in the EOC Director’s action planning meetings.</li> <li><input type="checkbox"/> Coordinate with Section Coordinator in the development of the Operations Section objectives for EOC Action Plan. Ensure Law Enforcement objectives are incorporated. <b>(See Planning/Intelligence Support Documentation – Action Planning and the EOC Action Plan in the Forms Section.)</b></li> <li><input type="checkbox"/> Set Sheriff’s Department priorities based on the nature and severity of the disaster/emergency.</li> </ul>
<b>DOCUMENTATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77.</li> </ul>

<b>LAW ENFORCEMENT BRANCH</b>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.</li> <li><input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.</li> </ul>
<b>RESOURCES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Resources in Common EOC Responsibilities on page 76.</li> <li><input type="checkbox"/> Estimate need for law enforcement mutual aid.</li> <li><input type="checkbox"/> Serve as the Ventura County Operational Area Law Enforcement Mutual Aid Coordinator and coordinate any law enforcement mutual aid requests from cities with the Cal OES Southern Region Law Enforcement Mutual Aid Coordinator.</li> <li><input type="checkbox"/> Coordinate with the appropriate units of the Logistics Section for supplies, equipment, personnel, and transportation for field operations.</li> <li><input type="checkbox"/> Establish a multi-purpose staging area as required for incoming law enforcement mutual aid resources.</li> </ul>
<b>ONGOING ACTIVITIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Keep the Operations Section Coordinator advised of your Branch status and activity and on any problem areas that now need or will require solutions.</li> <li><input type="checkbox"/> Ensure that Law Enforcement personnel have completed status checks on equipment, facilities, and operational capabilities.</li> <li><input type="checkbox"/> Ensure that all relevant communication systems are operational.</li> <li><input type="checkbox"/> Ensure that field units begin safety/damage assessment survey of critical facilities and report status information back through the Law Enforcement Branch. Forward information to the Planning/Intelligence Section.</li> <li><input type="checkbox"/> Review situation reports as they are received. Verify information where questions exist.</li> <li><input type="checkbox"/> Refer all media contacts to PIO and provide information to the PIO on matters relative to public safety.</li> <li><input type="checkbox"/> Direct field units to report pertinent information (casualties, damage observations, evacuating status, radiation levels, chemical exposure, etc.).</li> <li><input type="checkbox"/> Coordinate with Ventura County Animal Services for all animal services needed.</li> </ul> <p><b>EVACUATION ACTIVITIES</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Implement the evacuation portion of the EOC Action Plan and/or support field operations.</li> <li><input type="checkbox"/> Establish emergency traffic routes in coordination with the Infrastructure Branch, CHP, CalTrans and other affected city EOCs, as appropriate.</li> <li><input type="checkbox"/> Coordinate with the Infrastructure Branch, CalTrans and CHP to determine capacity and safety of evacuation routes and time to complete evacuation.</li> <li><input type="checkbox"/> Ensure that evacuation routes do not pass through hazard zones.</li> <li><input type="checkbox"/> Ensure that VC-Alert is employed to assist with evacuations. (Coordinate with Alert and Warning staff).</li> <li><input type="checkbox"/> Coordinate with Ventura County Animal Services to assist with animal evacuations.</li> </ul>

**LAW ENFORCEMENT BRANCH**

- Assist Infrastructure Branch with identifying and clearing debris from critical routes required to support emergency response vehicles.
  - Identify alternate evacuation routes where necessary.
  - Coordinate with the DAFN Coordinator, HSA and EMSA to identify persons/facilities that may have special evacuation requirements; i.e. people with access and functional needs, hospitalized, elderly, institutionalized, incarcerated etc.
    - Check status
    - Evacuate if necessary
    - Coordinate with the Transportation Unit of the Logistics Section for special transportation needs, i.e. wheelchair lift-equipped buses, transit buses, and paratransit vans.
    - Make sure the individuals are not separated from their durable medical equipment, i.e. wheelchairs, and walkers or service animals.
  - Consider use of County and Ventura County Transportation Commission (VCTC) vehicles if threat is imminent. Coordinate use of County and VCTC vehicles (buses, vans, etc.) with the Transportation Unit of the Logistics Section.
  - Establish evacuation assembly points, traffic control points and provide traffic control for evacuation and perimeter control for affected areas.
  - Coordinate the evacuation of hazardous areas with neighboring jurisdictions and other affected agencies.
  - Coordinate with Care and Shelter Branch to open evacuation centers.
  - Place towing services on stand-by to assist disabled vehicles on evacuation routes.
  - Monitor status of warning and evacuation processes.
  - Coordinate with the Infrastructure Branch to obtain necessary barricades and signs.
- SECURITY ACTIVITIES**
- Coordinate security for critical facilities and resources (consider vehicle security and parking at incident facilities).
  - Enforce curfew and emergency orders, as identified in the EOC Action Plan.
  - Coordinate security in the affected areas to protect public and private property by establishing access controls and screening traffic, as required.
  - Coordinate assisting fire units/ambulances/medical teams/emergency supply vehicles in entering and leaving incident areas, when needed.
  - Coordinate with Infrastructure Branch for street closures and boarding up of buildings.
  - Coordinate law enforcement and crowd control services at mass care and evacuation centers.
  - Ensure that detained inmates are protected from potential hazards. Ensure adequate security and relocate if necessary.
  - Develop procedures for safe re-entry into evacuated areas.

<b>LAW ENFORCEMENT BRANCH</b>	
	<p><b>MAJOR AIR CRASH ACTIVITIES</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Notify the Federal Aviation Agency or appropriate military command for air crash incidents.</li> <li><input type="checkbox"/> Request temporary flight restrictions, as necessary</li> </ul> <p><b>FLOODING AND/OR DAM FAILURE ACTIVITIES</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Notify all units in and near inundation areas of flood arrival time.</li> <li><input type="checkbox"/> Direct mobile units to warn public to move to higher ground immediately. Continue warning as long as needed.</li> <li><input type="checkbox"/> Coordinate with PIO and Alert and Warning staff to notify radio stations to broadcast warnings and post to social media.</li> </ul> <p><b>ADDITIONAL ACTIONS IN RESPONSE TO TSUNAMI WARNING</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Use routes and Reunification Areas identified in the Ventura County Operational Area Tsunami Response Guide to evacuate portions of the County in and near tsunami inundation areas.</li> <li><input type="checkbox"/> Ensure that VC-Alert is employed to assist with evacuations. (Coordinate with the Alert and Warning staff).</li> <li><input type="checkbox"/> Establish assembly areas for population being evacuated, if needed.</li> <li><input type="checkbox"/> Coordinate with VCTC to confirm pick up points for individuals with limited transportation resources.</li> <li><input type="checkbox"/> Coordinate with Ventura County Animal Services to assist in evacuating animals in the inundation area.</li> <li><input type="checkbox"/> Direct mobile units to warn public to move to higher ground immediately. Continue warning as long as needed.</li> <li><input type="checkbox"/> Coordinate with PIO and Alert and Warning staff to notify radio stations to broadcast warnings and post to social media.</li> </ul>
<b>DEACTIVATION / DEMOBILIZATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 76.</li> <li><input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan.</li> <li><input type="checkbox"/> Ensure that any open actions are completed before demobilization.</li> <li><input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).</li> </ul>

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<b>FIRE BRANCH</b>	
<b>PRIMARY:</b> Fire Battalion Chief as designated by Fire <b>ALTERNATE:</b> As Designated <b>SUPERVISOR:</b> Operations Section Coordinator	
<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Coordinate fire prevention, control and suppression, emergency medical, hazardous materials incidents and Urban Search and Rescue (USAR).</li> <li>• Implement that portion of the EOC Action Plan appropriate to the Fire Branch.</li> </ul>
<b>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT</b> Also see Common EOC responsibilities on page 77.	
<b>ACTIVATION &amp; NOTIFICATIONS</b>	<input type="checkbox"/> Ensure on-duty Fire personnel have been alerted and notified of the current situation. <input type="checkbox"/> Ensure off-duty Fire personnel have been notified of callback status, (when they should report) in accordance with current department emergency procedures. <input type="checkbox"/> Notify appropriate local, state, and federal response agencies.
<b>ASSIGNMENTS/ STAFFING</b>	<input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required. <input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
<b>MEETINGS / BRIEFINGS</b>	<input type="checkbox"/> Attend periodic briefing sessions conducted by the Section Coordinator.
<b>ACTION PLANNING</b>	<input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Coordinate with Section Coordinator in the development of the Operations Section objectives for EOC Action Plan. Ensure Fire objectives are incorporated. <span style="background-color: yellow;">(See Planning/Intelligence Support Documentation – Action Planning and the EOC Action Plan in the Forms Section.)</span> <input type="checkbox"/> Set Fire Department priorities based on the nature and severity of the disaster/emergency.
<b>DOCUMENTATION</b>	<input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77. <input type="checkbox"/> Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section. <input type="checkbox"/> Complete and maintain status reports for major incidents requiring or potentially requiring operational area, state and federal response, and maintains status of unassigned fire & rescue resources. <input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
<b>RESOURCES</b>	<input type="checkbox"/> See Resources in Common EOC Responsibilities on page 76. <input type="checkbox"/> Estimate need for fire mutual aid. <input type="checkbox"/> Serve as the Ventura County Operational Area Fire & Rescue Mutual Aid Coordinator and coordinate any fire and rescue mutual aid requests from cities with the Cal OES Southern Region Law Enforcement Mutual Aid Coordinator.

<b>FIRE BRANCH</b>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Coordinate with the Logistics Section for supplies, equipment, personnel, and transportation for field operations.</li> <li><input type="checkbox"/> Coordinate with Planning and Logistics Sections for tracking and accountability of ordered resources.</li> <li><input type="checkbox"/> Establish a multi-purpose staging area as required for incoming fire mutual aid resources.</li> <li><input type="checkbox"/> Update the Regional Fire Mutual Aid Coordinator on major problems, actions taken and resources available or needed.</li> </ul>
<b>ONGOING ACTIVITIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assess the impact of the disaster/emergency on the Fire Department's operational capacity</li> <li><input type="checkbox"/> Report to the Operations Section Coordinator when:                             <ul style="list-style-type: none"> <li>– EOC Action Plan needs modification</li> <li>– Additional resources are needed or surplus resources are available</li> <li>– Significant events occur</li> </ul> </li> <li><input type="checkbox"/> Support Fire Incident Commanders as requested.</li> <li><input type="checkbox"/> Advise EOC staff on dangers associated with fire/hazardous materials.</li> <li><input type="checkbox"/> Coordinate fire, hazardous materials and search and rescue operations.</li> <li><input type="checkbox"/> Assist in dissemination of warning to the public.</li> <li><input type="checkbox"/> Provide for radiation monitoring and decontamination operations and implement the Radiological Protection Procedures if needed.</li> <li><input type="checkbox"/> Determine if current and forecasted weather and wind conditions will complicate fires, hazardous material, releases, major medical incidents and/or other potential problems.</li> <li><input type="checkbox"/> Assist in efforts to identify spilled substances, including locating shipping papers and placards, and contacting as required Ventura County Health Care Agency, Cal OES, shipper, manufacturer, CHEMTREC, etc.</li> <li><input type="checkbox"/> Ensure proper clean-up arrangements are made with Ventura County Environmental Health.</li> <li><input type="checkbox"/> Provide support for decontamination operations.</li> <li><input type="checkbox"/> Support appropriate emergency medical care and transportation of injured to appropriate facilities.</li> <li><input type="checkbox"/> Provide fire protection and safety assessment of shelters.</li> <li><input type="checkbox"/> Coordinate firefighting water supplies with the Infrastructure Branch. Obtain water system status and report to field Incident Commander or Command Post.</li> </ul>
<b>DEACTIVATION / DEMOBILIZATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 76.</li> <li><input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan.</li> <li><input type="checkbox"/> Ensure that any open actions are completed before demobilization.</li> <li><input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).</li> </ul>



<b>MEDICAL/HEALTH BRANCH</b>	
<b>PRIMARY:</b>	As designated
<b>ALTERNATE:</b>	As designated
<b>SUPERVISOR:</b>	Operations Section Coordinator
<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>Share information and intelligence with the Medical Health Operational Area Coordinator (MHOAC), or designee.</li> <li>Monitor and support all tactical operations of triage, emergency medical care and treatment of the sick and injured resulting from the incident.</li> <li>Assess medical casualties and needs.</li> <li>Coordinate resources and communication with medical/health care facilities and transportation companies for the evacuation and continual patient care consistent with the EOC Action Plan.</li> <li>Coordinate preventive health services and other health-related activities and advise on general sanitation matters.</li> <li>Identify available medical resources and coordinate mobilization of these resources, as required.</li> </ul>
<b>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT</b> Also see Common EOC responsibilities on page 77.	
<b>ACTIVATION &amp; NOTIFICATIONS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure all on-duty EMS personnel have been alerted and notified of the current situation.</li> <li><input type="checkbox"/> Ensure all off-duty EMS personnel have been notified of callback status, (when they should report) in accordance with current department emergency procedures.</li> <li><input type="checkbox"/> Establish communications with ambulance companies, hospitals, health care facilities, residential care and skilled nursing facilities and Health Care Agency's DOC.</li> <li><input type="checkbox"/> Establish contact with the RDMHS, CalEMSA Duty Officer, and CDPH Duty Officer. Provide initial notification as well as ongoing updates.</li> </ul>
<b>ASSIGNMENTS/ STAFFING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clarify any issues regarding your authority and assignment.</li> <li><input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required.</li> <li><input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.</li> </ul>
<b>MEETINGS / BRIEFINGS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend periodic briefing sessions conducted by the Section Coordinator.</li> </ul>
<b>ACTION PLANNING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in the EOC Director's action planning meetings.</li> <li><input type="checkbox"/> Coordinate with Section Coordinator in the development of the Operations Section objectives for EOC Action Plan. Ensure Medical/Health objectives are incorporated. <b>(See Planning/Intelligence Support Documentation – Action Planning and the EOC Action Plan in the Forms Section.)</b></li> <li><input type="checkbox"/> Set EMS Agency priorities based on the nature and severity of the disaster/emergency.</li> </ul>
<b>DOCUMENTATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77.</li> </ul>

<b>MEDICAL/HEALTH BRANCH</b>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.</li> <li><input type="checkbox"/> Complete and maintain status reports for major incidents requiring or potentially requiring operational area, state and federal response, and maintain status of unassigned medical/health resources.</li> <li><input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.</li> </ul>
<b>RESOURCES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Resources in Common EOC Responsibilities on page 76.</li> <li><input type="checkbox"/> Estimate need for medical/health mutual aid.</li> <li><input type="checkbox"/> Gather information and intelligence related to medical and health resource requests from cities and other medical/health entities. Process resource requests in consultation/coordination with MHOAC/MHOAC designee.</li> <li><input type="checkbox"/> Coordinate with Planning and Logistics Sections for tracking and accountability of ordered resources.</li> <li><input type="checkbox"/> Coordinate with the appropriate units of the Logistics Section for supplies, equipment, personnel, and transportation for field operations.</li> <li><input type="checkbox"/> Coordinate with EMS Agency Duty Officer to ensure multi-purpose staging area as required for incoming medical/health mutual aid resources has been established, when appropriate.</li> </ul>
<b>ONGOING ACTIVITIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assess the impact of the disaster/emergency on the County's EMS system's operational capacity</li> <li><input type="checkbox"/> Report to the Operations Section Coordinator when:                             <ul style="list-style-type: none"> <li>– EOC Action Plan needs modification</li> <li>– Additional resources are needed or surplus resources are available</li> <li>– Significant events occur</li> </ul> </li> <li><input type="checkbox"/> Support Medical/Health field crews as requested.</li> <li><input type="checkbox"/> Perform an initial assessment of the medical/health needs and possible impact on available county resources. Areas of review should include status of health care infrastructure (hospitals, ambulance companies, skilled nursing and residential care facilities), injuries and deaths.</li> <li><input type="checkbox"/> Coordinate with Care and Shelter Branch) for the care of people with DAFN issues in established county shelters. Establish medical care stations, if needed.</li> <li><input type="checkbox"/> Ensure that emergency medical support and hospital care is in place for disaster victims during and after an incident.</li> <li><input type="checkbox"/> Gather and disseminate information related to number of casualties and relay information to MHOAC/MHOAC designee.</li> <li><input type="checkbox"/> Identify hospitals, residential care and skilled nursing facilities that could be expanded into emergency treatment centers for disaster victims.</li> <li><input type="checkbox"/> In the event of an evacuation, coordinate with other Operations Section Branches to ensure individuals with medical needs are appropriately transported and sheltered.</li> </ul>

## MEDICAL/HEALTH BRANCH

- Ensure continued medical care for patients who cannot be moved when hospitals, nursing homes, and other health care facilities are evacuated.
- Ensure first aid stations appropriate to the incident or emergency are established for emergency workers.
- Inform the Logistics Section of any mutual aid resource requests you have made through the RDMHS at Cal OES to avoid duplicate requests.
- Provide information on the disaster routes established within the EOC Action Plan to local hospitals, health care facilities, ambulance companies, etc.
- Provide the PIO the locations of shelters, first aid facilities, Field Treatment Sites, public health hazards and mitigation procedures.
- Monitor patient tracking information on Reddinet and provide updates to MHOAC/MHOAC designee and Operations Section Coordinator, as needed.
- Obtain status information on county water systems related to location and extent of hazardous materials spills/releases and water contamination. Relay information to MHOAC/MHOAC designee.
- Coordinate inspection of health hazards in damaged buildings.
- Ensure public health and safety messages are developed and issued by the Health Officer and coordinated with the Public Information Officer.
- Coordinate with Operational Area health agencies in developing procedures to distribute medications to shelters or treatment areas as needed.
- Coordinate with the Medical Examiner, If it is determined that an unusual incident has occurred and begin identifying the potential cause and the population that is at risk. Poll emergency rooms, pediatricians, infectious disease doctors, veterinary clinics for unusual levels of outbreaks.
- Ensure information related to medical prophylaxis and treatment measures has been shared with EOC Section Coordinators.
- Ensure hospital/ambulance staff takes appropriate measures to ensure that contamination from victims can be isolated. Ensure decontamination areas, treatment areas and a plan for crowd control has been instituted.
- Implement the Radiological Protection Procedures as needed.
- Coordinate with health agencies in appropriate disease prevention measures, i.e., inoculation, water purification, pest control, inspection of food and other consumables, etc.
- Coordinate local medical staff with National Disaster Medical System (NDMS) responders, if NDMS is responding to assist.
- Work with County Animal Services to remove and dispose of dead/injured animals.
- Coordinate with the Medical Examiner (ME) to monitor contamination associated with mass casualties, if requested.
- Coordinate any requests for Critical Incident Stress Management for emergency responders. **(See Support Documentation for CISM procedures).**
- Assess the need to provide mental/behavioral health services to the public and coordinate the provision of these services, if needed.

**MEDICAL/HEALTH BRANCH**

**DEACTIVATION /  
DEMOBILIZATION**

- See Deactivation/Demobilization in Common EOC Responsibilities on page 76.
- Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan.
- Ensure that any open actions are completed before demobilization.
- Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

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<b>MEDICAL EXAMINER BRANCH</b>	
<b>PRIMARY:</b>	<b>Chief Medical Examiner</b>
<b>ALTERNATE:</b>	<b>Assistant Chief Medical Examiner and Chief Operating Officer</b>
<b>SUPERVISOR:</b>	<b>Operations Section Coordinator</b>
<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>Oversee the implementation of the Ventura County Operational Area Mass Fatality Plan.</li> <li>Establish and oversee an interim system for managing fatalities resulting from the disaster/event.</li> <li>Establish and oversee the operation of temporary morgue facilities and Family Assistance Centers and maintain detailed records for information relative to each facility.</li> <li>Investigates and examines all of the remains many of which may not be intact, by performing full, partial, limited or external examinations.</li> <li>Determine Cause and Manner of death and confirm the identity of the decedent.</li> </ul>
<p><b>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT</b> Also see Common EOC responsibilities on page 77.</p>	
<b>ACTIVATION &amp; NOTIFICATIONS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that Medical Examiner (ME) notification has been made to the Cal OES REOC.</li> <li><input type="checkbox"/> Notify Public Health if contaminated or exposed decedents are involved.</li> <li><input type="checkbox"/> Ensure next of kin is notified as soon as possible. Coordinate with Law Enforcement, Behavioral Health, Emergency Medical Services and Human Services Agency.</li> </ul>
<b>ASSIGNMENTS/ STAFFING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clarify any issues regarding your authority and assignment.</li> <li><input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required.</li> <li><input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.</li> </ul>
<b>MEETINGS / BRIEFINGS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend periodic briefing sessions conducted by the Section Coordinator.</li> </ul>
<b>ACTION PLANNING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in the EOC Director’s action planning meetings.</li> <li><input type="checkbox"/> Coordinate with Section Coordinator in the development of the Operations Section objectives for EOC Action Plan. Ensure Medical Examiner objectives are incorporated. <b>(See Planning/Intelligence Support Documentation – Action Planning and the EOC Action Plan in the Forms Section.)</b></li> <li><input type="checkbox"/> Set Medical Examiner priorities based on the nature and severity of the disaster/emergency.</li> </ul>
<b>DOCUMENTATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77.</li> <li><input type="checkbox"/> Advise body recovery personnel involved in recovery operations of the specific documentation requirements.</li> <li><input type="checkbox"/> Maintain list of known dead and a log of body recovery operations.</li> <li><input type="checkbox"/> Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.</li> </ul>

<b>MEDICAL EXAMINER BRANCH</b>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.</li> </ul>
<b>RESOURCES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Resources in Common EOC Responsibilities on page 76.</li> <li><input type="checkbox"/> Estimate need for medical examiner mutual aid.</li> <li><input type="checkbox"/> Coordinate medical/examiner mutual aid with the Regional Coroner/Medical Mutual Aid Coordinator at Cal OES, Southern Region.</li> <li><input type="checkbox"/> Coordinate with Planning and Logistics Sections for tracking and accountability of ordered resources.</li> <li><input type="checkbox"/> Procure body bags, tags, gloves, masks, stretchers, and other support items, as needed.</li> <li><input type="checkbox"/> Coordinate with the appropriate units of the Logistics Section for supplies, equipment, personnel, and transportation for field operations.</li> <li><input type="checkbox"/> Establish a multi-purpose staging area as required for incoming medical examiner mutual aid resources.</li> <li><input type="checkbox"/> Update the Regional Coroner/Medical Mutual Aid Coordinator at Cal OES on major problems, actions taken and resources available or needed.</li> </ul>
<b>ONGOING ACTIVITIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Coordinate the removal, identification and disposition of the dead.</li> <li><input type="checkbox"/> Establish temporary morgue facilities, as needed.</li> <li><input type="checkbox"/> Coordinate with local morticians for assistance.</li> <li><input type="checkbox"/> Arrange for cold storage locations and transportation for temporary body storage.</li> <li><input type="checkbox"/> Arrange for Critical Incident Stress Management for all personnel involved in medical examiner operations through the Logistics Section, if needed.</li> <li><input type="checkbox"/> Provide data on casualty counts to the Cal OES REOC.</li> </ul> <p><b>Additional Actions in Response to Flooding and/or Dam Failure</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Coordinate relocation of morgue facilities if they are located in flood-prone or dam inundation areas.</li> <li><input type="checkbox"/> Oversee the reburial of any coffins that may be washed to the surface of inundated cemeteries.</li> </ul> <p><b>Additional Actions in Response to Biological or Hazardous Material Incident</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify decedents and notify Public Health if contaminated or exposed decedents are involved.</li> <li><input type="checkbox"/> Implement the Radiological Protection Procedures as needed.</li> </ul>
<b>DEACTIVATION / DEMOBILIZATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 76.</li> <li><input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan.</li> <li><input type="checkbox"/> Ensure that any open actions are completed before demobilization.</li> <li><input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).</li> </ul>

<b>CARE AND SHELTER BRANCH</b>	
<b>PRIMARY:</b>	<b>Human Services Agency</b>
<b>ALTERNATE:</b>	<b>American Red Cross (ARC), Ventura County</b>
<b>SUPERVISOR:</b>	<b>Operations Section Coordinator</b>
<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>Identify the care and shelter needs for the County in coordination with the DAFN coordinator.</li> <li>Coordinate with the ARC, emergency welfare agencies and cities for emergency mass feeding and to identify, set up, staff and maintain evacuation centers and mass care facilities for disaster survivors.</li> <li>Coordinate with the PIO to encourage residents to go to the nearest shelter.</li> <li>Provide for the safety and well-being of household pets and service animals during evacuations and sheltering.</li> </ul>
<b>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT</b> Also see Common EOC responsibilities on page 77.	
<b>ACTIVATION &amp; NOTIFICATIONS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Contact Ventura County Chapter of the ARC and request an ARC liaison for the County EOC, if need is established.</li> <li><input type="checkbox"/> Notify the Post Office to divert incoming mail to designated relocation areas or mass care facilities, as necessary.</li> </ul>
<b>ASSIGNMENTS/ STAFFING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clarify any issues regarding your authority and assignment.</li> <li><input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required.</li> <li><input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.</li> </ul>
<b>MEETINGS / BRIEFINGS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend periodic briefing sessions conducted by the Section Coordinator.</li> </ul>
<b>ACTION PLANNING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in the EOC Director's action planning meetings.</li> <li><input type="checkbox"/> Coordinate with Section Coordinator in the development of the Operations Section objectives for EOC Action Plan. Ensure Care and Shelter objectives are incorporated. <b>(See Planning/Intelligence Support Documentation – Action Planning. Action Plan can be found in the EOC at G:\EOC\New Incident Docs).</b></li> <li><input type="checkbox"/> Set Care and Shelter priorities based on the nature and severity of the disaster/emergency.</li> </ul>
<b>DOCUMENTATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77.</li> <li><input type="checkbox"/> Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.</li> <li><input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.</li> </ul>
<b>RESOURCES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Resources in Common EOC Responsibilities on page 76.</li> <li><input type="checkbox"/> Coordinate procurement and distribution of supplies through the Logistics Section.</li> </ul>

<b>CARE AND SHELTER BRANCH</b>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Coordinate with the DAFN Coordinator to locate or request any specialized volunteers to assist with DAFN population needs.</li> </ul>
<b>ONGOING ACTIVITIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Coordinate with the ARC in the identification, opening, relocating and closing of shelter operations. Coordinate with adjacent communities if needed. Confirm that shelter locations are ADA compliant and coordinate with PIO to include ADA shelter compliant information in public information messages.</li> <li><input type="checkbox"/> Determine the need for an evacuation center or mass care shelter.</li> <li><input type="checkbox"/> Ensure Building &amp; Safety has inspected each shelter site prior to occupancy following an earthquake and after each significant aftershock.</li> <li><input type="checkbox"/> If evacuation is ordered, open evacuation centers in low risk areas and inform public of locations (via the PIO).</li> <li><input type="checkbox"/> Manage Care and Shelter activities (staffing, registration, shelter, feeding, pertinent evacuee information, etc.)</li> <li><input type="checkbox"/> Coordinate with the Logistics Section to contact volunteer agencies and deploy county staff to assist with mass care functions including basic first aid, shelter and feeding of evacuees and sanitation needs.</li> <li><input type="checkbox"/> Coordinate with the Medical/Health Branch for sheltering of residential care and populations that may have disabilities, access and functional needs, i.e., persons needing communication assistance, persons that are not mobile, persons that have special needs associated with maintaining their independence, persons that may need to be supervised, and people that have transportation needs.</li> <li><input type="checkbox"/> Coordinate with the Medical/Health Branch for provision of mental health support at shelter locations as needed.</li> <li><input type="checkbox"/> Provide and maintain shelter and feeding areas that are free from contamination and meet all health, safety and ADA standards.</li> <li><input type="checkbox"/> Coordinate with the ARC, other volunteer organizations and private sector if mass feeding or other support is required at county shelters or spontaneous shelter sites, e.g. in parks, schools, etc.</li> <li><input type="checkbox"/> Coordinate with the Logistics Section to provide communications where needed to link mass care facilities, the EOC and other key facilities.</li> <li><input type="checkbox"/> Coordinate with Logistics Section, Transportation Unit for the transportation needs of people in the shelter. Ensure provided transportation can accommodate persons with disabilities, access and functional needs and that appropriate information regarding DAFN shelter capabilities is communicated to emergency agencies and evacuation coordinators throughout the EOC to avoid the transport of DAFN populations to non-compliant shelter locations.</li> <li><input type="checkbox"/> Ensure shelter managers make periodic activity reports to the EOC including requests for delivery of equipment and supplies, any County expenditures, damages, casualties and numbers and types of persons sheltered.</li> <li><input type="checkbox"/> Ensure adequate food supplies, equipment and other supplies to operate mass care facilities.</li> <li><input type="checkbox"/> Request that the ARC establish Reception Centers as needed to reunite rescued individuals with their families and to provide other necessary support services.</li> </ul>



<b>CARE AND SHELTER BRANCH</b>	
	<p><b>Animal Services Issues</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Coordinate with Ventura County Animal Services for care of sheltered person’s animals and to provide for the overall management of animal care issues for the County.</li> <li><input type="checkbox"/> Provide information about animal rescues, shelters, and other emergency situations involving animal disaster care.</li> <li><input type="checkbox"/> Set animal care priorities for response efforts, and ensure that all actions are accomplished within the priorities established.</li> <li><input type="checkbox"/> Ensure safe and prompt evacuation of domestic animals when in danger.</li> <li><input type="checkbox"/> Assist with the set-up of a temporary animal shelter at designated mass care and shelter locations as needed. Coordinate all activities with the HSA and ARC.</li> <li><input type="checkbox"/> Provide shelter and/or confinement, proper feeding, routine care, and medical triage and treatment to affected animals during an emergency/disaster and the immediate recovery period afterwards.</li> <li><input type="checkbox"/> Ensure security of all Animal Services facilities.</li> <li><input type="checkbox"/> Coordinate the removal and disposal of dead/injured animals.</li> <li><input type="checkbox"/> Ensure safe decontamination of animals that may have come in contact with toxic substances during the course of an emergency/disaster.</li> <li><input type="checkbox"/> Provide special care needed by service animals and support their co-evacuation with their service partner.</li> </ul>
<b>DEACTIVATION / DEMOBILIZATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 76.</li> <li><input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan.</li> <li><input type="checkbox"/> Ensure that any open actions are completed before demobilization.</li> <li><input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).</li> </ul>

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<b>INFRASTRUCTURE BRANCH</b>	
<b>PRIMARY:</b> Ventura County Public Works Agency <b>ALTERNATE:</b> Ventura County Public Works Agency <b>SUPERVISOR:</b> Operations Section Coordinator	
<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>Coordinate transportation (harbors, roads, highways, airports, and rail), utilities (water, power, and gas) and communications (wired, data, cable and wireless) activities.</li> <li>Receive and process field resource requests for Public Works resources. If Public Works DOC is activated, field units will request resources through the Public Works DOC. Coordinate those requests internally and externally as necessary to make sure there are no duplicate orders.</li> <li>Coordinate with the Logistics Section on the acquisition of all resources and support supplies, materials and equipment.</li> <li>Determine the need for and location of general staging areas for unassigned resources. Coordinate with the Facilities Unit of the Logistics Section and participate in any action planning meetings pertaining to the establishment of additional locations.</li> <li>Prioritize the allocation of resources to individual incidents. Monitor resource assignments. Make adjustments to assignments based on requirements.</li> <li>As needed, coordinate the procurement and distribution of potable water and coordinate with the Medical/Health Branch on water purification notices. <b>(See Operations Support Documentation – Emergency Potable Water-Procurement and Distribution and Water – Concept of Operations.)</b></li> </ul>
<b>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT</b> Also see Common EOC responsibilities on page 77.	
<b>ACTIVATION &amp; NOTIFICATIONS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Notify transportation officials (Caltrans) of County’s emergency status and coordinate assistance, as required.</li> <li><input type="checkbox"/> Contact DHS District Office of Drinking Water, Ventura County Health Care Agency - Public Health, local water utilities, Fire Department, Law Enforcement and other sources to compile situation information including:                             <ul style="list-style-type: none"> <li>– Cause and extent of water system damage</li> <li>– Estimated duration of system outage</li> <li>– Geographical area affected</li> <li>– Population affected</li> <li>– Actions taken to restore system</li> <li>– Resources needed to reactivate system</li> <li>– Emergency potable water needs (quantity and prioritized areas)</li> </ul> </li> </ul>
<b>ASSIGNMENTS/ STAFFING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clarify any issues regarding your authority and assignment.</li> <li><input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required.</li> <li><input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.</li> </ul>
<b>MEETINGS / BRIEFINGS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend periodic briefing sessions conducted by the Section Coordinator.</li> </ul>

<b>INFRASTRUCTURE BRANCH</b>	
<b>ACTION PLANNING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in the EOC Director’s action planning meetings.</li> <li><input type="checkbox"/> Coordinate with Section Coordinator in the development of the Operations Section objectives for EOC Action Plan. Ensure Public Works objectives are incorporated. <b>(See Planning/Intelligence Support Documentation – Action Planning and the EOC Action Plan in the Forms Section.)</b></li> <li><input type="checkbox"/> Set Public Works priorities based on the nature and severity of the disaster/emergency.</li> </ul>
<b>DOCUMENTATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77.</li> <li><input type="checkbox"/> Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.</li> <li><input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.</li> </ul>
<b>RESOURCES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Resources in Common EOC Responsibilities on page 76.</li> <li><input type="checkbox"/> Receive and process all requests for Public Works resources. Allocate personnel and equipment in accordance with established priorities.</li> <li><input type="checkbox"/> Obtain Public Works resources through the Logistics Section, utilizing mutual aid process when appropriate.</li> <li><input type="checkbox"/> Coordinate with the Logistics Section to identify and obtain potable water resources. (If necessary, recommend that EOC Director request mutual aid to identify and/or obtain water resources. <b>(A list of approved commercial vendors is maintained by the Food and Drug Branch of DHS and is available through the Regional EOC [REOC] Water Chief).</b>)</li> <li><input type="checkbox"/> Coordinate with the Logistics Section to identify and secure staff resources needed to operate water distribution points. (If necessary recommend that the EOC Director request mutual aid to obtain required staff resources).</li> <li><input type="checkbox"/> Allocate available resources based on requests and EOC priorities.</li> </ul>
<b>ONGOING ACTIVITIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assure that all emergency equipment has been moved from unsafe areas.</li> <li><input type="checkbox"/> Mobilize personnel, heavy equipment and vehicles to designated general staging areas.</li> <li><input type="checkbox"/> Develop priorities and coordinate with utility companies for restoration of utilities to critical and essential facilities.</li> <li><input type="checkbox"/> Determine status of evacuation routes and other transportation routes into and within the affected area. Determine present priorities and estimated times for restoration. Clear and reopen Disaster Routes on a priority basis.</li> <li><input type="checkbox"/> Coordinate with the Law Enforcement Branch to ensure the safety of evacuation routes following a devastating event.</li> <li><input type="checkbox"/> Coordinate with the Supply/Acquisition Unit of the Logistics Section for sanitation service during an emergency.</li> </ul> <p><b>Debris Management Issues</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Coordinate clean-up and recovery operations during disaster/emergency events.</li> </ul>

## INFRASTRUCTURE BRANCH

- Coordinate the clearing of debris from waterways to prevent flooding and draining of flooded areas, as needed.
- Coordinate a Debris Management Team to facilitate clean-up operations, which addresses:
  - Disaster Event Analysis/Waste characterization analysis
    - Conduct field assessment survey
    - Use video and photographs
    - Quantify and document amounts and types of disaster debris
    - Coordinate with Building and Safety Branch and track their information on damaged buildings inspected to determine the location, type and amount of potential debris
    - Expect normal refuse volumes to double after a disaster
    - Develop a list of materials to be diverted
    - Make diversion programs a priority
    - Get pre-approval from FEMA, if federal disaster, for recycling programs
  - Determine debris removal/building deconstruction and demolition needs
    - Coordinate with Building and Safety to determine if a contractor will be needed to remove debris from private property or perform demolition services.
    - The County may need to provide deconstruction or demolition services at no cost as many structure owners don't have earthquake insurance.
    - The County should seek reimbursement of deconstruction or demolition services provided at no cost to the property owner if the property owner does have insurance that covers this type of service
  - Select debris management program(s) from the following:
    - Curbside collection – source separation of wood, concrete, brick, metals and Household Hazardous Waste
    - Drop-off sites for the source separation of disaster debris
    - Household Hazardous Waste – collection event or curbside program
  - Identify temporary storage/processing sites, if necessary
    - Determine capacity needs
    - Selection of sites will depend on type of debris and proximity to where debris is generated
    - Coordinate with FEMA, if federal disaster, regarding reimbursement for temporary sites and sorting which may require moving materials twice
  - Identify facilities and processing operations to be used
  - Determine contract needs:

<b>INFRASTRUCTURE BRANCH</b>	
	<ul style="list-style-type: none"> <li>- Develop estimates of types and quantities of debris, location of debris and unit cost data for contracts and,</li> <li>- Document how contract price was developed</li> <li>• Establish a public information program for debris removal</li> <li>• Establish program length and develop monitoring and enforcement program</li> <li>• Prepare report of program activities and results</li> <li>• Prepare documentation for reimbursement</li> </ul> <p><b>Water Issues</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that sources of potable water and sanitary sewage systems are available and protected from potential hazards. <b>(See Operations Support Documentation – Emergency Potable Water-Procurement and Distribution and Water – Concept of Operations.)</b></li> <li><input type="checkbox"/> Determine the need to staff a Water Task Group and secure resources through the Logistics Section.</li> <li><input type="checkbox"/> Evaluate and prioritize potable water needs (quantity/location/duration: minimum 2 gallons per person per day).</li> <li><input type="checkbox"/> Identify and secure locations for water distribution points (e.g., parks, community center, fairgrounds, shelters, etc.).</li> <li><input type="checkbox"/> Consult with DHS District Office, water utilities and PIO for appropriate public information announcements and media interface.</li> <li><input type="checkbox"/> Transmit to Finance/Administration Section costs associated with the purchase and distribution of potable water.</li> </ul>
<b>DEACTIVATION / DEMOBILIZATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 76.</li> <li><input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan.</li> <li><input type="checkbox"/> Ensure that any open actions are completed before demobilization.</li> <li><input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).</li> </ul>

<b>BUILDING AND SAFETY BRANCH</b>	
<b>PRIMARY:</b> Building Official <b>ALTERNATE:</b> Building Official District Supervisor <b>SUPERVISOR:</b> Operations Section Coordinator	
<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Coordinate the inspection for re-occupancy of key county facilities.</li> <li>• Provide inspections of each shelter site prior to occupancy.</li> <li>• Provide the technical, engineering support as requested for other Operations Section Branches, i.e. Urban Search and Rescue teams.</li> <li>• Coordinate investigation and safety assessment of damage to buildings, structures and property within the County for the purpose of:               <ul style="list-style-type: none"> <li>- Identifying life-threatening hazardous conditions for immediate abatement.</li> <li>- Inspecting and identifying buildings and property for re-occupancy and posting and declaring unsafe conditions.</li> <li>- Determining the cost and percentage of damage to all buildings, structures and properties.</li> </ul> </li> <li>• Provide safety assessment information and statistics to the Situation/Resource Status Unit of the Planning/Intelligence Section.</li> <li>• Coordinate investigation of building code performance. Determine the extent of damage to buildings and structures and develop recommendations for building code changes.</li> <li>• Coordinate incoming Building and Safety mutual aid resources.</li> </ul>
<b>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT</b> Also see Common EOC responsibilities on page 77.	
<b>ACTIVATION &amp; NOTIFICATIONS</b>	<input type="checkbox"/> Alert and stage Building and Safety assessment teams as needed. <input type="checkbox"/> Brief all personnel on Department Emergency Operating Procedures and assignments.
<b>ASSIGNMENTS/ STAFFING</b>	<input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required. <input type="checkbox"/> Coordinate with the Personnel Unit of the Logistics Section to ensure that training for personnel includes safety and hazard awareness and is compliant with OSHA requirements. <input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
<b>MEETINGS / BRIEFINGS</b>	<input type="checkbox"/> Attend periodic briefing sessions conducted by the Section Coordinator. <input type="checkbox"/> Brief all personnel on Building and Safety procedures and assignments.
<b>ACTION PLANNING</b>	<input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Coordinate with Section Coordinator in the development of the Operations Section objectives for EOC Action Plan. Ensure Building and Safety objectives are incorporated. <b>(See Planning/Intelligence Support Documentation – Action Planning. Action Plan Forms can be found in the EOC at G:\EOC\New Incident Docs).</b>

<b>BUILDING AND SAFETY BRANCH</b>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Set Building and Safety priorities based on the nature and severity of the disaster/emergency.</li> </ul>
<b>DOCUMENTATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77.</li> <li><input type="checkbox"/> Activate data tracking system to document and report safety assessment information and forward to the Situation/Resource Status Unit of the Planning/Intelligence Section.</li> <li><input type="checkbox"/> Provide detailed safety assessment information to the Planning/Intelligence Section with associated loss damage estimates.</li> <li><input type="checkbox"/> Provide documentation to Legal Officer on those structures which may need to be demolished in the interest of public safety.</li> <li><input type="checkbox"/> Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.</li> <li><input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.</li> </ul>
<b>RESOURCES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Resources in Common EOC Responsibilities on page 76.</li> <li><input type="checkbox"/> Develop a preliminary estimate of the need for mutual aid assistance, after completion of the safety/damage survey.</li> <li><input type="checkbox"/> Request mutual aid building inspectors through California Building Officials (CALBO) in coordination with County OES.</li> <li><input type="checkbox"/> Coordinate incoming Building and Safety mutual aid resources.</li> <li><input type="checkbox"/> Arrange for necessary communications equipment from the Communications Unit of the Logistics Section and distribute to all field personnel (e.g., radios, cellular phones, etc.)</li> <li><input type="checkbox"/> Allocate available resources based on requests and EOC priorities.</li> </ul>
<b>ONGOING ACTIVITIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Obtain initial damage/safety assessment information from Fire Branch, Law Enforcement Branch, Infrastructure Branch, and other branches/units as necessary.</li> <li><input type="checkbox"/> Coordinate with the ARC and other sources for additional damage/safety assessment information.</li> <li><input type="checkbox"/> Oversee the inspection of county facilities and coordinate with city Building Officials in the Operational Area regarding local jurisdictional needs.</li> <li><input type="checkbox"/> Activate the <b>Operational Area Safety/Damage Assessment Plan, (Annex XX)</b>, which includes the inspection of the following critical facilities (priority) and other facilities:                         <ul style="list-style-type: none"> <li>– EOC</li> <li>– Police stations</li> <li>– Fire Stations</li> <li>– *Hospitals</li> <li>– *Congregate care facilities (including private schools, convalescent care hospitals, board and care facilities, day care centers, etc.)</li> <li>– *Public schools</li> <li>– County facilities</li> </ul> </li> </ul>



**BUILDING AND SAFETY BRANCH**

- Potential hazardous materials facilities, including gas stations
- Designated shelters
- Unreinforced masonry buildings
- Concrete tilt-up buildings
- Multi-story structures-commercial, industrial and residential
- \*Mobile homes/modular structures
- Single-family dwellings

\*Note: Certain facilities may fall under the jurisdiction of State or County inspectors. These agencies may exercise their jurisdictional authority to inspect these facilities. As a practical matter, there are very few State inspectors available and they may not be able to respond in a timely during the initial stages of the disaster/emergency.

- Use a three-phase approach to inspection based upon existing disaster/emergency intelligence:
  - General Area Survey of structures
  - ATC-20 Rapid Inspection
  - ATC-20 Detailed Inspection

**Be prepared to start over due to aftershocks.**

- Determine priorities for identifying, inspecting and designating hazardous structures to be demolished.
- Track the information on damaged buildings inspected to determine the location, type and amount of potential debris.
- Implement procedures for posting of building occupancy safety status using ATC-20 guidelines.
- Assess the need to require potentially unsafe structures to be vacated.
- Provide structural evaluation of mass care and shelter facilities in coordination with the Care & Shelter Branch.
- Provide public school inspection reports to the Division of the State Architect.
- Consider establishing an area field site to direct and coordinate safety assessment and inspection teams.
- Support Building Inspectors and Safety Officers in the field to ensure safety of field operations for employees and volunteers.
- Coordinate with the Infrastructure Branch on immediate post-event issues (i.e., debris removal, demolition, fences, etc.)
- Provide policy recommendations to appropriate County officials for:
  - Emergency Building and Safety ordinances.
  - Expediting plan checking and permit issuance on damaged buildings.
- Coordinate with the PIO to establish public information and assistance hotlines.
- Consider using 24-hour inspection call-in lines to take damage reports and requests for safety inspections.
- Direct field personnel to advise property owners and tenants that multiple inspections of damaged property will be required by various assisting agencies, including American Red Cross; FEMA; Cal OES; local Building and Safety;

<b>BUILDING AND SAFETY BRANCH</b>	
	<p>insurance carriers and other local, state and federal agencies.</p> <p><input type="checkbox"/> If needed, request law enforcement escort of safety assessment and inspection personnel.</p>
<b>DEACTIVATION / DEMOBILIZATION</b>	<p><input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 76.</p> <p><input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan.</p> <p><input type="checkbox"/> Ensure that any open actions are completed before demobilization.</p> <p><input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).</p>

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<b>ALERT &amp; WARNING BRANCH</b>	
<b>PRIMARY:</b>	XXXXXXXXXXXXXXXXXXXX
<b>ALTERNATE:</b>	XXXXXXXXXXXXXXXXXXXX
<b>SUPERVISOR:</b>	Operations Section Coordinator
<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>Coordinate the implementation of alert and warning notifications using various notification platforms, i.e. VCAAlert, Emergency Alert System (EAS) and Wireless Emergency Alert (WEA). <b>(See Annex XX: Alert and Warning for more information).</b></li> </ul>
<b>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT</b> Also see Common EOC responsibilities on page 77.	
<b>ACTIVATION &amp; NOTIFICATIONS</b>	<input type="checkbox"/> Implement alert and warning notifications.
<b>ASSIGNMENTS/ STAFFING</b>	<input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required. <input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
<b>MEETINGS / BRIEFINGS</b>	<input type="checkbox"/> Attend periodic briefing sessions conducted by the Section Coordinator.
<b>ACTION PLANNING</b>	<input type="checkbox"/> Participate in the EOC Director’s action planning meetings, if requested.
<b>DOCUMENTATION</b>	<input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77. <input type="checkbox"/> Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section. <input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
<b>RESOURCES</b>	<input type="checkbox"/> See Resources in Common EOC Responsibilities on page 76.
<b>ONGOING ACTIVITIES</b>	<input type="checkbox"/> Coordinate with Operations Section Coordinator and PIO to identify alert and warning needs. <input type="checkbox"/> Determine the appropriate notification platform(s) to use for alert and warning notifications. <input type="checkbox"/> Utilize all available public information dissemination methods for persons who have sight impairments, speak a foreign language and all other DAFN populations including: <ul style="list-style-type: none"> <li>– TDD/TDY (for foreign language translation)</li> <li>– Mental Health client list</li> <li>– In Home Support Services (IHSS) client list</li> <li>– Adult Protective Services list</li> <li>– Children Protective Services list</li> <li>– Veterans Services list</li> <li>– Area Agency on Aging client list</li> <li>– Superintendent of Schools student lists</li> <li>– Southern California Edison (Listing of Persons with Durable Medical Equipment)</li> <li>– Ventura County 2-1-1</li> </ul>

**ALERT & WARNING BRANCH**

**DEACTIVATION /  
DEMOBILIZATION**

- See Deactivation/Demobilization in Common EOC Responsibilities on page 76.
- Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan.
- Ensure that any open actions are completed before demobilization.
- Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

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<b>OPERATIONS SUPPORT STAFF</b>	
<b>PRIMARY:</b> Fire, Law and ACS	
<b>SUPERVISOR:</b> Operations Section Coordinator	
<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Support the activated Branches in the Operations Section, as needed.</li> </ul>
<b>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT</b> Also see Common EOC responsibilities on page 77.	
<b>ASSIGNMENTS / STAFFING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clarify any issues regarding your authority and assignment.</li> <li><input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required.</li> <li><input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.</li> </ul>
<b>MEETINGS / BRIEFINGS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend periodic briefing sessions conducted by the Section Coordinator.</li> </ul>
<b>ACTION PLANNING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in the EOC Director’s action planning meetings, if requested.</li> </ul>
<b>DOCUMENTATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77.</li> <li><input type="checkbox"/> Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.</li> <li><input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.</li> </ul>
<b>RESOURCES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Resources in Common EOC Responsibilities on page 76.</li> </ul>
<b>ONGOING ACTIVITIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Support the activated Branches in the Operations Section.</li> <li><input type="checkbox"/> ACS operators establish and maintain communications with Incident Command Posts, city EOC radio operators and other EOC facilities.</li> <li><input type="checkbox"/> Forward incident information to the appropriate Branch in Operations.</li> </ul>
<b>DEACTIVATION / DEMOBILIZATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 76.</li> <li><input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan.</li> <li><input type="checkbox"/> Ensure that any open actions are completed before demobilization.</li> <li><input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).</li> </ul>

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**PLANNING/INTELLIGENCE SECTION - GENERAL INFORMATION****PURPOSE**

To enhance the capability of the County to respond to emergency incidents by collecting, evaluating, displaying and disseminating information.

**OVERVIEW**

The Planning/Intelligence Section's primary responsibility is to collect, evaluate, display and disseminate incident information and status of resources. This Section functions as the primary support for decision-making to the overall emergency organization, anticipates and develops plans to address changing events in the field, and gathers and documents information.

**OBJECTIVES**

The Planning/Intelligence Section ensures that safety/damage assessment information is compiled, assembled and reported in an expeditious manner to the various EOC sections, County departments and the Cal OES Regional EOC (REOC) via the EOC or Watch Commander. This Section is responsible for preparing the EOC Action Plan (with input from Management Section Staff, and Section Coordinators). The Planning/Intelligence Section is also responsible for the detailed recording (Documentation Unit) of the entire response effort and the preservation of these records during and following the disaster. The Planning/Intelligence Section will accomplish the following specific objectives during a disaster/emergency:

- Collect initial situation and safety/damage assessment information.
- Display incident information in the EOC using maps, visual aids and DLAN.
- Prepare and maintain charts and lists that reflect the incident status and location of resources (personnel, equipment and vehicles).
- Disseminate intelligence information to the EOC Director, Management Staff, General Staff and the Cal OES REOC.
- Coordinate Geographic Information Systems (GIS) mapping and documentation of the incident.
- Compile summary safety/damage assessment reports for dissemination to other sections, County departments, Cal OES, and FEMA.
- Document damage and estimate financial losses.
- Determine the Op Area's post-event condition.
- Provide Planning/Intelligence support to other sections.
- Prepare the Op Area's EOC Action Plan.
- Prepare the Op Area's After-Action/Corrective Action Report after EOC demobilization.
- Initiate the post-disaster recovery plan and assist with the transition to a Recovery Organization.
- Maintain proper and accurate documentation of all actions taken to ensure that all records are preserved for future use, Cal OES and FEMA filing requirements.
- Acquire technical experts for special interest topics or special technical knowledge subjects.

**CONCEPT OF OPERATIONS**

The Planning/Intelligence Section will operate under the following policies during a disaster/emergency as the situation dictates:

- SEMS and the NIMS will be followed.
- All existing County and departmental operating procedures will be adhered to unless modified by the Board of Supervisors.
- All on-duty personnel are expected to remain on duty until properly relieved.
- Operational periods will be determined by the EOC Director. Operational periods should be event driven.

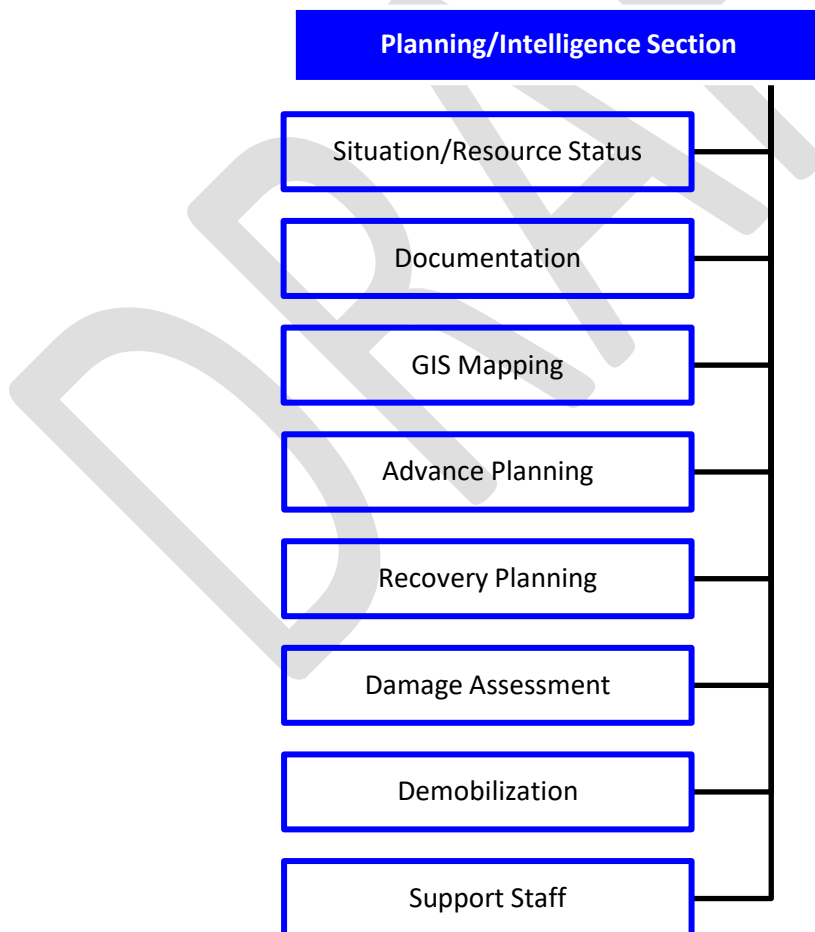
**SECTION ACTIVATION PROCEDURES**

The EOC Director is authorized to activate the Planning/Intelligence Section.

**When to Activate**

The Planning/Intelligence Section may be activated when the County's EOC is activated or upon the order of the EOC Director.

**PLANNING/INTELLIGENCE SECTION ORGANIZATION CHART**





**PLANNING/INTELLIGENCE SECTION STAFF**

The Planning/Intelligence Section Coordinator will determine, based on present and projected requirements, the need for establishing specific units. The following may be established as the need arises:

- Situation/Resources Status Unit
- Documentation Unit
- GIS Mapping Unit
- Advance Planning Unit
- Recovery Planning Unit
- Damage Assessment Unit
- Demobilization Unit
- Technical Specialist

The Planning/Intelligence Section Coordinator may activate additional units as necessary to fulfill an expanded role.

The Planning/Intelligence Section Coordinator is responsible for overseeing all demobilization post-disaster. All Planning/Intelligence staff will account for all equipment, personnel, and supplies at the end of any operation.

**Planning/Intelligence Section Coordinator**

The Planning/Intelligence Section Coordinator, a member of the EOC Director's General Staff, is responsible for the collection, evaluation, forecasting, dissemination and use of information about the development of the incident and status of resources. Information is needed to:

- Understand the current situation.
- Predict probable course of incident events.
- Prepare alternative strategies for the incident.
- Prepare the EOC organization for transition to recovery operations to restore the County to pre-disaster condition as quickly and effectively as possible.

**Situation/Resources Status Unit**

This Unit is responsible for the collection, organization, evaluation, analysis and display of incident and resource status information. The unit supports the Documentation Unit. This Unit cooperates closely with the Operations Section (to determine resources currently in place and resources needed) and Logistics Section (to determine resources ordered and in route).

**Documentation Unit**

This Unit is responsible for initiating and coordinating the preparation of the County's EOC Action Plans and After-Action/Corrective Action Reports; maintaining accurate and complete incident files; providing copying services to EOC personnel and preserving incident files for legal, analytical and historical purposes.

**GIS Unit**

This Unit is responsible for gathering and compiling disaster/emergency information and providing various map products regarding the disaster/emergency. The GIS Unit will work with the Situation/Resources Status Unit and the PIO to ensure accurate and rapid dissemination of disaster/emergency information.

**Advance Planning Unit**

This Unit is responsible for developing reports and recommendations for future time periods and for preparing reports and briefings for use in strategy and/or planning meetings.

**Recovery Planning Unit**

This Unit is responsible for initial recovery operations and for preparing the EOC organization for transition to a recovery operations organization to restore the County to pre-disaster condition as quickly and effectively as possible.

**Damage Assessment Unit**

This Unit is responsible for maintaining detailed records of safety/damage assessment information and supporting the documentation process. This unit may contain a field operations section that will conduct initial damage assessments from the affected areas in the field as well as an analysis section that will receive, analyze and compile the information from the field section as well as intelligence from other sources.

**Demobilization Unit**

The Demobilization Unit is responsible for preparing a Demobilization Plan to ensure an orderly, safe and cost-effective release of personnel and equipment.

**Support Staff**

Support staff support any of the Units within the Planning Section, as needed.

<b>PLANNING SECTION COORDINATOR</b>	
<b>PRIMARY:</b> OES Staff <b>ALTERNATE:</b> As Designated <b>SUPERVISOR:</b> EOC Director	
<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Collect, evaluate, verify, display, analyze and disseminate incident information &amp; intelligence.</li> <li>• Prepare status reports, displays incident information, maps, advance / damage assessment plans.</li> <li>• Oversee the preparation/documentation of the EOC Action Plan.</li> <li>• Exercise overall responsibility for the coordination of branch/group/unit activities within the Section.</li> <li>• Report to the EOC Director on all matters pertaining to Section activities.</li> </ul>
<b>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT</b> Also see Common EOC responsibilities on page 77.	
<b>ACTIVATION &amp; NOTIFICATIONS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Determine the operational status and appropriate level of activation based on situation as known.</li> <li><input type="checkbox"/> Mobilize appropriate personnel for initial activation of the EOC.</li> <li><input type="checkbox"/> Notify EOC Director when your Section is fully operational.</li> </ul>
<b>ASSIGNMENTS/ STAFFING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clarify any issues regarding your authority and assignment.</li> <li><input type="checkbox"/> Determine what Section positions should be activated and staffed.</li> <li><input type="checkbox"/> Confirm that all key Planning Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.</li> <li><input type="checkbox"/> Request additional personnel for the Section to maintain a 24-hour operation as required.</li> <li><input type="checkbox"/> Carry out responsibilities of your Section not currently staffed.</li> </ul>
<b>MEETINGS / BRIEFINGS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Brief new or relief personnel in your Branch. Briefings should include:               <ul style="list-style-type: none"> <li>– Current situation assessment</li> <li>– Identification of specific job responsibilities</li> <li>– Identification of co-workers within the job function and/or geographical assignment</li> <li>– Availability of communications</li> <li>– Location of work area</li> <li>– Identification of eating and sleeping arrangements as appropriate.</li> <li>– Procedural instructions for obtaining additional supplies, services, and personnel</li> <li>– Identification of operational period work shifts</li> </ul> </li> <li><input type="checkbox"/> Meet with other activated Section Coordinators, as needed.</li> <li><input type="checkbox"/> Attend periodic briefing sessions conducted by the EOC Director.</li> <li><input type="checkbox"/> Brief the EOC Director on major problem areas that need or will require solutions.</li> <li><input type="checkbox"/> Conduct periodic Planning Section briefings and identify forthcoming operational needs.</li> </ul>

<b>PLANNING SECTION COORDINATOR</b>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Direct the coordination of periodic disaster/emergency and strategy plans briefings to the EOC Director and General Staff, including analysis and forecast of incident potential.</li> </ul>
<b>ACTION PLANNING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Initiate the EOC Action Plan development process for the current and forthcoming operational periods in coordination with the EOC Director.</li> <li><input type="checkbox"/> Facilitate Planning P process and hold meetings/briefings to prepare the EOC Action Plan.</li> <li><input type="checkbox"/> Prepare/document the EOC Action Plan with input from the EOC Director and General Staff. The EOC Action Plan elements include the overall incident objectives, EOC section objectives and strategies/support activities required for one operational period, generally 12 to 24 hours.</li> <li><input type="checkbox"/> Participate in the EOC Director’s action planning meetings and coordinate with the EOC Director to confirm the lead for the action planning meetings.</li> <li><input type="checkbox"/> Ensure the development of the Planning Section objectives. <b>(See Planning/Intelligence Support Documentation – Action Planning.)</b></li> <li><input type="checkbox"/> Work closely with each Unit leader to ensure Planning/Intelligence Section objectives as defined in the current EOC Action Plan are being addressed.</li> <li><input type="checkbox"/> Work with Logistics Section in the development of a Communications Plan.</li> </ul>
<b>DOCUMENTATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77.</li> <li><input type="checkbox"/> Review major incident reports and field operational information that may pertain to or affect Section operations.</li> <li><input type="checkbox"/> Review and approve reconnaissance, County status and safety/damage assessment reports for transmission by the Situation/Resources Status Unit to Cal OES.</li> <li><input type="checkbox"/> Develop a plan for initial recovery operations and transition to the long-term recovery organization with input from Section Coordinators.</li> <li><input type="checkbox"/> Ensure that your Section logs and files are maintained.</li> <li><input type="checkbox"/> Provide copies of the any reports to the Documentation Unit at end of each operational period.</li> <li><input type="checkbox"/> Ensure that all your Section personnel and equipment time records and a record of expendable materials used are provided to the Time Keeping Unit and Cost Recovery Unit of the Finance/Administration Section at the end of each operational period.</li> </ul>
<b>RESOURCES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Resources in Common EOC Responsibilities on page 76.</li> <li><input type="checkbox"/> Prepare and maintain displays, charts and lists that reflect the status and location of critical resources: personnel, equipment and vehicles.</li> <li><input type="checkbox"/> Ensure that available critical resources are not overlooked by EOC staff.</li> <li><input type="checkbox"/> Identify the need for use of special resources.</li> <li><input type="checkbox"/> Keep up to date on situation and resources associated with your Section.</li> <li><input type="checkbox"/> Make recommendations to the Planning/Intelligence Section Coordinator of resources that are not deployed or should be activated.</li> </ul>

<b>PLANNING SECTION COORDINATOR</b>	
<b>ONGOING ACTIVITIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review responsibilities of branches in your Section. Develop plan for carrying out all responsibilities.</li> <li><input type="checkbox"/> Direct the Situation/Resource Status Unit leader to initiate collection and display of significant disaster/emergency events, safety/damage assessment information and resource status information.</li> <li><input type="checkbox"/> Ensure coordination of collection and dissemination of disaster/emergency information and intelligence with other sections. Ensure Situation/Resource Status Unit develops information on the impact of the emergency from within the EOC and outside agencies and departments.</li> <li><input type="checkbox"/> Ensure that the Situation/Resource Status Unit determines the status of the transportation system into and within the affected area in coordination with the Facilities/Transportation Unit of the Logistics Section. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to appropriate Branches/Units.</li> <li><input type="checkbox"/> Make a list of key issues currently facing your Section to be accomplished within the next operational period.</li> <li><input type="checkbox"/> Assemble information on alternative strategies.</li> <li><input type="checkbox"/> Ensure that pertinent disaster/emergency information is disseminated through appropriate channels to response personnel, County EOC section staff, and County departments.</li> <li><input type="checkbox"/> Ensure internal coordination between branch/group/unit leaders.</li> <li><input type="checkbox"/> Ensure status and display boards are current.</li> <li><input type="checkbox"/> Update status information with other sections as appropriate.</li> <li><input type="checkbox"/> Resolve problems that arise in conducting your Section responsibilities.</li> <li><input type="checkbox"/> Refer all contacts with the media to the Public Information Officer (PIO).</li> <li><input type="checkbox"/> Begin planning for recovery. Ensure Recovery Planning Unit is activated and supported.</li> </ul>
<b>DEACTIVATION / DEMOBILIZATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Demobilize Planning Section staff when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan.</li> <li><input type="checkbox"/> Ensure that any open actions are completed before demobilization.</li> <li><input type="checkbox"/> Complete all required forms or reports and forward to the Documentation Unit, prior to demobilization. Provide any financial information to Finance/Administration Section Coordinator.</li> <li><input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).</li> </ul>

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<b>SITUATION/RESOURCE STATUS UNIT</b>	
<b>PRIMARY:</b>	<b>As Designated</b>
<b>ALTERNATE:</b>	<b>As Designated</b>
<b>SUPERVISOR:</b>	<b>Planning Section Coordinator</b>
<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Collect, organize and analyze situation information from EOC sources.</li> <li>• Provide current situation assessments based on analysis of information received.</li> <li>• Develop situation reports for dissemination to Planning/Intelligence Section Coordinator, EOC Director, and other section coordinators to initiate the action planning process.</li> <li>• Transmit approved reports to Cal OES.</li> <li>• Develop and maintain current maps, resource status and other displays.</li> <li>• Maintain tracking records of critical resource allocation and use.</li> <li>• Assess, verify and prioritize situation and resource status information into situation intelligence briefings and situation status reports.</li> <li>• Provide incoming intelligence information directly to appropriate EOC Sections, summarize and provide current information on central maps and displays.</li> <li>• Monitor and ensure the orderly flow of disaster/emergency intelligence information within the EOC.</li> </ul>
<b>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT</b> Also see Common EOC responsibilities on page 77.	
<b>ASSIGNMENTS/ STAFFING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clarify any issues regarding your authority and assignment.</li> <li><input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required.</li> <li><input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.</li> </ul>
<b>MEETINGS / BRIEFINGS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend periodic briefings and meetings conducted by the Section Coordinator.</li> <li><input type="checkbox"/> Meet with the Planning/Intelligence Section Coordinator and EOC Director to determine needs for planning meetings and briefings. Determine if there are any special information needs.</li> <li><input type="checkbox"/> Meet with the PIO to determine best methods for exchanging information and providing the PIO with Situation/Resource Status Unit information.</li> </ul>
<b>ACTION PLANNING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in the EOC Director’s action planning meetings.</li> <li><input type="checkbox"/> Assist in identifying section specific objectives to be accomplished during the current Operational Period.</li> </ul>
<b>DOCUMENTATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77.</li> <li><input type="checkbox"/> Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.</li> <li><input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.</li> </ul>
<b>RESOURCES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Resources in Common EOC Responsibilities on page 76.</li> </ul>

<b>SITUATION/RESOURCE STATUS UNIT</b>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain a master list of all assigned critical resources (these are mutual aid resources and other critical resources not already being tracked).</li> <li><input type="checkbox"/> Prepare and maintain displays, charts and lists that reflect the status and location of critical resources, transportation and support vehicles.</li> <li><input type="checkbox"/> Make recommendations to the Planning/Intelligence Section Coordinator of available resources that are not deployed or should be activated.</li> </ul>
<b>ONGOING ACTIVITIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Direct the collection, organization and display of disaster/emergency status for all EOC sections (especially for the PIOs / Joint Information Center (JIC) / Hotline). Information to include:             <ul style="list-style-type: none"> <li>– Location and nature of the disaster/emergency</li> <li>– Special hazards</li> <li>– Number of injured persons</li> <li>– Number of deceased persons</li> <li>– Road closures and disaster routes</li> <li>– Shelters, type, location and number of people that can be accommodated</li> </ul> </li> <li><input type="checkbox"/> Possible information sources include:             <ul style="list-style-type: none"> <li>– <b>In the EOC:</b> <ul style="list-style-type: none"> <li>○ Briefings</li> <li>○ EOC Action Plan</li> <li>○ Section Reports</li> <li>○ Intelligence Reports</li> <li>○ Field observations</li> <li>○ Casualty information</li> <li>○ Aerial reports and photographs</li> <li>○ On duty personnel from other Sections</li> </ul> </li> <li>– <b>Public Safety Radio Traffic</b> <ul style="list-style-type: none"> <li>○ Monitor Sheriff, Fire and CHP Computer Aided Dispatching (CAD)</li> </ul> </li> <li>– <b>County Departments</b> <ul style="list-style-type: none"> <li>○ Establish communication with impacted departments</li> </ul> </li> <li>– <b>Monitor DLAN</b> <ul style="list-style-type: none"> <li>○ Reports from stakeholders (Cities, County Departments, NGOs, Special Districts)</li> </ul> </li> <li>– <b>Social Media Channels</b></li> <li>– <b>Utility Companies</b> <ul style="list-style-type: none"> <li>○ So Cal Edison (Outage Map)</li> <li>○ So Cal Gas</li> </ul> </li> <li>– <b>Members of the Public - Hotline</b></li> <li>– <b>Media</b> <ul style="list-style-type: none"> <li>○ TV &amp; Radio</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> Direct the collection of photographs, videos, and/or sound recordings of disaster/emergency events, as appropriate.</li> <li><input type="checkbox"/> Display and disseminate incident information in the EOC utilizing:             <ul style="list-style-type: none"> <li>– DLAN</li> </ul> </li> </ul>



<b>SITUATION/RESOURCE STATUS UNIT</b>	
	<ul style="list-style-type: none"> <li>– Maps</li> <li>– Websites</li> <li>– White Boards (if applicable)</li> <li>– Easel Pads (if applicable)</li> </ul> <ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain communication with EOC Sections to gather incident information.</li> <li><input type="checkbox"/> Provide information to the PIO for use in developing media and other briefings.</li> <li><input type="checkbox"/> Make a list of key issues to be addressed.</li> <li><input type="checkbox"/> Determine weather conditions, current and upcoming. Keep current weather information posted.</li> <li><input type="checkbox"/> As appropriate, assign “field observers” to gather information.</li> </ul>
<b>DEACTIVATION / DEMOBILIZATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 76.</li> <li><input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan.</li> <li><input type="checkbox"/> Ensure that any open actions are completed before demobilization.</li> <li><input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).</li> </ul>

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<b>DOCUMENTATION UNIT</b>	
<b>PRIMARY:</b> As Designated <b>ALTERNATE:</b> As Designated <b>SUPERVISOR:</b> Planning Section Coordinator	
<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>Maintain accurate and complete records of disaster/emergency events.</li> <li>Collect and organize all written forms, logs, journals and reports at completion of each shift from all sections.</li> <li>Provide direction on document collection and retention.</li> <li>Provide documentation and copying services to EOC staff.</li> <li>Archive all incident documents for legal, analytical &amp; historical purposes.</li> <li>Compile, copy and distribute the EOC Action Plans as directed by the Section Coordinators.</li> </ul>
<b>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT</b> Also see Common EOC responsibilities on page 77.	
<b>ASSIGNMENTS/ STAFFING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clarify any issues regarding your authority and assignment.</li> <li><input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required.</li> <li><input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.</li> </ul>
<b>MEETINGS / BRIEFINGS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend periodic briefings and meetings conducted by the Section Coordinator.</li> </ul>
<b>ACTION PLANNING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in the EOC Director's action planning meetings.</li> <li><input type="checkbox"/> Assist in identifying section specific objectives to be accomplished during the current Operational Period.</li> </ul>
<b>DOCUMENTATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77.</li> <li><input type="checkbox"/> Archive (electronically) all incident documents for legal, analytical &amp; historical purposes.</li> <li><input type="checkbox"/> Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.</li> <li><input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.</li> </ul>
<b>RESOURCES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Resources in Common EOC Responsibilities on page 76.</li> </ul>
<b>ONGOING ACTIVITIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Establish a process for collecting and filing all materials associated with the incident (hard copy and electronically).</li> <li><input type="checkbox"/> Work with all EOC Sections and provide direction on how, where and when documents are collected and retained.</li> <li><input type="checkbox"/> Coordinate with Situation/Resource Status Unit to display and disseminate incident information in the EOC utilizing:                             <ul style="list-style-type: none"> <li>– DLAN</li> <li>– Maps</li> <li>– Websites</li> <li>– White Boards (if applicable)</li> </ul> </li> </ul>

<b>DOCUMENTATION UNIT</b>	
	<ul style="list-style-type: none"> <li style="margin-left: 20px;">– Easel Pads (if applicable)</li> <li><input type="checkbox"/> Establish copying service and respond to authorized copying requests.</li> </ul>
<b>DEACTIVATION / DEMOBILIZATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 76.</li> <li><input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan.</li> <li><input type="checkbox"/> Ensure that any open actions are completed before demobilization.</li> <li><input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).</li> </ul>

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<b>GIS MAPPING UNIT</b>	
<b>PRIMARY:</b>	<b>Information Technology Services</b>
<b>ALTERNATE:</b>	<b>Information Technology Services</b>
<b>SUPERVISOR:</b>	<b>Planning Section Coordinator</b>
<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Collect, analyze and visually display geographic information.</li> <li>• Determine Planning Section needs for maps and GIS products and services.</li> <li>• Participate in planning meetings to stay abreast of changing map requirements.</li> <li>• Gather and compile spatial data from different incident-sections.</li> <li>• Develop and maintain current maps (locations and types of incidents) in coordination with the Situation/Resource Status Unit.</li> <li>• Provide status reports, maps and workflow information.</li> </ul>
<b>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT</b> Also see Common EOC responsibilities on page 77.	
<b>ASSIGNMENTS/ STAFFING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clarify any issues regarding your authority and assignment.</li> <li><input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required.</li> <li><input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.</li> </ul>
<b>MEETINGS / BRIEFINGS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend periodic briefings and meetings conducted by the Section Coordinator.</li> <li><input type="checkbox"/> Meet with the Planning Section Coordinator and EOC Director to determine needs for planning meetings and briefings, determine if there are any special information needs.</li> </ul>
<b>ACTION PLANNING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in the EOC Director’s action planning meetings.</li> <li><input type="checkbox"/> Assist in identifying section specific objectives to be accomplished during the current Operational Period.</li> </ul>
<b>DOCUMENTATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77.</li> <li><input type="checkbox"/> Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.</li> <li><input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.</li> </ul>
<b>RESOURCES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Resources in Common EOC Responsibilities on page 76.</li> </ul>
<b>ONGOING ACTIVITIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Prioritize GIS requests according to incident priorities.</li> <li><input type="checkbox"/> Operate specialized GIS production equipment:                             <ul style="list-style-type: none"> <li>– ARC GIS desktop</li> <li>– ARC GIS online for web maps</li> <li>– Garmin Inreach</li> <li>– GPS Units &amp; GPS receivers</li> <li>– Plotter (BAM)</li> </ul> </li> <li><input type="checkbox"/> Collect, analyze and visually display geographic information:                             <ul style="list-style-type: none"> <li>– Evacuations</li> <li>– Road Closures</li> </ul> </li> </ul>

<b>GIS MAPPING UNIT</b>	
	<ul style="list-style-type: none"> <li style="margin-left: 40px;">– Shelter Locations</li> <li><input type="checkbox"/> Convert mapping requests into GIS products quickly and effectively for EOC and Incident Command Post (if applicable):                             <ul style="list-style-type: none"> <li>– Interactive Maps for public consumption</li> <li>– Static Maps/Hard Copy and Digital</li> <li>– GIS data creation</li> <li>– Graphs &amp; Charts</li> </ul> </li> <li><input type="checkbox"/> Coordinate with the Situation/Resource Status Unit to display and disseminate incident information in the EOC utilizing:                             <ul style="list-style-type: none"> <li>– DLAN</li> <li>– Maps</li> <li>– Websites</li> <li>– White Boards (if applicable)</li> <li>– Easel Pads (if applicable)</li> </ul> </li> <li><input type="checkbox"/> Continually obtain information from other Planning/Intel functions and Operations Section.</li> <li><input type="checkbox"/> Provide mapping products for the PIO(s) or Joint Information Center, if requested.</li> </ul>
<b>DEACTIVATION / DEMOBILIZATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 76.</li> <li><input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan.</li> <li><input type="checkbox"/> Ensure that any open actions are completed before demobilization.</li> <li><input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).</li> </ul>

<b>ADVANCE PLANNING UNIT</b>	
<b>PRIMARY:</b> As Designated <b>ALTERNATE:</b> As Designated <b>SUPERVISOR:</b> Planning Section Coordinator	
<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Develop issues and requirements related to a time period, normally 36 to 72 hours (or longer) in advance.</li> <li>• Prepare special reports and briefings as necessary for use in strategy and/or planning meetings.</li> <li>• Monitors situations to anticipate future problem(s) and develop contingency plans to address the problem(s).</li> </ul>
<b>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT</b> Also see Common EOC responsibilities on page 77.	
<b>ASSIGNMENTS/ STAFFING</b>	<input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required. <input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
<b>MEETINGS / BRIEFINGS</b>	<input type="checkbox"/> Attend periodic briefings and meetings conducted by the Section Coordinator.
<b>ACTION PLANNING</b>	<input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Assist in identifying section specific objectives to be accomplished during the current Operational Period.
<b>DOCUMENTATION</b>	<input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77. <input type="checkbox"/> Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section. <input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
<b>RESOURCES</b>	<input type="checkbox"/> See Resources in Common EOC Responsibilities on page 76.
<b>ONGOING ACTIVITIES</b>	<input type="checkbox"/> Ensure long-term (24-72 hours) situation/analysis planning. <input type="checkbox"/> Continuously monitor situation to anticipate future problem(s) and develop contingency plans to address the problem(s). <input type="checkbox"/> Prepare contingency plans if necessary. <input type="checkbox"/> Assist with short-term recovery planning and assist with transition to a long-term recovery organization <b>(See Ventura County Operational Area Disaster Recovery Plan for more information).</b>
<b>DEACTIVATION / DEMOBILIZATION</b>	<input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 76. <input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan. <input type="checkbox"/> Ensure that any open actions are completed before demobilization. <input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

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<b>RECOVERY PLANNING UNIT</b>	
<b>PRIMARY:</b> As Designated <b>ALTERNATE:</b> As Designated <b>SUPERVISOR:</b> Planning Section Coordinator	
<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>Prepare the EOC organization for transition to a recovery operations organization. <b>(See <i>Ventura County Operational Area Disaster Recovery Plan</i> for long-term actions and procedures).</b></li> </ul>
<b>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT</b> Also see Common EOC responsibilities on page 77.	
<b>ASSIGNMENTS/ STAFFING</b>	<input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required. <input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
<b>MEETINGS / BRIEFINGS</b>	<input type="checkbox"/> Attend periodic briefings and meetings conducted by the Section Coordinator.
<b>ACTION PLANNING</b>	<input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Assist in identifying section specific objectives to be accomplished during the current Operational Period.
<b>DOCUMENTATION</b>	<input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77. <input type="checkbox"/> Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section. <input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
<b>RESOURCES</b>	<input type="checkbox"/> See Resources in Common EOC Responsibilities on page 76.
<b>ONGOING ACTIVITIES</b>	<input type="checkbox"/> Identify issues to be prioritized by the EOC Director on restoration of county services. <input type="checkbox"/> In coordination with the Building and Safety Branch of the Operations Section: <ul style="list-style-type: none"> <li>– Establish criteria for temporary entry or re-occupancy of posted buildings. Posting includes, as a minimum, the categories of Inspected, Restricted Access and Unsafe.</li> <li>– Establish criteria for emergency demolition of buildings/structures that are considered to be an immediate and major danger to the population or adjacent structures. Ensure that homeowners’ and business owners’ rights are considered to the fullest extent and that arrangements are made for appropriate hearings, if at all possible.</li> <li>– Ensure that buildings considered for demolition that come under Historical Building classification follow the special review process which should be adopted as part of the emergency procedures. (Demolition of historic structures requires a “Certificate of Appropriateness” from the Planning Commission. An alternate process should be adopted after proclamation of a disaster/emergency giving this authority to the County Planner.)</li> </ul>

<b>RECOVERY PLANNING UNIT</b>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Coordinate with Finance Section for public finance; budgeting; contracting; accounting and claims processing; taxation; and insurance settlements.</li> <li><input type="checkbox"/> Coordinate with Legal Officer on emergency authorities; actions, and associated liabilities; preparation of legal opinions; and preparation of new ordinances and resolutions.</li> <li><input type="checkbox"/> Prepare the EOC organization for transition to Recovery Operations. <b>(See <i>Ventura County Operational Area Disaster Recovery Plan</i> for long-term actions and procedures).</b></li> </ul>
<b>DEACTIVATION / DEMOBILIZATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 76.</li> <li><input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan.</li> <li><input type="checkbox"/> Ensure that any open actions are completed before demobilization.</li> <li><input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).</li> </ul>

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<b>DAMAGE ASSESSMENT UNIT</b>	
<b>PRIMARY:</b>	<b>As Designated</b>
<b>ALTERNATE:</b>	<b>As Designated</b>
<b>SUPERVISOR:</b>	<b>Planning Section Coordinator</b>
<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Develop the overall operational area damage assessment plan / activities and the initial damage estimate figures.</li> <li>• Manage Damage Assessment Program / Crisis Track Software.</li> <li>• Ensure Rapid Damage Assessment and Initial Damage Estimates are completed.</li> <li>• Coordinate with all relevant stakeholders from local, state and federal entities to conduct damage assessments.</li> <li>• Work with State and Federal government to coordinate the Preliminary Damage Assessment (PDA) process.</li> <li>• Maintain detailed records on damaged areas, structures and damage estimates.</li> <li>• Provide PDA estimates to the Planning and Intelligence Section Coordinator.</li> </ul>
<p><b>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT</b> Also see Common EOC responsibilities on page 77.</p>	
<b>ASSIGNMENTS/ STAFFING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clarify any issues regarding your authority and assignment.</li> <li><input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required.</li> <li><input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.</li> </ul>
<b>MEETINGS / BRIEFINGS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend periodic briefings and meetings conducted by the Section Coordinator.</li> </ul>
<b>ACTION PLANNING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in the EOC Director’s action planning meetings.</li> <li><input type="checkbox"/> Assist in identifying section specific objectives to be accomplished during the current Operational Period.</li> </ul>
<b>DOCUMENTATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77.</li> <li><input type="checkbox"/> Develop the damage assessment plan for an incident.</li> <li><input type="checkbox"/> Ensure that the Documentation Unit maintains files on all EOC activities and provides reproduction and archiving services for the EOC, as required.</li> <li><input type="checkbox"/> Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.</li> <li><input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.</li> </ul>
<b>RESOURCES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Resources in Common EOC Responsibilities on page 76.</li> </ul>
<b>ONGOING ACTIVITIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Utilize Crisis Track Software for all damage assessment activities. Coordinate with the Situation/Resource Status Unit to display and disseminate incident information in the EOC utilizing:                             <ul style="list-style-type: none"> <li>– DLAN</li> <li>– Maps</li> <li>– Websites</li> <li>– White Boards (if applicable)</li> </ul> </li> </ul>

<b>DAMAGE ASSESSMENT UNIT</b>	
	<ul style="list-style-type: none"> <li style="margin-left: 40px;">– Easel Pads (if applicable)</li> <li><input type="checkbox"/> Assist in identifying locations for assessments/ parcels in Crisis Track.</li> <li><input type="checkbox"/> Ensure damage assessment unit is working with Logistics/Personnel Unit to identify personnel to conduct Rapid Damage Assessments and Initial Damage Estimates.</li> <li><input type="checkbox"/> Coordinate with all relevant stakeholders from local, state and federal entities to conduct damage assessments.</li> <li><input type="checkbox"/> Manage and support damage assessment teams in the field.</li> <li><input type="checkbox"/> Maintain constant communication with EOC Operations Section to coordinate field assessment teams.</li> <li><input type="checkbox"/> Provide just in time training on the Crisis Track software team as needed.</li> <li><input type="checkbox"/> Ensure PDA analysis is conducted.</li> <li><input type="checkbox"/> Compile list of damage and associated preliminary damage estimates. Make sure to include:               <ul style="list-style-type: none"> <li>– Structural property damage (estimated dollar value) – Public and private</li> <li>– Personal property damage (estimated dollar value)</li> <li>– Damage assessment information on roads, bridges and highways, the communications infrastructure: wired, data, cable and wireless from the Logistics Section, Communications Unit.</li> <li>– Additional safety/damage assessment information from the American Red Cross, utility companies and other sources.</li> </ul> </li> <li><input type="checkbox"/> Work with GIS Mapping Unit to develop visual products to display damage information.</li> <li><input type="checkbox"/> Provide final estimates/products to Planning &amp; Intelligence Section Coordinator.</li> <li><input type="checkbox"/> Coordinate with the Situation/Resource Status Unit to display incident information in the EOC, especially for the PIOs / Joint Information Center (JIC).</li> </ul>
<b>DEACTIVATION / DEMOBILIZATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 76.</li> <li><input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan.</li> <li><input type="checkbox"/> Ensure that any open actions are completed before demobilization.</li> <li><input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).</li> </ul>

<b>DEMOBILIZATION UNIT</b>	
<b>PRIMARY:</b>	<b>As Designated</b>
<b>ALTERNATE:</b>	<b>As Designated</b>
<b>SUPERVISOR:</b>	<b>Planning Section Coordinator</b>
<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Provide assistance to the EOC Planning/Intelligence Section Coordinator and EOC Director in planning for the EOC demobilization.</li> <li>• Develop demobilization strategy and plan with Section Coordinators.</li> <li>• Prepare written demobilization plan or procedures for all responding departments and agencies if necessary.</li> <li>• Follow through on the implementation of the plan and monitor its operation.</li> </ul>
<p><b>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT</b> Also see Common EOC responsibilities on page 77.</p>	
<b>ASSIGNMENTS/ STAFFING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clarify any issues regarding your authority and assignment.</li> <li><input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required.</li> <li><input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.</li> </ul>
<b>MEETINGS / BRIEFINGS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend periodic briefings and meetings conducted by the Section Coordinator.</li> </ul>
<b>ACTION PLANNING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in the EOC Director’s action planning meetings.</li> <li><input type="checkbox"/> Assist in identifying section specific objectives to be accomplished during the current Operational Period.</li> </ul>
<b>DOCUMENTATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77.</li> <li><input type="checkbox"/> Prepare a Demobilization Plan that includes the following:                             <ul style="list-style-type: none"> <li>- Release plan strategies and general information</li> <li>- Priorities for release (according to agency and kind and type of resource)</li> <li>- Phase over or transfer of authorities</li> <li>- Completion and submittal of all required documentation</li> <li>- Notify Cal OES of demobilization plan</li> </ul> </li> <li><input type="checkbox"/> Obtain approval of the Demobilization Plan from the EOC Director and distribute the plan once it is approved.</li> <li><input type="checkbox"/> Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.</li> <li><input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.</li> </ul>
<b>RESOURCES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Resources in Common EOC Responsibilities on page 76.</li> <li><input type="checkbox"/> Obtain identification and description of surplus resources.</li> <li><input type="checkbox"/> Establish “check-in” stations, as required, to facilitate the return of supplies, equipment and other resources.</li> </ul>
<b>ONGOING ACTIVITIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Coordinate with field level Demobilization Unit Leaders, as appropriate.</li> </ul>

<b>DEMOBILIZATION UNIT</b>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review the organization and current staffing to determine the likely size and extent of demobilization effort.</li> <li><input type="checkbox"/> Request General Staff to assess long-term staffing needs within their sections and provide listing of positions and personnel for release by priority.</li> <li><input type="checkbox"/> Coordinate with the Agency Representatives to determine:                             <ul style="list-style-type: none"> <li>– Agencies not requiring formal demobilization</li> <li>– Personal rest and safety needs</li> <li>– Coordination procedures with cooperating/assisting agencies</li> </ul> </li> <li><input type="checkbox"/> Evaluate logistics and transportation capabilities to support the demobilization effort.</li> <li><input type="checkbox"/> Ensure that all sections and branches/groups/units understand their specific demobilization responsibilities.</li> <li><input type="checkbox"/> Ensure unresolved issues are assigned for resolution following deactivation.</li> <li><input type="checkbox"/> Supervise execution of the Demobilization Plan.</li> </ul>
<b>DEACTIVATION / DEMOBILIZATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 76.</li> <li><input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan.</li> <li><input type="checkbox"/> Ensure that any open actions are completed before demobilization.</li> <li><input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).</li> </ul>

<b>PLANNING SUPPORT STAFF</b>	
<b>SUPERVISOR:</b> Operations Section Coordinator	
<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Support the activated Branches in the Planning Section, as needed.</li> </ul>
<b>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT</b> Also see Common EOC responsibilities on page 77.	
<b>ASSIGNMENTS/ STAFFING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clarify any issues regarding your authority and assignment.</li> <li><input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required.</li> <li><input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.</li> </ul>
<b>MEETINGS / BRIEFINGS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend periodic briefing sessions conducted by the Section Coordinator.</li> </ul>
<b>ACTION PLANNING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in the EOC Director's action planning meetings, if requested.</li> </ul>
<b>DOCUMENTATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77.</li> <li><input type="checkbox"/> Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.</li> <li><input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.</li> </ul>
<b>RESOURCES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Resources in Common EOC Responsibilities on page 76.</li> </ul>
<b>ONGOING ACTIVITIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Support the activated Branches in the Planning Section.</li> </ul>
<b>DEACTIVATION / DEMOBILIZATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 76.</li> <li><input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan.</li> <li><input type="checkbox"/> Ensure that any open actions are completed before demobilization.</li> <li><input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).</li> </ul>

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**LOGISTICS SECTION -GENERAL****PURPOSE**

To provide supplies, facilities, services, equipment and other logistical support to an incident that are not already tied to existing mutual aid systems/processes.

**OVERVIEW**

The Logistics Section's primary responsibility is to ensure the acquisition, transportation, mobilization of resources to support the response effort at the disaster sites, public shelters, EOCs, etc. This Section provides all necessary personnel, supplies and equipment procurement support except for Fire and Law Enforcement resources procured through prior agreements.

**OBJECTIVES**

The Logistics Section ensures that other sections are supported for the duration of the incident. Any personnel, equipment, supplies or services required by the other sections will be ordered through the Logistics Section except for those resources obtained through already established mutual aid agreements.

The Logistics Section will accomplish the following specific objectives during a disaster/emergency:

- Collect information from other sections to determine logistical support needs and prepare for expected operations and long-term requirements.
- Coordinate provision of logistical support with the EOC Director.
- Prepare required reports identifying the activities performed by the Logistics Section.
- Maintain proper and accurate documentation of all actions taken and all items procured to ensure that all required records are preserved for future use and Cal OES and FEMA filing requirements.

**CONCEPT OF OPERATIONS**

The Logistics Section will operate under the following policies during a disaster/emergency as the situation dictates:

- The SEMS and the NIMS will be followed.
- All existing county and departmental operating procedures will be adhered to unless modified by the Board of Supervisors.
- All on-duty personnel are expected to remain on duty until properly relieved.
- While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will be determined by the EOC Director. Operational periods should be event driven.

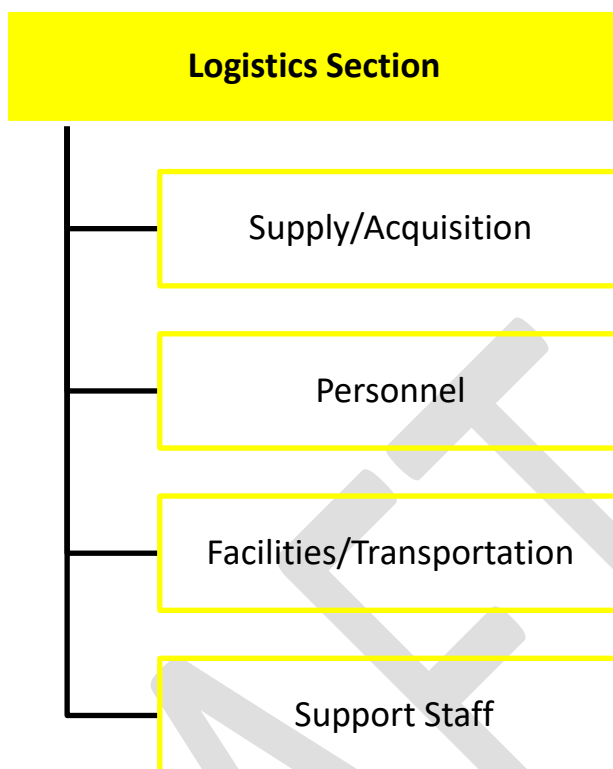
**SECTION ACTIVATION PROCEDURES**

The EOC Director is authorized to activate the Logistics Section.

**WHEN TO ACTIVATE**

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

**LOGISTICS SECTION ORGANIZATION CHART**



**LOGISTICS SECTION STAFF**

The Logistics Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized units. The following units may be established as the need arises:

- Supply Acquisition
- Personnel
- Facilities / Transportation
- Support Staff

The Logistics Section Coordinator may activate additional units as necessary to fulfill an expanded role.

**Logistics Section Coordinator**

The Logistics Section Coordinator, a member of the EOC Director’s General Staff, is responsible for supporting the response effort and the acquisition, transportation and mobilization of resources. The Logistics Section Coordinator in supporting the EOC response will need to:

- Understand the current situation
- Predict probable resource needs
- Prepare alternative strategies for procurement and resources management

**Supply Acquisition Unit**

This Unit is responsible for obtaining all non-fire and non-law enforcement mutual aid materials, equipment and supplies to support emergency operations and arranging for delivery of those resources.

**Personnel Unit**

This Unit is responsible for obtaining, coordinating and allocating all non-fire and non-law enforcement mutual aid personnel support requests, for registering volunteers as Disaster Services Workers and for managing EOC personnel issues and requests.

**Facilities/ Transportation Unit**

This Unit is responsible for ensuring that adequate facilities are provided for the response effort, including securing access to the facility and providing staff, furniture, supplies and materials necessary to configure the facility in a manner adequate to accomplish the mission. This unit is also responsible for transportation of emergency personnel, equipment and supplies and for coordinating the Disaster Route Priority Plan.

**Support Staff**

Support Staff are activated as necessary to support the EOC operation and may include functions such as information systems personnel to manage all radio, data and telephone needs of the EOC staff.

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<b>LOGISTICS SECTION COORDINATOR</b>	
<b>PRIMARY: OES Staff</b> <b>ALTERNATE: As Designated</b> <b>SUPERVISOR: EOC Director</b>	
<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Oversee procurement and allocation of supplies.</li> <li>• Responsible for requests not tied to existing mutual aid chains.</li> <li>• Coordinate delivery of supplies.</li> <li>• Works closely with Finance Section to track procurement costs.</li> <li>• Identify and schedule EOC personnel and identify staffing shortages.</li> <li>• Acquire Technical Specialists based on needs.</li> <li>• Coordinate Emergency Management Mutual Aid process.</li> <li>• Responsible for management and coordination of affiliated and unaffiliated (or spontaneous) volunteers during an emergency.</li> <li>• Provides set-up, maintenance, and demobilization of incident support facilities.</li> <li>• Responsible for coordinating transportation resources required to move people, equipment, and essential supplies.</li> <li>• Responsible for coordination of donations management, includes internal organizational elements and resources as well as external partner agencies.</li> <li>• Liaison with Incident Command Post personnel as needed for Logistical needs.</li> <li>• Manage radio, data and telephone needs of the EOC.</li> </ul>
<b>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT</b> Also see Common EOC responsibilities on page 77.	
<b>ACTIVATION &amp; NOTIFICATIONS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Determine the operational status and appropriate level of activation based on situation as known.</li> <li><input type="checkbox"/> Mobilize appropriate personnel for initial activation of the EOC.</li> <li><input type="checkbox"/> Notify EOC Director when your Section is fully operational.</li> </ul>
<b>ASSIGNMENTS/ STAFFING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clarify any issues regarding your authority and assignment.</li> <li><input type="checkbox"/> Determine what Section positions should be activated and staffed.</li> <li><input type="checkbox"/> Confirm that all key Logistics Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.</li> <li><input type="checkbox"/> Consider requesting Ventura County Transportation Commission to send a representative to co-lead the Transportation Unit if the disaster/emergency may require transit resources.</li> <li><input type="checkbox"/> Request additional personnel for the Section to maintain a 24-hour operation as required.</li> <li><input type="checkbox"/> Carry out responsibilities of your Section not currently staffed.</li> </ul>
<b>MEETINGS / BRIEFINGS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Brief new or relief personnel in your Branch. Briefings should include:                             <ul style="list-style-type: none"> <li>– Current situation assessment</li> <li>– Identification of specific job responsibilities</li> <li>– Identification of co-workers within the job function and/or geographical assignment</li> <li>– Availability of communications</li> </ul> </li> </ul>

<b>LOGISTICS SECTION COORDINATOR</b>	
	<ul style="list-style-type: none"> <li>– Location of work area</li> <li>– Identification of eating and sleeping arrangements as appropriate.</li> <li>– Procedural instructions for obtaining additional supplies, services, and personnel</li> <li>– Identification of operational period work shifts</li> </ul> <ul style="list-style-type: none"> <li><input type="checkbox"/> Meet with EOC Director and Section Coordinators to identify immediate resource needs.</li> <li><input type="checkbox"/> Attend periodic briefing sessions conducted by the EOC Director.</li> <li><input type="checkbox"/> Brief the EOC Director on major problem areas that need or will require solutions.</li> <li><input type="checkbox"/> Conduct periodic Logistics Section briefings and identify forthcoming operational needs.</li> </ul>
<b>ACTION PLANNING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in the EOC Director’s action planning meetings.</li> <li><input type="checkbox"/> Prepare work objectives for Section staff and make staff assignments.</li> <li><input type="checkbox"/> Work closely with each Unit leader to ensure Logistics Section objectives as defined in the current EOC Action Plan are being addressed.</li> <li><input type="checkbox"/> Ensure a Communications Plan is developed for the EOC Action Plan. Assign to the Logistics Support Staff.</li> <li><input type="checkbox"/> Following Action Planning meetings, ensure orders for additional resources have been placed and are being coordinated within the EOC and field units.</li> </ul>
<b>DOCUMENTATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77.</li> <li><input type="checkbox"/> Provide personnel and equipment time records for the entire Section to the Time Keeping Unit in the Finance Section at the end of each work shift.</li> <li><input type="checkbox"/> Ensure that your Section logs and files are maintained.</li> <li><input type="checkbox"/> Oversee the development of a communications plan for response activities as needed.</li> </ul>
<b>RESOURCES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Resources in Common EOC Responsibilities on page 76.</li> <li><input type="checkbox"/> Coordinate with the Operations Section Coordinator to establish priorities for resource needs.</li> <li><input type="checkbox"/> Keep up to date on situation and resources associated with your Section.</li> <li><input type="checkbox"/> Identify the need for use of special resources.</li> <li><input type="checkbox"/> Identify service/support requirements for planned and expected operations.</li> <li><input type="checkbox"/> Oversee the allocation of personnel, equipment, services, transportation and facilities required to support emergency management activities.</li> <li><input type="checkbox"/> Oversee the management and coordination of affiliated and unaffiliated (or spontaneous) volunteers during an emergency.</li> <li><input type="checkbox"/> Ensure Emergency Management Mutual Aid process is coordinated if needed.</li> <li><input type="checkbox"/> Resolve problems associated with requests for supplies, facilities, transportation, communication and food.</li> <li><input type="checkbox"/> Keep the Cal OES Logistics Coordinator apprised of overall situation and status of resource requests via the EOC or the Watch Commander.</li> </ul>

<b>LOGISTICS SECTION COORDINATOR</b>	
<b>ONGOING ACTIVITIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Make a list of key issues currently facing your Section to be accomplished within the next operational period.</li> <li><input type="checkbox"/> From Planning/Intelligence Section Coordinator, obtain and review major incident reports and field operational information to anticipate and/or follow-up with resource needs.</li> <li><input type="checkbox"/> From Planning/Intelligence Section and field sources, determine status of transportation system into and within the affected area. Find out present priorities and estimated times for restoration of the disaster route system.</li> <li><input type="checkbox"/> Meet with Finance/Administration Section Coordinator and review financial and administration support needs and procedures. Determine level of purchasing authority to be delegated to Logistics Section.</li> <li><input type="checkbox"/> Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and bystanders. Arrange debriefings through the Personnel Unit of the Logistics Section.</li> <li><input type="checkbox"/> Provide situation and resources information to the Situation/Resource Status Unit of the Planning/Intelligence Section on a periodic basis.</li> <li><input type="checkbox"/> Ensure internal coordination between branch/group/unit leaders.</li> <li><input type="checkbox"/> Update status information with other sections as appropriate.</li> <li><input type="checkbox"/> Resolve problems that arise in conducting your Section responsibilities.</li> <li><input type="checkbox"/> Ensure all contacts with the media are fully coordinated first with the PIO.</li> </ul>
<b>DEACTIVATION / DEMOBILIZATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Demobilize Logistics Section staff when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan.</li> <li><input type="checkbox"/> Ensure that any open actions are completed before demobilization.</li> <li><input type="checkbox"/> Complete all required forms or reports and forward to the Documentation Unit, prior to demobilization. Provide any financial information to Finance/Administration Section Coordinator.</li> <li><input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).</li> </ul>

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<b>SUPPLY ACQUISITION UNIT</b>	
<b>PRIMARY:</b> As Designated <b>ALTERNATE:</b> As Designated <b>SUPERVISOR:</b> Logistics Section Coordinator	
<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Oversee procurement and allocation of supplies. Responsible for requests not tied to existing mutual aid chains.</li> <li>• Provide supplies for the EOC, field operations and other necessary facilities.</li> <li>• Determine if the required items exist within the County supply system.</li> <li>• Manage all equipment rental agreements.</li> <li>• Procure items within limits of delegated authority from EOC Director.</li> <li>• Arrange for the delivery of the items requisitioned, contracted for or purchased.</li> <li>• Maintain records to ensure a complete accounting of supplies procured and monies expended. <b>Ensure that all records identify scope of work and site specific work location.</b></li> <li>• Support activities for restoration of disrupted services and utilities.</li> </ul> <p><b>PROCUREMENT POLICY:</b>            The procurement of resources will follow the priority outlined below:</p> <ol style="list-style-type: none"> <li>1. Resources within the County inventory (County-owned).</li> <li>2. Other sources that may be obtained without direct cost to the County.</li> <li>3. Resources that may be leased/purchased within spending authorizations.</li> </ol>
<b>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT</b> Also see Common EOC responsibilities on page 77.	
<b>ASSIGNMENTS/ STAFFING</b>	<input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required. <input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
<b>MEETINGS / BRIEFINGS</b>	<input type="checkbox"/> Attend periodic briefings and meetings conducted by the Section Coordinator. <input type="checkbox"/> Coordinate closely with the Operations Section Coordinator to establish priorities for resource needs. <input type="checkbox"/> Maintain constant communication with the Finance Section. <ul style="list-style-type: none"> <li>– Ensure all purchases are appropriate and within county emergency purchasing rules &amp; regulations.</li> <li>– Ensure spending thresholds are adhered.</li> </ul>
<b>ACTION PLANNING</b>	<input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Assist in identifying section specific objectives to be accomplished during the current Operational Period.
<b>DOCUMENTATION</b>	<input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77. <input type="checkbox"/> Ensure all resource records identify scope of work and site specific locations. <input type="checkbox"/> Provide updated reports on resource status to Situation/Resource Status Unit. <input type="checkbox"/> Identify and maintain a list of available and accessible equipment and supplies to support response and recovery efforts.

<b>SUPPLY ACQUISITION UNIT</b>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.</li> </ul>
<b>RESOURCES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Resources in Common EOC Responsibilities on page 76.</li> <li><input type="checkbox"/> Follow established spending thresholds and seek appropriate approvals for each item procured:                             <ul style="list-style-type: none"> <li>– EOC Logistics Section Coordinator = &lt;\$2,500</li> <li>– EOC Director/ EOC Deputy Director = &lt;\$14,999</li> <li>– Assistant Sheriff / Under Sheriff / Sheriff = &gt;\$15,000</li> </ul> </li> <li><input type="checkbox"/> Review, verify and process requests from other sections for resources. Confirm that the request has not been previously filled through another source.</li> <li><input type="checkbox"/> Determine if needed resources are available from County stocks, mutual aid sources or other sources. Arrange for delivery if available.</li> <li><input type="checkbox"/> Determine availability and cost of resources from private vendors. Confirm that the vendor accepts purchase orders as payment, prior to completing the order.</li> <li><input type="checkbox"/> Determine if the vendor/provider will deliver the ordered items. If delivery services are not available, coordinate pickup and delivery through the Facilities/Transportation Unit.</li> <li><input type="checkbox"/> Escalate significant resource request(s) that cannot be met through local action and suggest alternative methods to solve the problem if possible.</li> <li><input type="checkbox"/> Provide and coordinate with Operations Section the allocation and distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster/emergency operation facilities, including mass care shelters.</li> <li><input type="checkbox"/> Procure and arrange for basic sanitation and health needs at mass care facilities (toilets, showers, etc.) as requested by Operations Section.</li> <li><input type="checkbox"/> Coordinate with the Infrastructure Branch in the Operations Section to procure and coordinate water resources for consumption, sanitation and firefighting.</li> <li><input type="checkbox"/> Obtain and coordinate necessary medical supplies and equipment for persons with disabilities and access and functional needs.</li> <li><input type="checkbox"/> Obtain necessary protective respiratory devices, clothing, equipment and antidotes for personnel performing assigned tasks in hazardous radiological and/or chemical environments, as needed.</li> <li><input type="checkbox"/> Continuously monitor pending status orders in system (DLAN).</li> </ul>
<b>ONGOING ACTIVITIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain information regarding:                             <ul style="list-style-type: none"> <li>– Resources readily available</li> <li>– Resources requests</li> <li>– Status of shipments</li> <li>– Priority resource requirements</li> <li>– Shortfalls</li> </ul> </li> <li><input type="checkbox"/> Coordinate with other branches/groups/units as appropriate on resource requests received from Operations Section to ensure there is no duplication of effort or requisition.</li> </ul>

<b>SUPPLY ACQUISITION UNIT</b>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Issue purchase orders for needed items within dollar limits of authority delegated to Unit.</li> <li><input type="checkbox"/> Notify Finance Section of procurement needs that exceed delegated authority and obtain needed authorizations and paperwork, as necessary.</li> <li><input type="checkbox"/> Verify cost data in any pre-established vendor contracts with Finance Section.</li> <li><input type="checkbox"/> Coordinate the ordering of food and potable water associated with mass care shelters and mass feeding locations with the appropriate Operations Section Branches and Red Cross representatives(s).</li> <li><input type="checkbox"/> Establish a plan for field and EOC feeding operations, as appropriate. Coordinate with EOC Operations Section to avoid duplication. <b>(See Logistics Support Documentation – Emergency Response Feeding.)</b></li> <li><input type="checkbox"/> Coordinate the provision of veterinary care and feeding of animals with Ventura County Animal Services.</li> <li><input type="checkbox"/> Assemble resource documents that will allow for agency, vendor and contractor contacts; e.g., telephone listings, procurement catalogs, directories and supply locations.</li> <li><input type="checkbox"/> Continually update communications availability information with the Logistics Support staff. Revise contact methods with suppliers as improved communications become available.</li> <li><input type="checkbox"/> Review the situation reports as they are received. Determine/anticipate support requirements. Verify information where questions exist.</li> <li><input type="checkbox"/> Arrange for storage, maintenance and replenishment or replacement of equipment and materials.</li> <li><input type="checkbox"/> Support activities for restoration of utilities to critical facilities.</li> <li><input type="checkbox"/> Ensure the organization, management, coordination and channeling of donations of goods from individual citizens and volunteer groups during and following the disaster/emergency.</li> </ul>
<b>DEACTIVATION / DEMOBILIZATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 76.</li> <li><input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan.</li> <li><input type="checkbox"/> Ensure that any open actions are completed before demobilization.</li> <li><input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).</li> </ul>

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<b>PERSONNEL UNIT</b>	
<b>PRIMARY:</b>	<b>Sheriff's OES</b>
<b>ALTERNATE:</b>	<b>As Designated</b>
<b>SUPERVISOR:</b>	<b>Logistics Section Coordinator</b>
<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Obtain, coordinate and allocate all non-fire and non-law enforcement mutual aid EOC personnel support requests received.</li> <li>• Identify sources and maintain an inventory of EOC personnel and volunteer resources. Request personnel resources from those agencies as needed.</li> <li>• Ensure that all Disaster Service Workers and volunteers are registered and integrated into the emergency response system.</li> <li>• Assign personnel within the EOC as needs are identified.</li> <li>• Coordinate emergency management mutual aid (EMMA).</li> </ul>
<b>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT</b> Also see Common EOC responsibilities on page 77.	
<b>ASSIGNMENTS/ STAFFING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clarify any issues regarding your authority and assignment.</li> <li><input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required.</li> <li><input type="checkbox"/> Working with Section Coordinators, identify EOC personnel needs. Develop a staffing roster/schedule for next operational period. Utilize the Roster A/B on the EOC shared drive to develop staffing model.(Hard Copy in Job Aid Binder)</li> <li><input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.</li> </ul>
<b>MEETINGS / BRIEFINGS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend periodic briefings and meetings conducted by the Section Coordinator.</li> </ul>
<b>ACTION PLANNING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in the EOC Director's action planning meetings.</li> <li><input type="checkbox"/> Assist in identifying section specific objectives to be accomplished during the current Operational Period.</li> </ul>
<b>DOCUMENTATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77.</li> <li><input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.</li> </ul>
<b>RESOURCES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Resources in Common EOC Responsibilities on page 76.</li> <li><input type="checkbox"/> Receive and process all incoming requests for personnel support. Identify number of personnel, special qualifications or training, location where needed and person to report to upon arrival. Secure an estimated time of arrival for relay back to the requesting agency.</li> <li><input type="checkbox"/> Ensure recruitment, registration, mobilization and assignment of volunteers.</li> <li><input type="checkbox"/> Coordinate with the Cal OES Southern Region EOC for additional personnel needs or to request personnel resources through the Emergency Managers Mutual Aid program.                         <ul style="list-style-type: none"> <li>– Work with requesting/providing jurisdiction(s) to identify position needs.</li> <li>– Identify personnel for deployment or requested.</li> <li>– Ensure MOA/MOU is in place.</li> </ul> </li> </ul>

PERSONNEL UNIT	
	<ul style="list-style-type: none"> <li>– Coordinate travel, lodging and transportation.</li> <li>– Coordinate Demobilize process.</li> <li><input type="checkbox"/> Ensure the organization, management, coordination and channeling of services from citizens and volunteer groups during and following the emergency.</li> <li><input type="checkbox"/> Request technical expertise personnel resources not available within the jurisdiction (hazardous materials, environmental impact, structural analysis, geotechnical information, etc.) through established channels or mutual aid channels.</li> </ul>
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <li><input type="checkbox"/> Identify staffing shortages.</li> <li><input type="checkbox"/> Update EOC organization chart for each operational period.</li> <li><input type="checkbox"/> Establish Disaster Service Worker and Volunteer registration and interview locations. Assign staff to accomplish these functions.</li> <li><input type="checkbox"/> Issue ID cards to Disaster Service Workers as appropriate.</li> <li><input type="checkbox"/> Maintain information regarding:                             <ul style="list-style-type: none"> <li>– Personnel/volunteers processed</li> <li>– Personnel/volunteers allocated, assigned and on standby by agency/location</li> <li>– Special personnel requests by category not filled</li> </ul> </li> <li><input type="checkbox"/> Develop a system for tracking personnel/volunteers processed by the Unit. Personnel/volunteers relieved from assignments will be processed through the Demobilization Unit.</li> <li><input type="checkbox"/> Coordinate with Safety/Security Officer to ensure that training for assigned response staff and volunteers includes safety and hazard awareness and is compliant with OSHA requirements.</li> <li><input type="checkbox"/> Obtain crisis counseling for emergency workers. <b>(See Logistics Support Documentation-CISM).</b></li> <li><input type="checkbox"/> Coordinate feeding, shelter and care of personnel, employee’s families and volunteers with the Supply Acquisition Unit, Facilities/Transportation Unit and the Care and Shelter Branch.</li> <li><input type="checkbox"/> Establish a plan for childcare for County employees as needed. Coordinate with Facilities/Transportation Unit for suitable facilities.</li> <li><input type="checkbox"/> Assist and support employees and their families who are also disaster/emergency victims.</li> <li><input checked="" type="checkbox"/> Develop a plan for communicating with those agencies and non-governmental agencies having personnel resources capable of meeting special needs, i.e. persons with disability and access and functional needs</li> <li><input type="checkbox"/> Coordinate transportation of personnel and volunteers with the Facilities/Transportation Unit.</li> <li><input type="checkbox"/> Coordinate with the PIO and provide the specific content of any broadcast item desired, if a call for volunteers is needed or anticipated</li> <li><input type="checkbox"/> Keep the PIO advised of the volunteer situation. If the system is saturated with volunteers, advise the PIO of that condition and take steps to reduce or redirect the response.</li> </ul>

**PERSONNEL UNIT**

**DEACTIVATION /  
DEMOBILIZATION**

- See Deactivation/Demobilization in Common EOC Responsibilities on page 76.
- Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan.
- Ensure that any open actions are completed before demobilization.
- Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

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<b>FACILITIES/TRANSPORTATION UNIT</b>	
<b>PRIMARY:</b>	Sheriff's OES
<b>ALTERNATE:</b>	As Designated
<b>SUPERVISOR:</b>	Logistics Section Coordinator
<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Ensure that adequate facilities are provided for the response effort, including securing access to the facility and providing staff, furniture, supplies and materials necessary to accomplish the mission.</li> <li>• Coordinate with other EOC branches/groups/units for support required for facilities/transportation.</li> <li>• Support activities for restoration of disrupted services and utilities to facilities.</li> <li>• <b>Coordinate with Finance/Administration Section on any claims or fiscal matters relating to facility/transportation operations.</b></li> <li>• Close out each facility when no longer needed.</li> <li>• Coordinate the transportation of emergency personnel and resources by all available means.</li> <li>• Coordinate all public transportation resources. <b>If needed, activate a co-lead (Ventura County Transportation Commission) to assist with this coordination.</b></li> <li>• Coordinate the Disaster Route Priority Plan with the Operations Section.</li> </ul>
<b>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT</b> Also see Common EOC responsibilities on page 77.	
<b>ASSIGNMENTS/ STAFFING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clarify any issues regarding your authority and assignment.</li> <li><input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required.</li> <li><input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.</li> </ul>
<b>MEETINGS / BRIEFINGS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend periodic briefings and meetings conducted by the Section Coordinator.</li> <li><input type="checkbox"/> Coordinate with the Operations Section Coordinator to establish priorities for facility or transportation resource needs.</li> </ul>
<b>ACTION PLANNING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in the EOC Director's action planning meetings.</li> <li><input type="checkbox"/> Assist in identifying section specific objectives to be accomplished during the current Operational Period.</li> </ul>
<b>DOCUMENTATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77.</li> <li><input type="checkbox"/> Establish a transportation plan for movement of:                             <ul style="list-style-type: none"> <li>– Personnel, supplies and equipment to the EOC, field units, shelters and other facilities.</li> <li>– Individuals to medical facilities as requested by Operations Section.</li> <li>– Emergency workers and volunteers to and from risk area.</li> <li>– Dependents and families of emergency workers as requested by the Care and Shelter Branch.</li> </ul> </li> <li><input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.</li> </ul>
<b>RESOURCES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Resources in Common EOC Responsibilities on page 76.</li> </ul>

FACILITIES/TRANSPORTATION UNIT	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Consider providing facilities for sheltering essential workers, employee’s families and volunteers. Coordinate with the Care and Shelter Branch.</li> <li><input type="checkbox"/> Coordinate with Ventura County Animal Services to provide facilities for animal boarding as required.</li> <li><input type="checkbox"/> Coordinate water resources for drinking, sanitation and firefighting at all facilities.</li> <li><input type="checkbox"/> If vendor contracts are required for procurement of specific facility/transportation resources or services, refer the request to the Finance/Administration Section for development of necessary agreements.</li> <li><input type="checkbox"/> Coordinate the receipt of incoming resources to facilities.</li> <li><input type="checkbox"/> Oversee the distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster/emergency operation facilities.</li> <li><input checked="" type="checkbox"/> Coordinate with local transportation agencies to establish availability of resources for use in evacuations and other operations as needed. <b>If needed, activate a co-lead (Ventura County Transportation Commission) to assist with this coordination.</b></li> <li><input type="checkbox"/> Maintain inventory of support and transportation vehicles (staff cars, passenger vans, buses, pick-up trucks, light/heavy trucks).</li> <li><input type="checkbox"/> Arrange for fueling of all transportation resources.</li> </ul>
<b>ONGOING ACTIVITIES</b>	<p><b>FACILITIES ACTIVITIES</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide setup, maintenance, and demobilization of incident support facilities. Ensure acquired buildings, building floors, and or workspaces are returned to their original state when no longer utilized.</li> <li><input type="checkbox"/> Maintain information in the Unit regarding:             <ul style="list-style-type: none"> <li>– Facilities opened and operating</li> <li>– Facility managers</li> <li>– Supplies and equipment at the various locations</li> <li>– Specific operations and capabilities of each location</li> </ul> </li> <li><input type="checkbox"/> Arrange for continuous maintenance of acquired facilities, to include ensuring that utilities and restrooms are operating properly.</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> Coordinate the acquisition of required space to include use permit and agreement or restriction negotiations, as the requirement for emergency-use facilities is identified.</li> <li><input type="checkbox"/> In coordination with the Operations Section, provide support to facilities used for disaster/emergency response and recovery operations; i.e., staging areas, shelters, local application centers (LACs), etc.</li> <li><input type="checkbox"/> Identify and forward:             <ul style="list-style-type: none"> <li>– Communications requirements to the Logistics Support Staff.</li> <li>– Equipment, material and supply needs to the Supply Acquisition Unit.</li> </ul> </li> </ul>

**FACILITIES/TRANSPORTATION UNIT**

- Personnel needs to the Personnel Unit.
- Security requirements to the Safety/Security Officer.
- Monitor the actions at each facility activated and provide additional support requested in accordance with Unit capabilities and priorities established.
- Account for personnel, equipment, supplies and materials provided to each facility.
- Ensure that operational capabilities are maintained at facilities.
- Ensure that basic sanitation and health needs at mass care facilities (toilets, showers, etc.) are met.
- Work with DAFN Coordinator to ensure all structures are safe for occupancy and that they comply with DAFN requirements.
- Ensure all facilities have water resources for consumption, sanitation and firefighting.

**TRANSPORTATION ACTIVITIES**

- Coordinate with the Planning/Intelligence and Operations Sections to determine available disaster routes.
- Coordinate with Fire, Law Enforcement and Public Works on road closures and traffic light outage information and ensure information is displayed in the EOC.
- Coordinate with Cal Trans and CHP for highway status.
- Coordinate use of disaster routes with the Operations Section.
- Participate in evacuation route planning, transportation routes and transportation resources needed to support operations.
- Coordinate with other sections and branches/groups/units to identify transportation priorities.
- Coordinate with the Operations Section on the movement of persons with disabilities and access and functional needs. Coordinate with paratransit companies as necessary.
- Coordinate with the Ventura County Animal Services for transportation of animals as required.
- As reports are received from field units and EOC sections and as sufficient information develops, analyze the situation and anticipate transportation requirements.
- Prepare schedules, as required, to maximize use of available transportation.
- Provide Situation/Resource Status Unit of Planning Section with current information regarding transportation vehicles (location and capacity). Notify Situation/Resource Status Unit of all vehicle status change.
- Establish mobilization areas for vehicles as directed.
- Coordinate with staff and agency representatives to ensure adherence to service and repair policies.
- Ensure that vehicle usage is documented by activity and date and hours in use.

<b>FACILITIES/TRANSPORTATION UNIT</b>	
<b>DEACTIVATION / DEMOBILIZATION</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 76.</li><li><input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan.</li><li><input type="checkbox"/> Ensure that any open actions are completed before demobilization.</li><li><input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).</li></ul>

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<b>LOGISTICS SUPPORT STAFF</b>	
<b>PRIMARY:</b> As Designated <b>ALTERNATE:</b> As Designated <b>SUPERVISOR:</b> Logistics Section Coordinator	
<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Support the activated Branches in the Logistics Section, as needed.</li> </ul>
<b>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT</b> Also see Common EOC responsibilities on page 77.	
<b>ASSIGNMENTS/ STAFFING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clarify any issues regarding your authority and assignment.</li> <li><input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required.</li> <li><input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.</li> </ul>
<b>MEETINGS / BRIEFINGS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend periodic briefings and meetings conducted by the Section Coordinator.</li> <li><input type="checkbox"/> Provide a briefing on EOC on-site and external communications needs, capabilities and restrictions and operating procedures for the use of telephones, computer and radio systems.</li> </ul>
<b>ACTION PLANNING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in the EOC Director’s action planning meetings.</li> <li><input type="checkbox"/> Assist in identifying section specific objectives to be accomplished during the current Operational Period.</li> <li><input type="checkbox"/> Provide communications briefings as requested at action planning meetings.</li> <li><input type="checkbox"/> Prepare the Communications Plan as a part of the EOC Action Plan.</li> </ul>
<b>DOCUMENTATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77.</li> <li><input type="checkbox"/> Coordinate with all operational units to establish a Communications Plan (component of the EOC Action Plan) to minimize communication issues that include radio, data and telephone needs utilizing established communications, the private sector, amateur radio and volunteers. <b>(See Logistics Support Documentation – Communications Plan).</b></li> <li><input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.</li> </ul>
<b>RESOURCES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Resources in Common EOC Responsibilities on page 76.</li> <li><input type="checkbox"/> Assist with the deployment of resources in the field.</li> </ul>
<b>ONGOING ACTIVITIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Serve as a liaison between the EOC and the Incident Command Post.</li> <li><input type="checkbox"/> Ensure deployment of EOC resources procured for the Sheriff’s Command Post.</li> <li><input type="checkbox"/> Serve as a section scribe to document all section objectives and activities.</li> <li><input type="checkbox"/> Assist other unit leads as needed.</li> <li><input type="checkbox"/> Ensure staffing and repair of communications equipment.</li> <li><input type="checkbox"/> Monitor operational effectiveness of EOC communications systems. Obtain additional communications capability as needed.</li> <li><input type="checkbox"/> Coordinate with volunteer and private sector organizations to supplement communications needs, as necessary.</li> </ul>

<b>LOGISTICS SUPPORT STAFF</b>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Protect equipment from weather, aftershocks, electromagnetic pulse, etc.</li> <li><input type="checkbox"/> Coordinate needed telephone data lines.</li> <li><input type="checkbox"/> Support activities for restoration of computer services.</li> </ul>
<b>DEACTIVATION / DEMOBILIZATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 76.</li> <li><input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan.</li> <li><input type="checkbox"/> Ensure that any open actions are completed before demobilization.</li> <li><input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).</li> </ul>

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**FINANCE/ADMINISTRATION SECTION - GENERAL****PURPOSE**

To enhance the capability of the County to respond to disasters/emergencies by providing financial support and coordination for County disaster/emergency operations and coordinating the recovery of costs as allowed by Federal and State law. It is the policy of this section that the priorities are to be:

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

**OVERVIEW**

The Finance/Administration Section's primary responsibility is to maintain to the greatest extent possible the financial systems necessary to keep the county functioning during a disaster/emergency. These systems include:

- Payroll
- Payments
- Revenue collection
- Claim processing
- Cost recovery documentation

The extent of the disaster/emergency will determine the extent to which the Finance/Administration Section will mobilize. In a low-level emergency, only part of the section will mobilize. In a wide-spread disaster that damages communications and systems, the entire section will mobilize.

**OBJECTIVES**

The Finance/Administration Section acts in a support role in all disasters/emergencies to ensure that all required records are preserved for future use and Cal OES and FEMA filing requirements through maintenance of proper and accurate documentation of all actions taken. To carry out its responsibilities, the Finance/Administration Section will accomplish the following objectives during a disaster/emergency:

**A. For all disasters/emergencies:**

1. Notify the other sections and Ventura County departments that the disaster response accounting will be centralized for the disaster/emergency.
2. Determine the extent to which Ventura County's computer systems are accessible and/or usable.
3. Determine if Ventura County's bank can continue handling financial transactions.
4. Maintain, as best possible, the financial continuity of Ventura County (payroll, payments, and revenue collection).
5. Disseminate information about the disaster accounting system to other sections and departments as necessary.
6. Upon declaration of a disaster by the State and/or Federal Governments, coordinate with disaster affected agencies to initiate the recovery process of Ventura County costs.
7. Coordinate with the other sections and departments the collection and documentation of costs pertaining to the disaster/emergency.
8. Coordinate with the disaster assistance agencies for the required inspections, documentation, audits and other necessary work in order to recover costs.

**B. For disasters/emergencies where Ventura County's computer systems and bank are accessible and usable:**

1. Inform the Ventura County departments and other sections that the payroll and payments processing will be handled on a "business-as-usual" basis except that disaster accounting will be centralized for disaster/emergency-related costs.
2. Continue with objectives A.5 through A.8 above.

**C. For disasters/emergencies where Ventura County's computer systems and/or bank are either inaccessible or unusable for a short period of time; i.e., less than one week:**

1. Inform Ventura County departments and the other sections that payroll and payments will be on hold for a short time and that processing will continue on a normal basis as of a specified date.
2. Continue with objectives A.4. through A.8. above.

**D. For disasters/emergencies where Ventura County's computer and/or bank systems are either inaccessible or unusable for an extended period of time; i.e., one week or more:**

1. Inform Ventura County departments and the other sections that disaster accounting procedures will be necessary for the next payroll and all critical payments.
2. Activate other Finance/Administration Section Units as necessary.
3. Continue with objectives A.4 through A.8 above.

**CONCEPT OF OPERATIONS**

The Finance/Administration Section will operate under the following policies during a disaster/emergency as the situation dictates:

- SEMS and NIMS will be followed.
- All existing county and departmental operating procedures will be adhered to unless modified by the Board of Supervisors.
- All on-duty personnel are expected to remain on duty until properly relieved.
- For disasters/emergencies that leave the accounting systems accessible and usable, normal working hours will be retained for all but the Cost Recovery and the Documentation Units. These units will function on the schedule determined necessary to perform its objectives.
- For disasters/emergencies that render the accounting systems either inaccessible or unusable for any period of time, appropriate personnel in the activated units will be on an operational period determined by the Finance/Administration Section Coordinator.

**SECTION ACTIVATION PROCEDURES**

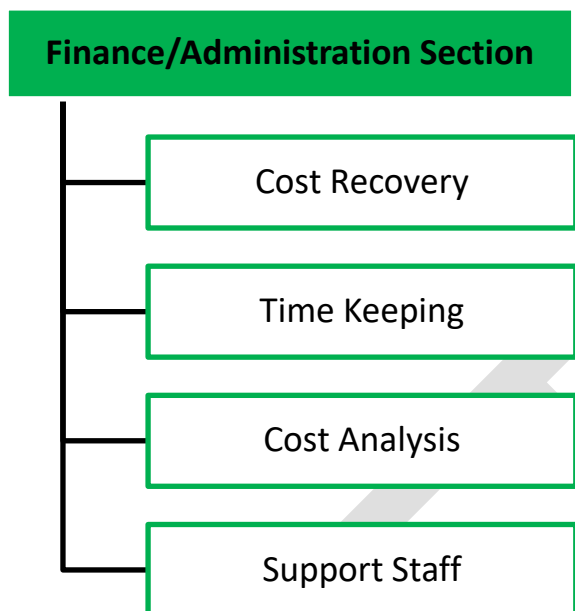
The EOC Director is authorized to activate the Finance/Administration Section.

**When to Activate**

The Finance/Administration Section may be activated when the County's EOC is activated or upon the order of the EOC Director.



**FINANCE/ADMINISTRATION SECTION ORGANIZATION CHART**



**FINANCE/ADMINISTRATION SECTION STAFF**

The Finance/Administration Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches/groups/units.

- Cost Recovery Unit
- Time Keeping Unit
- Cost Analysis Unit
- Support Staff

The Finance/Administration Section Coordinator may activate additional units to fulfill an expanded role if necessary.

**Finance/Administration Section Coordinator**

The Finance/Administration Section Coordinator supervises the financial support, response and recovery for the disaster/emergency; ensures that the payroll and revenue collection process continues and activates the Disaster Accounting System.

**Cost Recovery Unit**

This Unit should be activated at the onset of any disaster/emergency and is responsible for maintaining the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments. The Unit also acts as liaison with the disaster assistance agencies and coordinates the recovery of costs as allowed by law. Maintaining records that will pass audit is also an extremely important task of this Unit. Accurate and timely documentation is essential to financial recovery.

**Time Keeping Unit**

This Unit is responsible for tracking hours worked by paid personnel, volunteers, contract labor, mutual

aid and all others and ensuring that daily personnel time recording documents are prepared and compliance to agency's time policy is being met. The Unit is responsible for ensuring that time and equipment use records identify scope of work and site-specific work location consistent with initial safety/damage assessment records, sites and Project Worksheets.

Personnel time and equipment use records should be collected and processed for each operational period as necessary. Records must be verified, checked for accuracy and posted according to existing policy. Excess hours worked must also be determined and separate logs will be maintained. Time and equipment use records must be compiled in appropriate format for cost recovery purposes.

**Cost Analysis Unit**

This Unit is responsible for providing cost analysis data for the incident to help the planning and recovery efforts. The Unit must ensure that all pieces of equipment and personnel that require payment are properly identified; obtain and record all cost data; analyze and prepare estimates of incident costs and maintain accurate records of incident costs.

The Cost Analysis Unit will be increasingly tasked to support the planning function in terms of cost estimates of resources used. The Unit must maintain accurate information on the actual costs for the use of all assigned resources.

**Support Staff**

Support Staff are activated as necessary to support the Finance/Administration Section.

<b>FINANCE/ADMINISTRATION SECTION COORDINATOR</b>	
<b>PRIMARY:</b> OES Staff <b>ALTERNATE:</b> As Designated <b>SUPERVISOR:</b> EOC Director	
<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Activate and maintain Disaster Accounting System and procedures.</li> <li>• Track all response costs associated with the EOC activation and Incident Command Post(s) activities if applicable.</li> <li>• Seek cost recovery (FEMA, Cal OES or responsible party) of response and recovery costs.</li> <li>• Assist the Logistics Section in ensuring all purchases are appropriate and within county emergency purchasing rules &amp; regulations.</li> <li>• Provide cost-effective analysis of all purchases conducted by the EOC.</li> <li>• Track incident burn rate.</li> <li>• Forecast the overall economic impact(s) to the county.</li> <li>• Ensure that daily personnel and equipment time recording documents are prepared and compliance with time policy is maintained.</li> <li>• Interface with Sheriff's Incident Command Post(s) to ensure proper documentation is being collected.</li> </ul>
<b>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT</b> Also see Common EOC responsibilities on page 77.	
<b>ACTIVATION &amp; NOTIFICATIONS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Determine the operational status and appropriate level of activation based on situation as known.</li> <li><input type="checkbox"/> Mobilize appropriate personnel for initial activation of the EOC.</li> <li><input type="checkbox"/> Notify EOC Director when your Section is fully operational.</li> </ul>
<b>ASSIGNMENTS/ STAFFING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clarify any issues regarding your authority and assignment.</li> <li><input type="checkbox"/> Determine what Section positions should be activated and staffed.</li> <li><input type="checkbox"/> Confirm that all key Finance Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.</li> <li><input type="checkbox"/> Request additional personnel for the Section to maintain a 24-hour operation as required.</li> <li><input type="checkbox"/> Carry out responsibilities of your Section not currently staffed.</li> </ul>
<b>MEETINGS / BRIEFINGS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Brief new or relief personnel in your Branch. Briefings should include:               <ul style="list-style-type: none"> <li>– Current situation assessment</li> <li>– Identification of specific job responsibilities</li> <li>– Identification of co-workers within the job function and/or geographical assignment</li> <li>– Availability of communications</li> <li>– Location of work area</li> <li>– Identification of eating and sleeping arrangements as appropriate.</li> <li>– Procedural instructions for obtaining additional supplies, services, and personnel</li> <li>– Identification of operational period work shifts</li> </ul> </li> </ul>

<b>FINANCE/ADMINISTRATION SECTION COORDINATOR</b>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend periodic briefing sessions conducted by the EOC Director.</li> <li><input type="checkbox"/> Conduct a business meeting with the Logistics Section and review financial and administrative support requirements and procedures.                             <ul style="list-style-type: none"> <li>– Review spending thresholds</li> <li>– Emergency Procurement rules &amp; regulations</li> </ul> </li> <li><input type="checkbox"/> Conduct periodic Finance Section briefings and identify forthcoming operational needs.</li> <li><input type="checkbox"/> Meet with other Section Coordinators as needed.</li> <li><input type="checkbox"/> Brief the EOC Director on major problem areas that need or will require solutions.</li> <li><input type="checkbox"/> Meet with assisting and cooperating agency representatives as required.</li> </ul>
<b>ACTION PLANNING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in the EOC Director’s action planning meetings.</li> <li><input type="checkbox"/> Prepare work objectives for Section staff and make staff assignments.</li> <li><input type="checkbox"/> Work closely with each Unit leader to ensure Finance Section objectives as defined in the current EOC Action Plan are being addressed.</li> <li><input type="checkbox"/> Provide input in all planning sessions on finance and cost analysis matters.</li> </ul>
<b>DOCUMENTATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77.</li> <li><input type="checkbox"/> Ensure that all recovery documentation is accurately maintained and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and/or the Cal OES.</li> <li><input type="checkbox"/> Provide personnel and equipment time records for the entire Section to the Time Keeping Unit in the Finance Section at the end of each work shift.</li> <li><input type="checkbox"/> Ensure that your Section logs and files are maintained.</li> </ul>
<b>RESOURCES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Resources in Common EOC Responsibilities on page 76.</li> <li><input type="checkbox"/> Coordinate with Logistics Section to support the acquisition of needed resources.</li> <li><input type="checkbox"/> Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.</li> </ul>
<b>ONGOING ACTIVITIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Authorize use of the Disaster Accounting System. <b>(See Finance/Administration Support Documentation – Disaster Accounting.)</b></li> <li><input type="checkbox"/> Make a list of key issues currently facing your Section to be accomplished within the next operational period.</li> <li><input type="checkbox"/> Coordinate with the Logistics Section to:                             <ul style="list-style-type: none"> <li>– Assist in ensuring all purchases are appropriate and within county emergency purchasing rules &amp; regulations.</li> <li>– Ensure spending thresholds are adhered.</li> </ul> </li> <li><input type="checkbox"/> Oversee that cost-effective analysis of all purchases are conducted.</li> <li><input type="checkbox"/> Develop the overall incident burn rate.</li> <li><input type="checkbox"/> Forecast the overall economic impact(s) to the county.</li> <li><input type="checkbox"/> Monitor your Section activities and adjust Section organization as appropriate.</li> </ul>

<b>FINANCE/ADMINISTRATION SECTION COORDINATOR</b>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Evaluate the need for Critical Incident Stress Debriefing for all affected personnel. Arrange debriefings through the Personnel Unit of the Logistics Section.</li> <li><input type="checkbox"/> Ensure internal coordination between branch/group/unit leaders.</li> <li><input type="checkbox"/> Update financial and cost status information with other sections as appropriate.</li> <li><input type="checkbox"/> Seek cost recovery if applicable from FEMA, CAL OES and/or responsible party.</li> <li><input type="checkbox"/> Resolve problems that arise in conducting your Section responsibilities.</li> <li><input type="checkbox"/> Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).</li> <li><input type="checkbox"/> Ensure that the payroll and revenue collection process continues.</li> <li><input type="checkbox"/> Organize, manage, coordinate and channel the donations of money received during and following the emergency from citizens and volunteer groups.</li> <li><input type="checkbox"/> Make recommendations for cost savings to the General Staff.</li> <li><input type="checkbox"/> Keep the General Staff apprised of overall financial situation.</li> </ul>
<b>DEACTIVATION / DEMOBILIZATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Demobilize Finance Section staff when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan.</li> <li><input type="checkbox"/> Ensure that any open actions are completed before demobilization.</li> <li><input type="checkbox"/> Complete all required forms or reports and forward to the Documentation Unit, prior to demobilization.</li> <li><input type="checkbox"/> Gather any financial records from EOC Sections.</li> <li><input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).</li> </ul>
<b>TERMINATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Transition to Recovery Operations and support the Recovery Manager in tracking per project costs as directed by FEMA/Cal OES cost recovery and public assistance guidelines.</li> </ul>

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<b>COST RECOVERY UNIT</b>	
<b>PRIMARY:</b> Chief Executive Office <b>ALTERNATE:</b> OES Staff As Designated <b>SUPERVISOR:</b> Finance Section Coordinator	
<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>Track response costs associated with EOC activation and/or Incident Command Post and seek cost recovery from an applicable entity.</li> <li>Document information for reimbursement from the state and federal governments or other responsible party.</li> <li>Act as liaison with the disaster assistance agencies and insurance companies to coordinate the recovery of costs as allowed by law and ensure records are maintained that will pass audit.</li> <li>Coordinate documentation of costs with other sections and departments.</li> <li>Receive and allocate payments.</li> <li>After the EOC demobilizes, oversee the County's cost recovery team comprised of representatives from each department with emergency response costs.</li> </ul>
<b>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT</b> Also see Common EOC responsibilities on page 77.	
<b>ASSIGNMENTS/ STAFFING</b>	<input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Identify County cost recovery team members before the EOC demobilizes.
<b>MEETINGS / BRIEFINGS</b>	<input type="checkbox"/> Attend periodic briefing sessions conducted by the EOC Director. <input type="checkbox"/> Inform all sections and departments that the Disaster Accounting System is to be used.
<b>ACTION PLANNING</b>	<input type="checkbox"/> Participate in the EOC Director's action planning meetings. <input type="checkbox"/> Attend planning meetings at the request of the Finance Section Coordinator to provide input on cost recovery issues.
<b>DOCUMENTATION</b>	<input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77. <input type="checkbox"/> Prepare all required state and federal documentation using the appropriate forms to recover allowable disaster/emergency costs and ensure that all recovery documentation is accurately maintained. <input type="checkbox"/> Organize and prepare records for final audit. <input type="checkbox"/> Ensure that all financial records are maintained throughout the emergency. <input type="checkbox"/> Work with EOC sections and appropriate departments to collect all required documentation. <input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
<b>RESOURCES</b>	<input type="checkbox"/> See Resources in Common EOC Responsibilities on page 76.
<b>ONGOING ACTIVITIES</b>	<input type="checkbox"/> Track all response costs associated with the EOC activation and Incident Command Post(s) if applicable.

<b>COST RECOVERY UNIT</b>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Implement the Disaster Accounting System and make decisions on cost codes and items to be tracked. <b>(See Finance/Administration Support Documentation – Disaster Accounting.)</b></li> <li><input type="checkbox"/> Assist in developing the incident burn rate.</li> <li><input type="checkbox"/> Seek cost recovery if applicable from FEMA, CAL OES, insurance companies and/or responsible party and coordinate the maximum recovery of costs as allowed by law.</li> <li><input type="checkbox"/> Maintain contact with Cal OES and FEMA for advice and assistance in obtaining maximum eligible funds for disaster/emergency costs.</li> <li><input type="checkbox"/> Receive and allocate payments.</li> <li><input type="checkbox"/> Provide analyses, summaries and estimates of costs for the Finance/Administration Section Coordinator, EOC Director, and County officials as required.</li> <li><input type="checkbox"/> Ensure a County cost recovery team is identified before the EOC is demobilized.</li> <li><input type="checkbox"/> Prepare submittal of disaster recover claims as necessary.</li> <li><input type="checkbox"/> Keep the Finance Section Coordinator informed of significant issues affecting the Section.</li> </ul>
<b>DEACTIVATION / DEMOBILIZATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 76.</li> <li><input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan.</li> <li><input type="checkbox"/> Ensure that any open actions are completed before demobilization.</li> <li><input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).</li> </ul>



<b>TIME KEEPING UNIT</b>	
<b>PRIMARY:</b>	<b>OES Staff</b>
<b>ALTERNATE:</b>	<b>As Designated</b>
<b>SUPERVISOR:</b>	<b>Finance Section Coordinator</b>
<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>Track, record and report staff time for all personnel (county staff, volunteers, contract labor and mutual aid personnel resources) and equipment use and time working at the emergency/disaster. <b>Ensure that time and equipment use records identify scope of work and site-specific work location.</b></li> <li>Establish and maintain a file for all personnel working at the emergency/disaster.</li> <li>Ensure that daily personnel time recording documents are prepared and are in compliance with specific County, Cal OES and FEMA time recording policies.</li> </ul>
<b>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT</b> Also see Common EOC responsibilities on page 77.	
<b>ASSIGNMENTS/ STAFFING</b>	<input type="checkbox"/> Clarify any issues regarding your authority and assignment.
<b>MEETINGS / BRIEFINGS</b>	<input type="checkbox"/> Attend periodic briefing sessions conducted by the EOC Director.
<b>ACTION PLANNING</b>	<input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Attend planning meetings at the request of the Finance Section.
<b>DOCUMENTATION</b>	<input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77.
<b>RESOURCES</b>	<input type="checkbox"/> See Resources in Common EOC Responsibilities on page 76.
<b>ONGOING ACTIVITIES</b>	<p><b>PERSONNEL TIME RECORDER</b></p> <input type="checkbox"/> Initiate, gather, or update a time report from all applicable personnel assigned to the disaster/emergency for each operational period. <b>(See Support Documentation – Forms for a sample of the Disaster Labor Record).</b>
	<input type="checkbox"/> Ensure that all records identify scope of work and site-specific work location. <input type="checkbox"/> Ensure that daily personnel time recording documents are accurate and prepared in compliance with County policy: <ul style="list-style-type: none"> <li>– Employee identification information is verified and correct</li> <li>– Volunteers assigned as Disaster Service Workers maintain detailed and accurate time cards</li> <li>– Time reports are signed</li> </ul>
	<input type="checkbox"/> Establish and maintain a file for employee time records within the first operational period for each person. Keep records on each shift (Twelve-hour shifts recommended). <input type="checkbox"/> Maintain separate logs for overtime hours. <input type="checkbox"/> Track all travel requests, forms, and claims. <input type="checkbox"/> Maintain records security. <input type="checkbox"/> Close out time documents prior to personnel leaving emergency assignment. <input type="checkbox"/> Coordinate with the Personnel Unit of the Logistics Section.

<b>TIME KEEPING UNIT</b>	
	<p><b>EQUIPMENT TIME RECORDER</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assist sections and branches/groups/units in establishing a system for collecting equipment time reports and service records. Design and distribute Force Account and Rented Equipment Records. <b>(See Support Documentation – Forms for copies of Disaster Force Account and Equipment Records).</b></li> <li><input type="checkbox"/> Ensure that all records identify scope of work and site-specific work location.</li> <li><input type="checkbox"/> Establish and maintain a file of time reports on owned, rented, donated and mutual aid equipment (including charges for fuel, parts, services and operators). Track the type of equipment used, make/model numbers, date and time of usage, operator name/agency affiliation, charges for fuel, parts, and services. Track county-owned equipment separate from rented equipment.</li> <li><input type="checkbox"/> Maintain list of damaged or lost equipment (for billing and claims purposes) in coordination with Planning Section, Situation/Resource Status Unit.</li> <li><input type="checkbox"/> Maintain records security.</li> <li><input type="checkbox"/> Keep the Finance Section Coordinator informed of significant issues affecting the Section.</li> </ul>
<b>DEACTIVATION / DEMOBILIZATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 76.</li> <li><input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan.</li> <li><input type="checkbox"/> Ensure that any open actions are completed before demobilization.</li> <li><input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).</li> </ul>

<b>COST ANALYSIS UNIT</b>	
<b>PRIMARY:</b> OES Staff <b>ALTERNATE:</b> As Designated <b>SUPERVISOR:</b> Finance Section Coordinator	
<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>Provide cost-effective analysis of all purchases conducted by the EOC.</li> <li>Assist the logistics section in ensuring all purchases are appropriate and within county emergency purchasing rules &amp; regulations.</li> <li>Assist Finance Section Coordinator to develop the incident burn rate.</li> <li>Assist in forecasting the overall economic impact(s) to the county.</li> <li>Ensure that all financial records are maintained throughout the emergency.</li> <li>Analyze and prepare estimates of EOC costs.</li> <li>Maintain accurate record of EOC costs.</li> <li>Maintain actual costs for the use of all assigned resources.</li> </ul>
<b>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT</b> Also see Common EOC responsibilities on page 77.	
<b>ASSIGNMENTS/ STAFFING</b>	<input type="checkbox"/> Clarify any issues regarding your authority and assignment.
<b>MEETINGS / BRIEFINGS</b>	<input type="checkbox"/> Attend periodic briefing sessions conducted by the EOC Director.
<b>ACTION PLANNING</b>	<input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Attend planning meetings at the request of the Finance Section.
<b>DOCUMENTATION</b>	<input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77. <input type="checkbox"/> Maintain a fiscal record of all expenditures related to the disaster/emergency. <input type="checkbox"/> Prepare and provide periodic cost summaries for the Finance/Administration Section Coordinator and the EOC Director. <input type="checkbox"/> Maintain accurate information on the actual cost for the use of all assigned resources. <input type="checkbox"/> Ensure that EOC sections maintain proper supporting records and documentation to support claims. <input type="checkbox"/> Ensure that all financial documents are accurately prepared.
<b>RESOURCES</b>	<input type="checkbox"/> See Resources in Common EOC Responsibilities on page 76.
<b>ONGOING ACTIVITIES</b>	<input type="checkbox"/> Collect and record all cost data. <b>(See Finance/Administration Support Documentation – Disaster Records and Forms).</b> <input type="checkbox"/> With the Time Keeping Unit ensure that all pieces of equipment under contract and dedicated personnel are properly identified. <input type="checkbox"/> Make recommendations for cost savings to the Finance/Administration Section Coordinator. <input type="checkbox"/> Keep the Finance Section Coordinator informed of significant issues affecting the Section.
<b>DEACTIVATION / DEMOBILIZATION</b>	<input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 76. <input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan.

**COST ANALYSIS UNIT**

- Ensure that any open actions are completed before demobilization.
- Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

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<b>FINANCE SUPPORT STAFF</b>	
<b>PRIMARY:</b> As Designated <b>ALTERNATE:</b> As Designated <b>SUPERVISOR:</b> Finance Section Coordinator	
<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Support the activated Branches in the Finance Section, as needed..</li> </ul>
<b>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT</b> Also see Common EOC responsibilities on page 77.	
<b>ASSIGNMENTS/ STAFFING</b>	<input type="checkbox"/> Clarify any issues regarding your authority and assignment.
<b>MEETINGS / BRIEFINGS</b>	<input type="checkbox"/> Attend periodic briefing sessions conducted by the EOC Director.
<b>ACTION PLANNING</b>	<input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Attend planning meetings at the request of the Finance Section.
<b>DOCUMENTATION</b>	<input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77. <input type="checkbox"/> Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section. <input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
<b>RESOURCES</b>	<input type="checkbox"/> See Resources in Common EOC Responsibilities on page 76.
<b>ONGOING ACTIVITIES</b>	<input type="checkbox"/> Serve as a section scribe to document all section objectives and activities. <input type="checkbox"/> Assist other unit leads as needed.
<b>DEACTIVATION / DEMOBILIZATION</b>	<input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 76. <input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan. <input type="checkbox"/> Ensure that any open actions are completed before demobilization. <input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

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**SUPPORT DOCUMENTATION**

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**MANAGEMENT SUPPORT DOCUMENTATION**

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**AUTHORITIES AND RESPONSIBILITIES OF LOCAL HEALTH OFFICERS IN DISASTERS**

These references have been prepared strictly as a guide, and should not be construed as providing legal advice. To ensure compliance with applicable laws and regulations, city or county legal counsel should be consulted prior to invoking the authorities discussed in this document

HSC = Health and Safety Code

GC = Government Code

CCR = California Code of Regulations

PC = Penal Code

**GENERAL DUTIES AND RESPONSIBILITIES OF COUNTY HEALTH OFFICER**

**The local health officer is delegated the responsibility for enforcement of public health laws and regulations.**

**HSC § 101000 County Health Officer Appointment**

“Each board of supervisors shall appoint a health officer who is a county officer.”

**HSC § 101460 City Health Officer; Appointment.**

“Every governing body of a city shall appoint a health officer, except when the city has made other arrangements as specified in this code, for the county to exercise the same powers and duties within the city, as are conferred upon city health officers by law.”

**HSC § 101400 Contracts For County Performance Of City Health Functions.**

“The board of supervisors may contract with a city in the county, and the governing body of a city may contract with the county for the performance by health officers or other county employees of any or all enforcement functions within the city related to ordinances of public health and sanitation, and all inspections and other related functions.”

**HSC § 101025 Duties Of Governing Body Of County**

“The board of supervisors of each county shall take measures as may be necessary to preserve and protect the public health in the unincorporated territory of the county, including, if indicated, the adoption of ordinances, regulations and orders not in conflict with general laws, and provide for the payment of all expenses incurred in enforcing them.”

**HSC § 101030 Enforcement Duties.**

“The county health officer shall enforce and observe all of the following in the unincorporated area of the county:

- (a) Orders and ordinances of the board of supervisors pertaining to public health and sanitary matters;
- (b) Orders including quarantine and other regulations prescribed by the department; and
- (c) Statutes related to public health.”

**HSC § 101375 Consent Of City; Enforcement Duties Of County Health Officer.**

“When the governing body of a city in the county consents by resolution or ordinance, the county health officer shall enforce and observe in the city all of the following:

- (a) Orders and quarantine regulations prescribed by the department and other regulations issued under this code.
- (b) Statutes relating to the public health.”

**HSC § 101405 Powers of County Health Officers In City.**

“Whenever a contract has been duly entered into, the county health officer and his or her deputies shall exercise the same powers and duties in the city as are conferred upon city health officers by law.”

**EMERGENCIES, EMERGENCY PROCLAMATIONS, AND HEALTH OFFICER AUTHORITY  
DURING A PROCLAIMED EMERGENCY****GC § 8558 Degrees Of Emergency.**

Three conditions or degrees of emergency are established by this chapter:

- (a) "State of war emergency" means the condition which exists immediately, with or without a proclamation thereof by the Governor, whenever this state or nation is attacked by an enemy of the United States, or upon receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent.
- (b) "State of emergency" means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy or conditions causing a "state of war emergency," which conditions, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.
- (c) "Local emergency" means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.”

**GC § 8630 Proclamation by local governing body.**

- (a) "A local emergency may be proclaimed only by the governing body of a city, county, or city and county, or by an official designated by ordinance adopted by that governing body.
- (b) Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body.
- (c) The governing body shall review the need for continuing the local emergency at least once every 30 days until the governing body terminates the local emergency.
- (d) The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant."

**County Declaration of Local Emergency Applies to the Cities within the County****GC § 8630 Proclamation By Local Governing Body. Notes Of Decisions:****62 Ops.Atty.Gen. 710, 11-16-79**

In general. "When the county has declared the local emergency based upon conditions which include both incorporated and unincorporated territory of the county, it is not necessary for the cities to also declare the existence of a local emergency independently."

**Health Officer's Authority During a Proclaimed Emergency****HSC § 101040 Authority To Take Preventive Measures During Emergency.**

"The county health officer may take any preventive measure that may be necessary to protect and preserve the public health from any public health hazard during any "state of war emergency," "state of emergency," or "local emergency," as defined by Section 8558 of the Government Code, within his or her jurisdiction. "Preventive measure" means abatement, correction, removal or any other protective step that may be taken against any public health hazard that is caused by a disaster and affects the public health. Funds for these measures may be allowed pursuant to Sections 29127 to 29131, inclusive, and 53021 to 53023, inclusive, of the Government Code and from any other money appropriated by a county board of supervisors or a city governing body to carry out the purposes of this section. The county health officer, upon consent of the county board of supervisors or a city governing body, may certify any public health hazard resulting from any disaster condition if certification is required for any federal or state disaster relief program."

**Health Emergency**

**HSC § 101080 Declaration of Health Emergency; Conditions; Duration; Review.** "Whenever a release, spill, escape, or entry of waste occurs as described in paragraph (2) of subdivision (b) of Section 101075 and the director or the local health officer reasonably determines that the waste is a hazardous waste or medical waste, or that it may become a hazardous waste or medical waste because of a combination or reaction with other substances or materials, and the director or local health officer reasonably determines that the release or escape is an immediate threat to the public health, the director may declare a health emergency and the local health officer may declare a county health emergency in the county or any area thereof affected by the threat to the public health. Whenever a local health emergency is declared by a local health officer pursuant to this section, the local health emergency shall

not remain in effect for a period in excess of seven days unless it has been ratified by the board of supervisors. The board of supervisors shall review, at least every 14 days until the local health emergency is terminated, the need for continuing the local health emergency and shall proclaim the termination of the local health emergency at the earliest possible date that conditions warrant the termination.”

### **Health Officer's Authority during a Declared Health Emergency**

#### **HSC §101085 Health Emergencies; Powers Of Health Officials.**

“(a) After the declaration of a health emergency or a county health emergency pursuant to Section 101080, the director or local health officer may do any or all of the following:

(1) Require any person or organization that the director or local health officer shall specify to furnish any information known relating to the properties, reactions, and identity of the material that has been released, spilled, or escaped. The director or local health officer may require information to be furnished, under penalty of perjury, by the person, company, corporation, or other organization that had custody of the material, and, if the material is being transferred or transported, by any person, company, corporation, or organization that caused the material to be transferred or transported. This information shall be furnished to the director or local health officer upon request in sufficient detail, as determined by the director or local health officer, as required to take any action necessary to abate the health emergency or county health emergency or protect the health of persons in the county, or any area thereof, who are, or may be affected. However, the burden, including costs, of furnishing the information shall bear a reasonable relationship to the need for the information and the benefits to be obtained there from.

(2) Provide the information, or any necessary portions thereof, or any other necessary information available to the director or local health officer to state or local agencies responding to the health emergency or county health emergency or to medical and other professional personnel treating victims of the local health emergency.

(3) Sample, analyze, or otherwise determine the identifying and other technical information relating to the health emergency or county health emergency as necessary to respond to or abate the county health emergency and protect the public health.

(b) This section does not limit or abridge any of the powers or duties granted to the State Water Resources Control Board and to each regional water quality control board by Division 7 (commencing with Section 13000) of the Water Code. This section also does not limit or abridge the powers or duties granted to the State Air Resources Board or to any air pollution control district by Division 26 (commencing with Section 39000). This section does not limit or abridge any of the powers or duties granted to the Director of Food and Agriculture or to any county agricultural commissioner by Division 6 commencing with Section 11401) or by Division 7 (commencing with Section 12501) of the Food and Agricultural Code.”

**Personnel Resources Available to the Health Officer During a Health or Local Emergency****HSC § 101310 Health Emergencies.**

“In the event a health emergency is declared by the board of supervisors in a county, or in the event a county health emergency is declared by the county health officer pursuant to Section 101080, the local health officer shall have supervision and control over all environmental health and sanitation programs and personnel employed by the county during the state of emergency”.

*Note: A "health emergency" that is declared by the board of supervisors under HSC §101310 is a "local emergency" which has been proclaimed for a health-related reasons as defined under GC § 8558 (c) pursuant to GC § 8630. Historically, this has been interpreted to include emergencies with public health consequences such as an earthquake, flood, or other disaster*

**The Authority To Order An Evacuation****PC § 409.5**

“(a) Whenever a menace to the public health or safety is created by a calamity including a flood, storm, fire, earthquake, explosion, accident, or other disaster, officers of the Department of the California Highway Patrol, police departments, marshal's office or sheriff's office, any officer or employee of the Department of Forestry and Fire Protection designated a peace officer by subdivision (g) of Section 830.2, any officer or employee of the Department of Parks and Recreation designated a peace officer by subdivision (f) of Section 830.2, any officer or employee of the Department of Fish and Game designated a peace officer under subdivision (e) of Section 830.2, and any publicly employed full-time lifeguard or publicly employed full-time marine safety officer while acting in a supervisory position in the performance of his or her official duties, may close the area where the menace exists for the duration thereof by means of ropes, markers, or guards to any and all persons not authorized by the lifeguard or officer to enter or remain within the enclosed area. If the calamity creates an immediate menace to the public health, the local health officer may close the area where the menace exists pursuant to the conditions set forth in this section.

(b) Officers of the Department of the California Highway Patrol, police departments, marshal's office or sheriff's office, officers of the Department of Fish and Game designated as peace officers by subdivision (e) of Section 830.2, or officers of the Department of Forestry and Fire Protection designated as peace officers by subdivision (g) of Section 830.2 may close the immediate area surrounding any emergency field command post or any other command post activated for the purpose of abating any calamity enumerated in this section or any riot or other civil disturbance to any and all unauthorized persons pursuant to the conditions set forth in this section whether or not the field command post or other command post is located near to the actual calamity or riot or other civil disturbance.

(c) Any unauthorized person who willfully and knowingly enters an area closed pursuant to subdivision (a) or (b) and who willfully remains within the area after receiving notice to evacuate or leave shall be guilty of a misdemeanor.

(d) Nothing in this section shall prevent a duly authorized representative of any news service, newspaper, or radio or television station or network from entering the areas closed pursuant to this section.”

**COMMUNICABLE DISEASE PREVENTION AND CONTROL****HSC §120100. Definition of Health Officer**

"Health Officer," as used in the Communicable Disease Prevention and Control Act (§27) includes county, city, and district health officers, and city and district health boards, but does not include advisory health boards.

**HSC §120130 Isolation and Quarantine**

...A health officer may require isolation (strict or modified) or quarantine for any case of contagious, infectious, or communicable disease when this action is necessary for the protection of the public health.

**HSC §120175 Measures to Prevent Spread of Disease**

Each health officer knowing or having reason to believe that any case of the disease made reportable by regulation of the department, or any other contagious, infectious or communicable disease may exist, or has recently existed, within the territory under his or her jurisdiction, shall take measures as may be necessary to prevent the spread of the disease or occurrence or additional cases.

**HSC §120275 Violation of Isolation or Quarantine Order**

Any person who, after notice, violates, or who, upon the demand of any health officer, refuses or neglects to conform to, any rule, order, or regulation prescribed by the department respecting a quarantine or disinfection of persons, animals, things, or places, is guilty of a misdemeanor.



**EMERGENCY MANAGEMENT ASSISTANCE COMPACT (EMAC)****ARTICLE I - PURPOSE AND AUTHORITIES**

This compact is made and entered into by and between the participating member states which enact this compact, hereinafter called party states. For the purposes of this agreement, the term "states" is taken to mean the several states, the Commonwealth of Puerto Rico, the District of Columbia, and all U.S. territorial possessions.

The purpose of this compact is to provide for mutual assistance between the states entering into this compact in managing any emergency or disaster that is duly declared by the governor of the affected state(s), whether arising from natural disaster, technological hazard, man-made disaster, civil emergency aspects of resources shortages, community disorders, insurgency, or enemy attack.

This compact shall also provide for mutual cooperation in emergency-related exercises, testing, or other training activities using equipment and personnel simulating performance of any aspect of the giving and receiving of aid by party states or subdivisions of party states during emergencies, such actions occurring outside actual declared emergency periods. Mutual assistance in this compact may include the use of the states' National Guard forces, either in accordance with the National Guard Mutual Assistance Compact or by mutual agreement between states.

**ARTICLE II - GENERAL IMPLEMENTATION**

Each party state entering into this compact recognizes many emergencies transcend political jurisdictional boundaries and that intergovernmental coordination is essential in managing these and other emergencies under this compact. Each state further recognizes that there will be emergencies which require immediate access and present procedures to apply outside resources to make a prompt and effective response to such an emergency. This is because few, if any; individual states have all the resources they may need in all types of emergencies or the capability of delivering resources to areas where emergencies exist. The prompt, full, and effective utilization of resources of the participating states, including any resources on hand or available from the Federal Government or any other source, that are essential to the safety, care, and welfare of the people in the event of any emergency or disaster declared by a party state, shall be the underlying principle on which all articles of this compact shall be understood.

On behalf of the governor of each state participating in the compact, the legally designated state official who is assigned responsibility for emergency management will be responsible for formulation of the appropriate interstate mutual aid plans and procedures necessary to implement this compact.

**ARTICLE III - PARTY STATE RESPONSIBILITIES**

A. It shall be the responsibility of each party state to formulate procedural plans and programs for interstate cooperation in the performance of the responsibilities listed in this article. In formulating such plans, and in carrying them out, the party states, insofar as practical, shall:

i. Review individual state hazards analyses and, to the extent reasonably possible, determine all those potential emergencies the party states might jointly suffer, whether due to natural

disaster, technological hazard, man-made disaster, emergency aspects of resource shortages, civil disorders, insurgency, or enemy attack.

- ii. Review party states' individual emergency plans and develop a plan which will determine the mechanism for the interstate management and provision of assistance concerning any potential emergency.
- iii. Develop interstate procedures to fill any identified gaps and to resolve any identified inconsistencies or overlaps in existing or developed plans.
- iv. Assist in warning communities adjacent to or crossing the state boundaries.
- v. Protect and assure uninterrupted delivery of services, medicines, water, food, energy and fuel, search and rescue, and critical lifeline equipment, services, and resources, both human and material.
- vi. Inventory and set procedures for the interstate loan and delivery of human and material resources, together with procedures for reimbursement or forgiveness.
- vii. Provide, to the extent authorized by law, for temporary suspension of any statutes or ordinances that restrict the implementation of the above responsibilities.

B. The authorized representative of a party state may request assistance of another party state by contacting the authorized representative of that state. The provisions of this agreement shall only apply to requests for assistance made by and to authorized representatives. Requests may be verbal or in writing. If verbal, the request shall be confirmed in writing within 30 days of the verbal request. Requests shall provide the following information:

- i. A description of the emergency service function for which assistance is needed, such as but not limited to fire services, law enforcement, emergency medical, transportation, communications, public works and engineering, building inspection, planning and information assistance, mass care, resource support, health and medical services, and search and rescue.
- ii. The amount and type of personnel, equipment, materials and supplies needed, and a reasonable estimate of the length of time they will be needed.
- iii. The specific place and time for staging of the assisting party's response and a point of contact at that location.

C. There shall be frequent consultation between state officials who have assigned emergency management responsibilities and other appropriate representatives of the party states with affected jurisdictions and the United States Government, with free exchange of information, plans, and resource records relating to emergency capabilities.

#### **ARTICLE IV – LIMITATIONS**

Any party state requested to render mutual aid or conduct exercises and training for mutual aid shall take such action as is necessary to provide and make available the resources covered by this compact in

accordance with the terms hereof; provided that it is understood that the state rendering aid may withhold resources to the extent necessary to provide reasonable protection for such state.

Each party state shall afford to the emergency forces of any party state, while operating within its state limits under the terms and conditions of this compact, the same powers (except that of arrest unless specifically authorized by the receiving state), duties, rights, and privileges as are afforded forces of the state in which they are performing emergency services. Emergency forces will continue under the command and control of their regular leaders, but the organizational units will come under the operational control of the emergency services authorities of the state receiving assistance. These conditions may be activated, as needed, only subsequent to a declaration of a state of emergency or disaster by the governor of the party state that is to receive assistance or commencement of exercises or training for mutual aid and shall continue so long as the exercises or training for mutual aid are in progress, the state of emergency or disaster remains in effect or loaned resources remain in the receiving state(s), whichever is longer.

#### **ARTICLE V - LICENSES AND PERMITS**

Whenever any person holds a license, certificate, or other permit issued by any state party to the compact evidencing the meeting of qualifications for professional, mechanical, or other skills, and when such assistance is requested by the receiving party state, such person shall be deemed licensed, certified, or permitted by the state requesting assistance to render aid involving such skill to meet a declared emergency or disaster, subject to such limitations and conditions as the governor of the requesting state may prescribe by executive order or otherwise.

#### **ARTICLE VI – LIABILITY**

Officers or employees of a party state rendering aid in another state pursuant to this compact shall be considered agents of the requesting state for tort liability and immunity purposes; and no party state or its officers or employees rendering aid in another state pursuant to this compact shall be liable on account of any act or omission in good faith on the part of such forces while so engaged or on account of the maintenance or use of any equipment or supplies in connection therewith. Good faith in this article shall not include willful misconduct, gross negligence, or recklessness.

#### **ARTICLE VII - SUPPLEMENTARY AGREEMENTS**

Inasmuch as it is probable that the pattern and detail of the machinery for mutual aid among two or more states may differ from that among the states that are party hereto, this instrument contains elements of a broad base common to all states, and nothing herein contained shall preclude any state from entering into supplementary agreements with another state or affect any other agreements already in force between states. Supplementary agreements may comprehend, but shall not be limited to, provisions for evacuation and reception of injured and other persons and the exchange of medical, fire, police, public utility, reconnaissance, welfare, transportation and communications personnel, and equipment and supplies.

#### **ARTICLE VIII – COMPENSATION**

Each party state shall provide for the payment of compensation and death benefits to injured members of the emergency forces of that state and representatives of deceased members of such forces in case

such members sustain injuries or are killed while rendering aid pursuant to this compact, in the same manner and on the same terms as if the injury or death were sustained within their own state.

#### **ARTICLE IX – REIMBURSEMENT**

Any party state rendering aid in another state pursuant to this compact shall be reimbursed by the party state receiving such aid for any loss or damage to or expense incurred in the operation of any equipment and the provision of any service in answering a request for aid and for the costs incurred in connection with such requests; provided, that any aiding party state may assume in whole or in part such loss, damage, expense, or other cost, or may loan such equipment or donate such services to the receiving party state without charge or cost; and provided further, that any two or more party states may enter into supplementary agreements establishing a different allocation of costs among those states. Article VIII expenses shall not be reimbursable under this provision.

#### **ARTICLE X – EVACUATION**

Plans for the orderly evacuation and interstate reception of portions of the civilian population as the result of any emergency or disaster of sufficient proportions to so warrant, shall be worked out and maintained between the party states and the emergency management/services directors of the various jurisdictions where any type of incident requiring evacuations might occur. Such plans shall be put into effect by request of the state from which evacuees come and shall include the manner of transporting such evacuees, the number of evacuees to be received in different areas, the manner in which food, clothing, housing, and medical care will be provided, the registration of the evacuees, the providing of facilities for the notification of relatives or friends, and the forwarding of such evacuees to other areas or the bringing in of additional materials, supplies, and all other relevant factors. Such plans shall provide that the party state receiving evacuees and the party state from which the evacuees come shall mutually agree as to reimbursement of out-of-pocket expenses incurred in receiving and caring for such evacuees, for expenditures for transportation, food, clothing, medicines and medical care, and like items. Such expenditures shall be reimbursed as agreed by the party state from which the evacuees come. After the termination of the emergency or disaster, the party state from which the evacuees come shall assume the responsibility for the ultimate support of repatriation of such evacuees.

#### **ARTICLE XI – IMPLEMENTATION**

- A. This compact shall become operative immediately upon its enactment into law by any two (2) states; thereafter, this compact shall become effective as to any other state upon its enactment by such state.
- B. Any party state may withdraw from this Compact by enacting a statute repealing the same, but no such withdrawal shall take effect until 30 days after the governor of the withdrawing state has given notice in writing of such withdrawal to the governors of all other party states. Such action shall not relieve the withdrawing state from obligations assumed hereunder prior to the effective date of withdrawal.
- C. Duly authenticated copies of this compact and of such supplementary agreements as may be entered into shall, at the time of their approval, be deposited with each of the party states and with the Federal Emergency Management Agency and other appropriate agencies of the United States Government.

**ARTICLE XII – VALIDITY**

This Act shall be construed to effectuate the purposes stated in Article I hereof. If any provision of this compact is declared unconstitutional, or the applicability thereof to any person or circumstances is held invalid, the constitutionality of the remainder of this Act and the applicability thereof to other persons and circumstances shall not be affected thereby.

**ARTICLE XIII - ADDITIONAL PROVISIONS**

Nothing in this compact shall authorize or permit the use of military force by the National Guard of a state at any place outside that state in any emergency for which the President is authorized by law to call into federal service the militia, or for any purpose for which the use of the Army or the Air Force would in the absence of express statutory authorization be prohibited under Section 1385 of title 18, United States Code.

*Ratified during the 2nd session of the 104th Congress and became Public Law 104-321, October 1996*

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**OPERATIONS SUPPORT DOCUMENTATION**

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**VENTURA COUNTY DISABLED, ACCESS AND FUNCTIONAL NEEDS (DAFN)  
ROLES AND RESPONSIBILITIES**

Planning for and providing appropriate services for DAFN populations during disasters is coordinated by the County, specifically OES during emergency situations. Listed below are the departments, agencies and community/non-profit organizations that may play a role during a disaster, along with their respective responsibilities.

**Ventura County**

- **Sheriff Office of Emergency Services (OES)**  
The Ventura County Office of Emergency Services (OES) has the lead responsibility in planning for effectively responding to the DAFN population during a disaster situation. Specific needs for the DAFN population will be determined during a disaster operation. Specific resources, equipment, personnel and technical information that will support DAFNs during an emergency will be provided by the DAFN Unit Coordinator that is part of the Operations Section in the County EOC.
- **Animal Services (AS)**  
Provides shelter and care for all types of service/companion animals during emergencies and disasters at shelter locations.
- **Area Agency on Aging (AAA)**  
The AAA provides services to people over the age of 60 and adults with disabilities allowing them to live in the community for as long as they chose to do so. Services include but are not limited to: information and assistance, options counselling, public benefit enrolment, home delivered meals, congregate meals, family caregiver services, home maker, chore, personal care, transportation to medical appointments, home share, fall prevention, health insurance counselling and long term case management. The VCAAA maintains a database of client information that could be used by the EOC in the event of an emergency to ensure that vulnerable seniors and adults with disabilities are located notified and evacuated if needed.
- **Health Care Agency (HCA)**  
HCA plans for County-wide health related disasters with the following:
  - Educate people in our communities;
  - Conduct disaster drills;
  - Plans for HCA's disaster operations;
  - Works with any organization that wants to become better prepared for health-related disasters;
  - Work with healthcare and other partners to prepare and respond to healthcare and medically vulnerable population needs during a disaster.

Key responsible departments within HCA include the following:

- **Behavioral Health (BH)**  
Behavioral Health, through an array of multidisciplinary staff, provides outpatient services designed to treat severe symptoms of mental illness and assist individuals and their families in living successfully in the community. Behavioral Health also provides a

range of outpatient treatment services designed to help individuals coping with a substance use disorder. Behavioral Health maintains client information in various databases that could be used by the EOC in the event of an emergency to ensure that all clients are located, notified and evacuated if needed.

- **Public Health (PH)**

Public Health is assigned to provide services for the entire community, and plays a uniquely significant role during epidemic or pandemic flu response. Public Health also supports the response to mass casualty, mass decontamination events, and those that require the care of multiple wounded persons.
- **Human Services Agency (HSA)**

The Ventura County HSA is responsible for the implementation and maintenance of cost effective services that safeguard the physical, emotional and social wellbeing of the people of the County. During a disaster, HSA will assist in ensuring that all emergency services are accessible to the DAFN population. HSA staff members as a whole may also need to utilize their DOC to support their activities, especially communications, logistics, and media information provision functions. The Department will utilize its day-to-day resources to communicate and serve their normal client base (and possibly others as well) during a disaster operation. Key responsible divisions within HSA include the following:

  - **In-Home Supportive Services (IHSS)**

HSA supports the County In-Home Supportive Services (IHSS) program. The program deals with medically fragile and elderly clients. The IHSS program maintains a database of clients that could be used by the EOC in the event of an emergency to locate and contact the affected population, ensuring that all clients are notified of the emergency and evacuated if needed.
  - **Child and Family Services (CFS)**

CFS maintains its own response plan to support its staff members. In a disaster, CFS must identify and locate all children via phone call to foster parents, or by actually visiting if communications cannot be managed. CFS staff must also identify shelters and evacuation procedures for the children under State care, and in general, ensure that they are receiving adequate care.
- **Superintendent of Schools (SOS)**

The Superintendent of Schools office maintains an emergency telephonic call down to its school districts throughout the County. In turn, the schools each maintain an automated telephonic call down to the parents. The call down system provides the County a secondary call-out procedure that supports County-wide alerts. Each of the schools within the district is required to have their own emergency plans that provide for alerts, lock-down, evacuations, sheltering in place, and organizing their response actions.

#### **Volunteer Organizations Active in Disasters (VOADs)**

Volunteer Organizations Active in Disaster (VOADs) serve as a central organization for many local non-profit organizations that provide services during disaster operations. VOAD has a seat in the County EOC, to serve as the liaison between Operational Area operations and the local nonprofit and community groups. Key non-profit/non-governmental organization partners include:

- American Red Cross
- Mission Ventura
- Family Resource Centers
- 211/Family Interface
- Salvation Army
- Variety of neighborhood religious organizations
- Lifesigns, Inc. (ASL)
- The ARC
- United Way
- Tri-County GLAD

### **For-Profit Entities**

These for-profit facilities are required to have plans in place to support their clients in the event of a disaster. Such plans include evacuation, sheltering, transportation, and long-term care. In the event of evacuation of a facility, the for-profit entities must plan to move their clients to like-facilities, and develop a Memorandums of Understanding (MOU) with this facility before a disaster occurs. Such entities are encouraged to conduct drills to ensure their readiness, and to coordinate with the county to ensure a coordinated understanding as to resource provisions in the event of a disaster. These private for-profit entities are often a key partner in resource provision to other facilities that suffer from disaster:

- Licensed Board and Care facilities
- Hospitals
- Mental health care facilities
- Private schools
- Language Line
- Network Interpreting Service
- Ojai Rexall Drugs Medical Supply Store
- Americare Medical Supply Store

### **State of California Entities**

- **California Office of Emergency Services**  
The California Office of Emergency Services (Cal OES) Office for Access and Functional Needs (OAFN) reports directly to the Agency's Chief of Staff. Their purpose is to identify the needs of people with disabilities and others with disabilities, access and functional needs before, during and after a disaster. Furthermore, their purpose is to integrate disability needs and resources into all aspects of the emergency management system.
- **California Department of Mental Health**  
The State Department of Mental Health provides training support to local jurisdictions in their preparing for day-to-day and emergency services for those diagnosed with mental health issues.
- **California Department of Social Services**  
The California Department of Social Services licenses the skilled nursing facilities and the board and care facilities. They have responsibility for ensuring preparedness plan for their facilities are in place as a stipulation of the licensing.

**Federal Entities**

- **Federal Emergency Management Agency**

The Federal Emergency Management Agency (FEMA) is the lead agency for emergency management in the nation. FEMA will activate the various Emergency Support Functions (ESFs) when the disaster has expanded beyond the capability of the County and State emergency services. FEMA includes considerations for populations with disabilities, access and functional needs. FEMA resources can be accessed via requests from the State of California, and specifically from an activated Regional EOC. Although planning considerations for the DAFN populations are comprehensively included throughout all emergency functions; the National Response Framework specifically mentions “special needs” disaster requirements in the following ESFs:

- **Transportation**

During mass evacuations, consistent with the Mass Evacuation Incident Annex, DHS/FEMA, provides transport for persons, including individuals with special needs, provided they meet the following criteria:

- Evacuees can be accommodated at both embarkation points and at destination general population Shelters.
    - Evacuees can travel on commercial long-haul buses, aircraft or passenger trains, or lift equipped buses.
    - Evacuees do not have medical needs indicating that they should be transported by Emergency Medical Services.

- **Mass Care, Emergency Assistance, Housing and Human Services**

HSA will support local, tribal, State, and Federal agencies, voluntary agencies and non-governmental organizations, and HCA in addressing the functional needs of special needs populations, as defined in the National Response Framework (NRF) Glossary. Functional needs may be present before, during, or after an incident in one or more areas, including but not limited to:

- Maintaining independence
    - Communication
    - Transportation
    - Supervision
    - Medical care

Individuals in need of additional response assistance may include those who have disabilities, which live in institutional settings, who are elderly, who are from diverse cultures, who have limited English proficiency or who are non-English speaking, who are children, or who are transportation disadvantaged.

- **FEMA Office of Disability Integration and Coordination**

The purpose of this FEMA office is to integrate and coordinate emergency preparedness, response and recovery for children and adults with disabilities and others with disabilities, access and functional needs. This office supports people pre-disaster, during disaster and during recovery operations.

### **ACCESS AND FUNCTIONAL NEEDS CONSIDERATIONS**

The following information is provided to assist the County to better meet the needs of persons who have limitations in the areas of seeing, hearing, speaking, moving, breathing, understanding and learning.

For the purposes of emergency preparedness and response, “needs” are organized into 5 categories: **C**-Communication, **M** - Medical, **I**-Independence, **S**-Supervision and **T**-Transportation (C-MIST).

**Communication:** This category includes people who have limited or no ability to speak, see, hear or understand. During an emergency, people with communication needs may not be able to hear announcements, see signs, understand messages or verbalize their concerns.

**Medical:** People in this group require assistance in managing activities of daily living such as eating, dressing, grooming, transferring and going to the toilet. It includes managing chronic, terminal or contagious health conditions (such as ongoing treatment and administration of medications, IV therapy, catheters, tube feeding, dialysis, oxygen, operating life- sustaining equipment). During an emergency, people may be separated from family and friends. Early identification of these needs and intervention can avoid deterioration of health.

**Independence:** This includes people who are able to function independently if they have their assistive devices and/or equipment. Items consist of mobility aids (such as wheelchairs, walkers, canes, crutches); communication aids; medical equipment, (such as catheters, oxygen, syringes, medications); and service animals. Individuals may become separated from their assistive equipment and/or animals in an emergency. Those at risk whose needs are recognized and restored early are able to maintain their independence and manage in mass shelters. Effectively meeting their functional needs prevents secondary complications.

**Supervision:** People with supervision needs may include those who have psychiatric conditions (such as dementia, Alzheimer, Schizophrenia, depression or severe mental illness); addiction problems; brain injury, or become anxious due to transfer trauma. During an emergency, some people with mental illness may be able to function well while others require a more protected and supervised setting.

**Transportation:** Emergency response requires mobility and this category includes people who are unable to drive because of disability, age, temporary injury, poverty, addiction, legal restriction or have no access to a vehicle. Wheelchair accessible transportation may be necessary. Pre-planning evacuation needs helps prevent chaos during an emergency and many people can function independently once evacuated to safety.

## **FUNCTIONAL PLANNING AREAS TO CONSIDER<sup>4</sup>**

### **COMMUNICATIONS**

Any emergency hotline or information service such as 211 created for an emergency or disaster should include TTY/TDD (text telephone, also known as telecommunication device for the deaf) numbers, when available, or the instruction "TTY callers use relay." Make sure the same information is provided by the official spokesperson and is used on television and radio.

Frequently repeat the most essential emergency information in a simple message format that those with cognitive disabilities can follow.

Provide information in alternate formats (e.g. Braille, audio recording, large font, text messages, e-mails, etc.) whenever possible ahead of time based on the needs of the population.

Ensure that web-based information is accessible. Web accessibility is based on the principle that no potential Website visitors, including those with varied disabilities, should be precluded from accessing content or services the site provides. This is especially important when it comes to helping the public take self-preserving actions based on emergency management information.

When designing the Website, be certain it meets accessibility standards so that the information will be available to all visitors, including people with disabilities. The following are recommendations for compliance:

1. Avoid hidden texts/sections
2. Avoid pop-ups
3. Alt tags on images must be used
4. Use large print since small print is not in compliance
5. Avoid Flash media

### **WARNING AND NOTIFICATION**

Many traditional emergency notification methods are not accessible to or usable by people with disabilities. People who are deaf or hard of hearing cannot hear radio, television, sirens, or other audible alerts. Those who are blind or who have low vision may not be aware of visual cues, such as flashing lights. Often, using a combination of methods will be more effective than relying on one method alone. For instance, combining visual and audible alerts will reach a greater audience than either method would by itself. Use telephone calls, auto-dialed TTY (teletypewriter) messages, text messaging, E-mails, and even direct door-to-door contact with pre-registered individuals.

Local TV stations and cable TV providers should also use open-captioning for emergency communications.

### **EVACUATION**

Individuals with disabilities will face a variety of challenges in evacuating, depending on the nature of the emergency. People with a mobility disability may need assistance leaving a building without a working elevator. Individuals who are blind or who have limited vision may no longer be able to

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<sup>4</sup> American with Disabilities Act, *An ADA Guide for Local Governments – Making Community Emergency Preparedness and Response Programs Accessible to People with Disabilities*, <https://www.ada.gov/emergencyprepguide.htm>, June 10, 1019

independently use traditional orientation and navigation methods. An individual who is deaf may be trapped somewhere unable to communicate with anyone because the only communication device relies on voice. Procedures should be in place to ensure that people with disabilities can evacuate the physical area in a variety of conditions and with or without assistance. Special evacuation considerations include:

### **Durable Medical Equipment (DME)**

In the past, people with disabilities were sometimes forced to leave expensive DME (augmentative communication devices, wheelchairs, walkers, respirators, etc.) at airports, bus loading areas, shelters, etc. Individuals should not be separated from their DME.

1. Tag all DME not easily replaced or that must be left behind with the owner's name.
2. Attempt to return a DME to an owner as soon as possible. Use systems similar to posting missing children's photos on specific web sites.

### **Service Animals**

Service animals are not household pets and a person with a disability accompanied by a service animal may not be segregated in any public accommodation. While you cannot unnecessarily segregate persons who use service animals from others, you may consider the potential presence of persons who, for safety or health reasons, should not be with certain types of animals.

Many people with disabilities are utilizing service animals to maintain their independence in the community. The Americans with Disabilities Act provides protection and guidelines in the use of service animals in public places and work places. Like DME - service animals must remain with their owners. In addition – the county needs to be prepared to provide food, water and relief areas for service animals.

Here is a partial listing of service dog types.

1. Guide Dog or Dog Guide - assist people with visual impairments.
2. Mobility Dog - retrieve items, open doors, push buttons, also assisting people with disabilities with walking, balance and transferring from place to place.
3. Hearing Alert - assist people with a hearing impairment to sounds.
4. Seizure Alert/Seizure Response also known as Medical Alert – alerts to oncoming seizures and is trained to respond to seizures such as get help or stay with the person.
5. Medical Alert/Medical Response - alerts to oncoming medical conditions, such as: heart attack, stroke, diabetes, epilepsy, panic attack, anxiety attack or post-traumatic stress disorder.

*Note: Not all people accompanied by a service animal have visible disabilities. Examples are: hearing, epilepsy, visual, heart disease and physiological/emotional conditions. Lack of a visible disability cannot be used as justification for turning away a service animal.*

Some, but not all, service animals wear special collars and harnesses. Some, but not all, are licensed or certified and have identification papers. If you are not certain that an animal is a service animal, you *may* ask the person who has the animal: "Is this a service animal required because of a disability?" However, you *may not* ask if it is a service animal for any particular disability.

An individual may not be carrying documentation of his or her medical condition or disability.

Therefore, such documentation cannot be required as a condition for providing service to an individual accompanied by a service animal. You may not insist on proof or certification before permitting the service animal to accompany the person with a disability.

You may exclude any animal, including a service animal, from your facility when that animal's behavior poses a direct threat to the health or safety of others. For example, any service animal that displays vicious behavior towards other guests or customers may be excluded.

Although a public accommodation may exclude any service animal that is out of control, it should give the individual with a disability who uses the service animal the option of continuing to enjoy its goods and services without having the service animal on the premises.

### **SHELTERING AND MASS CARE**

When disasters occur, people are often provided safe refuge in temporary shelters. Some may be located in schools, office buildings, tents, or other areas. Many of these shelters have not been accessible to people with disabilities. Individuals using a wheelchair or scooter have often been able to get to the shelter, only to find no accessible entrance, accessible toilet, or accessible shelter area.

If space permits, each shelter should offer low-stimulation "stress-relief zones." These areas should be available on a priority basis to people whose disabilities are aggravated by stress.

Each shelter should have a Functional Needs Coordinator (FNC). This person can be an employee of the County of Ventura; a representative from an agency that serves populations with access and functional needs; a pre-identified volunteer; or a person from the California FAST (Functional Assessment Service Team). If no FNC is available then the Shelter Manager will assume the FNC responsibilities. The FNC should:

- Ensure that all shelter locations can accommodate persons with disabilities.
- Ensure ample parking and that no barriers exist in pathways, entrances, sleeping and dining areas, toilet facilities, bathing facilities, first aid/medical facilities, recreation areas, and the routes to all of these areas.
- Ensure kitchen-access policies allow residents and volunteers with disabilities access to food and refrigerated medication.
- Ensure that at least some kinds of foods and beverages are available for people with dietary restrictions, such as diabetes or severe food allergies.
- Ensure that there is an effective way for people with disabilities to request and receive durable medical equipment and medication.
- Ensure that people with disabilities can request cots and beds, modifications to cots and beds, securement of cots and beds, and specific placement of cots, beds, or sleeping mats when needed.

### **Power and Refrigeration**

Shelter locations should have back-up generators and a way to keep medications refrigerated (such as a refrigerator or a cooler with ice). Power and refrigeration should be made available on a priority basis to people whose disabilities require access to electricity and refrigeration, for example, for using life-sustaining medical devices, providing power to motorized wheelchairs, and preserving certain medications, such as insulin, that require refrigeration.



**Accessible Communications**

Shelter locations should provide accessible communication for people who are deaf or hard of hearing and for people with severe speech disabilities. Staff should be trained on the basic procedures for providing accessible communication, including exchanging notes or posting written announcements to go with spoken announcements. Staff should read printed information, upon request, to persons who are blind or who have low vision.

Shelters should also accommodate persons who are blind or have low vision by providing way-finding assistance to people to provide orientation to the shelter environment and assistance in locating shelter areas or features.

The following are options for providing assistive communications to people with access or functional needs:

- Audible announcements
- Bulletin Boards – all bulletin boards should be located in a central area and placed so their contents are accessible to people in wheelchairs. All materials posted should be written in large font – for example: Times New Roman 16 point or greater.
- On-call sign-language interpreters
- Video Remote Interpreting – American Sign language only
- California Relay Service (711) – persons with speech disabilities

*The availability of each of these methods will be based on available resources and if the appropriate service contracts can be negotiated by the County.*

**Unaccompanied Minors**

Unaccompanied minors are persons under the age of 18 who have become separated from their parents or guardians and should be regarded as a vulnerable population who may be unable to care for themselves and/or may be at risk of abduction or other criminal activity. In addition, unaccompanied minors within the community may be unable to understand the scope of the emergency, access information, or know where to go for help.

Unaccompanied minors should be segregated from the general shelter population and placed in an area that can be continually monitored by shelter staff. In addition shelter staff with access to unaccompanied minors should be limited to those who have been cleared for access to children. One way to achieve this would be to assign teachers or substitute teachers from the Santa Monica-Malibu Unified School District to provide supervision of, and care for, unaccompanied minors.

**Personal Attendants**

Personal attendants should be allowed to remain in the same shelter as the person they assist or be allowed access to the shelter both inside and outside of the normal hours. Shelter personnel will not provide personal attendant care services to any shelter resident but will assist in coordinating personal care attendant services. If the shelter personnel are not able to coordinate personal care attendant services, the person should be referred to a medical shelter.

**Service Animals**

Federal regulations for a service animal differ from those for a household pet. Service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability,

including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. In addition to the provisions about service dogs, the revised Americans with Disabilities Act (ADA) regulations have a new, separate provision about miniature horses that have been individually trained to do work or perform tasks for people with disabilities. (Miniature horses generally range in height from 24 inches to 34 inches measured to the shoulders and generally weigh between 70 and 100 pounds.) Entities covered by the ADA must modify their policies to permit miniature horses where reasonable. The regulations set out four assessment factors to assist entities in determining whether miniature horses can be accommodated in their facility. The assessment factors are:

1. Whether the miniature horse is housebroken
2. Whether the miniature horse is under the owner's control
3. Whether the facility can accommodate the miniature horse's type, size, and weight
4. Whether the miniature horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility

People with disabilities who use service animals should not be separated from their service animals when sheltering during an emergency, even if pets are normally prohibited in shelters. Shelters cannot unnecessarily segregate persons who use service animals from others, however, the potential presence of persons who, for safety or health reasons, should not be with certain types of animals.

### **Special Needs Shelters**

Individuals who require minimal support or assistance should not be directed to a shelter that provides a greater level of support services than what they need. For example, an elderly individual who functions without assistance in his or her home may be confused and in need of assistance in the shelter environment. A person with a cognitive or psychiatric disability may need direction with the change in daily routine. These individuals may be accommodated with minimal assistance in a general population shelter. Likewise, individuals with special needs usually function best when kept with their family or caregiver.

If a "special needs" or "medical" shelter is established, eligibility policies and procedures will be adopted to ensure that shelter personnel do not require people with disabilities to stay in these shelters solely because they have a disability. Special needs and medical shelters are intended to house people who are medically fragile, such as those who require hospital or nursing home care.

### **Medications and Replacement Medications**

Public and private insurance programs frequently limit the amount of prescription drugs people can order at one time. This restriction therefore limits individuals who may need to fill prescriptions immediately following an emergency. The Los Angeles County Public Health Department will be the lead agency in replacement of prescriptions for persons dependent on medications and not able to access their regular supply of medication.

### **RE-ENTRY, TEMPORARY AND LONG TERM HOUSING**

The needs of individuals with disabilities should be considered, too, when they leave a shelter or are otherwise allowed to return to their home. If ramps have been destroyed or blocked, people with mobility impairments will be unable to get into and out of their homes. People with access and functional needs are likely to face additional barriers in returning to their homes or in obtaining suitable housing that the non-disabled will not.

**Re-Entry**

Additional care must be taken in returning the disabled and elderly to their home environments. Conditions that would not pose a hazard to the able-bodied can pose a hazard to the disabled. Additionally, in many cases cleanup and simple repairs that will return a home to a usable state are beyond the capabilities of people with disabilities.

People with access and functional needs may require additional assistance during the re-entry phase. Prior to their leaving a shelter we will need to ensure that they are connected with either their support network or an outside organization that can evaluate their home and – if necessary - take corrective action to ensure that it is safe for that person. ENLA and/or VOAD may be able to provide referrals to organizations that can meet these needs.

**Temporary Housing**

Any temporary housing identified to be used after leaving the short-term shelters need to also meet the needs of persons with access and functional needs, i.e. have appropriate communication devices, such as TTY's, to ensure individuals with communication disabilities can communicate with family, friends, and medical professionals and have the necessary features such as ramps or electrical systems. People with access or functional needs will be given priority for temporary accessible housing.

The County can request assistance from State FAST members to coordinate transition from a shelter setting into the community. FAST members are trained and knowledgeable in regard to a variety of types of disability. They are able to assist in prevention of inappropriate institutionalization, and secure long-term health and mental health services.

**Permanent and Replacement Housing**

Lack of accessible housing opportunities for individuals with disabilities does and will continue to result in unnecessary and expensive institutionalization. Available data discloses that the costs of providing appropriate housing options for people with disabilities is well worth the investment because of the significant savings that results from enabling people with disabilities to live in the community, find employment, and pay taxes. People with access or functional needs should be given priority for accessible housing.

**RESTORATION OF PUBLIC BUILDINGS AND SERVICES**

In a disaster it is not only the county's residents and businesses that are disrupted but the county government will be disrupted as well. However this is also an opportunity to repair or rebuild older facilities that are not accessible to people with disabilities in a manner that makes those facilities accessible. Any damaged accessibility features should be addressed before a public building is returned to operation after repairs. In some cases ADA requirements can be used as justification for replacing a facility instead of repairing it.

Facilities constructed or altered because of emergency- or disaster-related damage must comply with the accessibility requirements of Title II of the ADA. Facilities constructed after January 26, 1992, and repairs to such facilities, must comply with Title II's new construction requirements. Alterations to facilities constructed before the ADA became effective, must comply with Title II's requirements for alterations to existing facilities. Alterations may not decrease accessibility.

In instances where critical infrastructure is destroyed, the recovery process presents an opportunity for urban planners to ensure new buildings meet accessibility requirements, where perhaps the old buildings

did not. This should be considered as part of the long term mitigation of future impacts on the community.

As Federal and/or State funding is received, the jurisdiction should recognize its obligations to involve special needs populations in the planning for community restoration.

### **PUBLIC AND DISASTER ASSISTANCE PROGRAMS**

The recovery phase of a disaster is never easy, and the difficulties can be compounded for individuals with special needs. In addition to personal losses and injuries, individuals with special needs might lose vital connections with personal care providers, service animals, community liaisons, public transportation, neighbors, and other people integral to their everyday support network. These disconnections create disruptions in services that people with special needs rely on to participate in daily life.

Many people will need assistance, including the provision of individual case management support, with reestablishing and applying for human services programs and benefits. They may not be aware of the full array of services available to disaster victims and they may need assistance in completing forms, understanding eligibility requirements, and arranging for continuity of services. Local collaboration between planners and providers will be necessary to quickly and effectively reestablish human services support for persons with special needs. In addition, important information relating to the agency and recipient civil rights obligations, assistance options, and resources for those experiencing difficulty in accessing services, should be provided in multiple languages. Planning for the reestablishment of the human services infrastructure and alternate arrangements is best achieved during the initial stages of emergency planning with input from a local human services network. Keep in mind that local human service providers will need support in developing emergency plans for themselves as well as their constituents.

### **Outreach with Disability Advocacy Organizations and VOAD's**

Jurisdictions most successful at recovering from disasters have established formal relationships with a variety of community organizations that provide a link to the special needs populations they serve. By working together on an ongoing basis to develop a joint plan of recovery, government agencies and community organizations will be better able to identify not only assets and capabilities, but also opportunities for improvement and cooperation.

### **Mental Health and Behavioral Services**

Adequate support mechanisms should be planned to meet mental and behavioral health needs in the weeks and months following a disaster. Previous disasters have demonstrated that these stressful situations often lead to dramatic increases in suicide, domestic violence, and child abuse, as well as exacerbations of pre-existing physical and mental health issues. Mental health resources should be available and organizations serving individuals with special needs should be made aware of the availability of such resources and the means of accessing them. Ideally, assistance should be provided in familiar settings, such as schools, service provider offices, and community healthcare provider offices.

### **Considerations for Service and Assistance Programs**

Continuity of operations plans need to address continuity of access to programs, services, and activities for people with disabilities. Programs relocated from damaged facilities must remain accessible to people with disabilities, whether the relocation is permanent or temporary.

1. Ensure that medical, social service, and other benefit programs are accessible to people with disabilities, including people who use wheelchairs, scooters, and other mobility aids and people

who use service animals.

2. Ensure that medical, social service, and other benefit programs do not have eligibility criteria that screen out or tend to screen out people with disabilities, or application processes or procedures that deny access to people with disabilities.
3. Establish policies and procedures to ensure that medical, social service, and other benefit programs provide effective communication to people with disabilities, including primary consideration of the method of communication preferred by an individual with a disability.
4. Make allowances at blockades, shelters, and other affected areas for access by attendants, home health aides, visiting nurses, service/guide animals, and other individuals crucial to the immediate healthcare needs of people with disabilities
5. Address how people with disabilities who are employed by businesses that are able to open soon after a disaster will get to work.

Each location providing public assistance and disaster assistance programs should provide translation and interpreter services to support the disaster assistance application process, medical care, and other services needed as a result of the disaster. Volunteer assistance provided by individuals with special needs can also help disaster victims receive the level of support they require during recovery operations.

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## NATIONAL WEATHER SERVICE ISSUANCES

### TYPES OF ISSUANCES

**Outlook/Statement:** There is a 30 percent chance that a hazardous weather event may develop.

**Watch:** There is a 50 percent chance that a hazardous weather event may develop.

**Warning:** There is an 80 percent chance that a hazardous weather event is imminent, or an event is already occurring; the event poses a threat to life or property.

**Advisory:** There is an 80 percent chance that a hazardous weather event is imminent, or an event is already occurring; the event is likely to cause significant inconvenience and could pose a threat to life or property if proper precautions are not taken.

### SPECIFIC TYPES OF ISSUANCES

#### Flash Flooding:

**Flash Flood Warning:** Flash Flooding is occurring or imminent.

**Urban and Small Stream Flood Advisory:** Flooding is occurring or imminent, but is not life threatening (nuisance flooding). This warning may be upgraded to a Flash Flood Warning if conditions worsen.

**Flash Flood Watch:** There is a good possibility of Flash Flooding, but it is neither occurring nor imminent (generally means the possibility exists within the next 24 hours).

**Flash Flood Statement:** Updates any of the above three issuances.

**Severe Thunderstorm Warnings:** Issued on the observation of a tornado, funnel cloud, or severe thunderstorm (a thunderstorm is defined as severe when it is accompanied by 58 mph winds or 3/4" hail), or the indication of any of the above based on radar data.

**Severe Weather Statement:** Follow-up product for Severe Thunderstorm and Tornado Warnings.

### OTHER TYPES OF ISSUANCES

#### *Tsunami Hazard*

#### *Non-Precipitation Hazards*

- Air Stagnation Advisory
- Ashfall Advisory
- Blowing Dust Advisory
- Dense Fog Advisory/Warning
- Dense Smoke Advisory
- Dust Storm Warning
- Excessive Heat Warning/Watch
- Hard Freeze Warning/Watch

- Freeze Watch
- Frost Advisory
- High Wind Warning/Watch/Advisory

***Winter Weather Hazards***

- Blizzard Warning/Watch
- Freezing Rain Advisory
- Ice Storm Warning
- Wind Chill Advisory/Warning/Watch
- Winter Storm Warning/Watch
- Winter Weather Advisory

***Fire Weather Hazards***

- Fire Weather Watch
- Red Flag Warning

***Coastal Hazards***

- Coastal Flood Advisory/Statement/Warning/Watch
- High Surf Advisory

***Marine Hazards***

Refer to the Appendix section for contact numbers for the National Weather Service.



**EMERGENCY POTABLE WATER PROCUREMENT & DISTRIBUTION**

**INTRODUCTION**

The following procedures are designed to facilitate acquisition and distribution of alternative potable water. They set forth-specific activities that should be considered to evaluate emergency situations and then to procure and distribute potable water to critical locations if needed.

Primary Response Agency Roles and Responsibilities:

<b>Agent:</b>	<b>Function:</b>
Cities	Primary agency responsible for purchase and distribution of alternate source of potable water for populations within its jurisdiction. City EOCs Coordinate resources and manage operations for distribution of alternative potable water to affected populations.
Ventura County (Operational Area)	Operates Operational Area Emergency Operations Center (OAEOC), coordinates county resources and assists city EOC(s) in providing potable water to affected population(s).
California Office of Emergency Services	Coordinates federal, state, and regional resources to assist OAEOC(s) in providing alternative source of potable water to affected populations. Operates Regional Emergency Operations Center (REOC) and State Operations Center (SOC).
Federal Emergency Management Agency	Coordinates federal emergency response resources and provides alternate source of potable water to affected populations, as requested by the State.

**Note:** For the purpose of this document: "alternative potable water" and "emergency potable water" means water that is supplied from an alternative source and/or delivery system. Cal OES will assist local government in pursuing possible Federal reimbursement for costs incurred.

### **WATER CONCEPT OF OPERATIONS**

During the initial hours following an emergency it is especially important to ascertain the scale of the emergency and the areas where the potable water supply and delivery system has been affected.

#### **PROCUREMENT AND DISTRIBUTION PROCESS**

Successful implementation of these procedures will require the support of public, private, and volunteer agencies. The following identifies the public, private, and volunteer agencies, which will play a part in the acquisition and distribution of emergency potable water and assigns to them specific roles and responsibilities.

#### **OPERATIONAL AREA**

The Ventura County Public Works is the primary agency responsible for the purchase and distribution of emergency potable water to populations within its jurisdiction.

#### **CITIES**

Provide alternate source of potable water to affected populations. Deploy Field Response personnel activate Local Emergency Operations Center(s) (LEOC) and coordinate with the Operational Area Emergency Operations Center (OAEOC). Implement duties pursuant to Field Response Agent, LEOC and OAEOC roles and responsibilities.

#### **GOVERNOR'S EMERGENCY MANAGEMENT AGENCY (CAL OES)**

If the Operational Area cannot provide enough alternate source of potable water to affected populations the Cal OES will activate Regional Emergency Operations Center(s) (REOC) and State Operations Center (SOC). Implement duties pursuant to REOC and SOC roles and responsibilities.

#### **FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)**

Provide alternate source of potable water to affected populations, as requested by State. Implement duties pursuant to FEMA roles and responsibilities.

#### **RESPONSIBILITY**

The Department of Public Works is the lead agency for establishing and operating emergency potable water distribution sites.

The Department of Public Works is responsible for evaluating situation assessments and prioritizing resource allocation. When necessary, the water coordinator will activate a water task group to help establish or assist in the establishment and operation of the alternative potable water procurement and distribution program. The size, makeup and specific assignment of the water task group will be dependent on the magnitude of the problem at hand.

The Water Coordinator and Water Task Group will be staffed. The unit will report to the Infrastructure Branch.

Duties of the Water Coordinator/Water Task Group are as follows:

1. Serve as EOC primary contact for all potable water procurement and distribution matters.
2. Coordinate conference calls with other level EOC water coordinators to assess potable water needs.

3. Obtain consolidated situation information compiled by the Planning/Intelligence Section and other sources. This information would include:
  - cause and extent of water system damage
  - estimated duration of system outage
  - geographical area affected
  - population affected
  - actions taken to restore system
  - resources needed to reactivate system
  - emergency potable water needs (quantity and prioritized areas)
4. Prioritize distribution locations (include needs of critical facilities) and make recommendations to Infrastructure Branch Director who will discuss with the Operations Section Coordinator.
5. Identify and secure potable water resources with assistance from the Logistics Section, Procurement Unit.
6. Identify transportation and equipment needs and secure required resources through the Logistics Section, Supply Acquisition Unit.
7. Coordinate with State Water Resources Board, Division of Drinking Water (DDW), Public Health Officer, water utilities, and EOC Public Information Officer for appropriate public information announcements and media interface.
8. Document all information related to expenditures, resource commitments, contracts and other costs related to procurement and distribution of potable water and provide such information to the Finance and Administration Section.

### **EMERGENCY POTABLE WATER SUPPLY CONSIDERATIONS**

When there is a need for emergency potable water, everyone should work with the Operational Area and with the State Water Resources Board, Division of Drinking Water and the County Public Health Officer. When there is a "Boil Water" advisory, the public should be advised to bring water to a rapid boil for 1-2 minutes. In the event of any other situation that may require supplying potable water, the Local EOC and Operational Area Emergency Operations Center EOC will utilize the following options in the order listed below.

#### **Bottled Water**

Water in one-gallon plastic containers is by far the most convenient and effective way to initially provide emergency water to the public. A list of approved commercial vendors is maintained by the State Department of Public Health, Food and Drug Branch, is available through the REOC Operations Section Water Coordinator.

The Regional EOC can arrange transportation, if necessary, with state assets. Water and beverage bottlers sometimes offer free bottled water and delivery.

#### **Bulk Potable Water Deliveries:** (If bottled water is not a viable option)

Bulk potable water deliveries are for limited use and should only be employed for immediate crisis situations when the first option is not available. Bulk potable water may also be needed for critical facilities such as hospitals, clinics and other health facilities.

Portions of the existing potable water system, or nearby systems, may continue to have potable water in their normal distribution systems. These sources are closest and easiest to access and should be used for bulk water deliveries.

National Guard water buffaloes (500 gallon trailers) are available in limited numbers and should only be used to support evacuation efforts and immediate crisis situations. The small volume necessitates that water tenders keep buffaloes filled.

**The Ventura County Sheriff's Office has three (3) water emergency distribution units, each unit is strategically located within the Ventura County OA. Each unit is designed to be deployable to a suitable distribution location (determined by the requesting agency) 12 – 24 hours from the time of request to the Ventura County OA EOC Logistics Section or Ventura County Sheriff Office of Emergency Services (VCSO OES) Duty Officer.**

**Water Purification Systems:** (If bulk potable water deliveries are not a viable option): Commercial portable water purification systems are available where connection to an approved water source and some means of storing or distributing water is available. Approved and licensed commercial vendors can provide limited water storage (approximately 1,000 gallons). The State Department of Health Services Drinking Water Program or County Health Department must approve the water source to assure that the treatment is sufficient to deal with the level of contamination, and confirm the integrity of the system. The National Guard has limited purification capability, which should only be requested when all other options are exhausted.

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**PLANNING/INTELLIGENCE SUPPORT DOCUMENTATION**

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**ACTION PLANNING**

**EOC ACTION PLANNING (EOC)**

The Action Planning process is an essential tool for the County, particularly in managing sustained emergency operations.

It is important that common County organizational priorities and objectives are maintained and pursued as determined by the Management team and General Staff (Section Coordinators). The Management team and General Staff need to have a good understanding of the current situation and an idea of where the situation is going to draft appropriate priorities and objectives. They need to know not only what has happened in the last operational period, but also what is likely to occur in the next and future operational periods. **The overall EOC Action Plan should be developed by the Planning/Intelligence Section and provided to the Emergency Operations Director.**

The Management team and General Staff shall determine the priorities and objectives for the next operational period. These may or may not be different from the operational priorities and objectives from the last period. This short list of organizational priorities and goals must be verifiable and measurable.

**Once the priorities and goals are set, they should be communicated to the other sections, which in turn should communicate to their departments!! The Multi Agency Coordination Group must receive copies of the EOC action plan.**

**SUMMARY OF ACTIVITIES BY SECTION**

<b>MANAGEMENT</b>	<ul style="list-style-type: none"> <li>• Sets goals and priorities.</li> <li>• Approves EOC Action Plan</li> </ul>
<b>PLANNING/INTELLIGENCE</b>	<ul style="list-style-type: none"> <li>• Presents the verbal EOC Action Plan or the situation status report.</li> <li>• Prepares EOC Action Plan (document).</li> <li>• Collects, analyzes and displays information in the EOC</li> <li>• Compiles EOC Action Plan.</li> </ul>
<b>OPERATIONS</b>	<ul style="list-style-type: none"> <li>• Determines how to best support field operations.</li> </ul>
<b>LOGISTICS</b>	<ul style="list-style-type: none"> <li>• Determines how it will logistically support operations.</li> </ul>
<b>FINANCE/ADMINISTRATION</b>	<ul style="list-style-type: none"> <li>• Determines how it will financial support operations.</li> </ul>

Action planning at the EOC is based around the use of an operational period. The length of the operational period for the EOC is determined by first establishing a set of objectives and priority actions that need to be performed and then establishing a reasonable time frame for accomplishing those actions.

Typically, operational periods at the beginning of an emergency are short, sometimes only a few hours. As the emergency progresses, operational periods may be longer, but should not exceed twenty-four hours. Operational periods should not be confused with staffing patterns or shift change periods. They may be the same, but need not be.

The initial EOC Action Plan may be a verbal plan developed in the first hour based on Standing Objectives. **(See Standard Objectives in the Planning Support Documentation).** EOC Action Plans should be written.

EOC Action Plans should not be complex or create a time-consuming process. The format may vary somewhat within EOC levels, but the EOC Action Plan should generally cover the following elements:

- Listing of objectives to be accomplished (should be measurable)
- Statement of current priorities related to objectives
- Statement of strategy to achieve the objectives (identify if there is more than one way to accomplish the objective, and which way is preferred)
- Assignments and actions necessary to implement the strategy
- Operational period designation: the time frame necessary to accomplish the actions
- Organizational elements to be activated to support the assignments (also, later EOC action plans may list organizational elements that will be activated during or at the end of the period.)
- Logistical or other technical support required

### **FOCUS OF THE EOC ACTION PLAN**

The primary focus of the EOC Action Plan should be on countywide issues. The plan sets overall priorities and objectives for the County as determined by the EOC Director. It can also include mission assignments to departments, provide policy and cost constraints, and include inter-agency considerations, etc. Properly prepared, the EOC Action Plan becomes an essential input to developing departmental action plans.

### **THE PLANNING “P” TOOL (Found at the end of this section)**

The Planning “P” is a guide to the process and steps involved in planning for an incident.

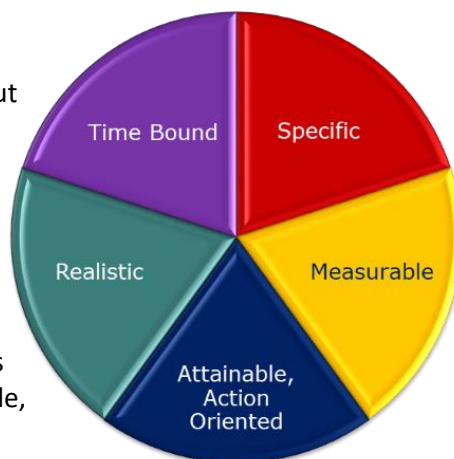
#### **The Start of Each Planning Cycle**

##### **Phase 1: Understand the Situation**

- **Initial Assessment:** Planning begins with a thorough size-up that provides information needed to make initial management decisions.
- **Prepare Incident Brief:** The EOC Director and the Planning Section Coordinator will use ICS – 201 Form to prepare the Incident Briefing for EOC staff. (ICS forms can be found in the EOC at G:\EOC\New Incident Docs).
- **Incident Briefing:** The EOC Director and/or the Planning/Intelligence Section Coordinator briefs EOC staff on the information that is currently known about the event.

##### **Phase 2: Establish Objectives**

- **Setting Incident Priorities:** The EOC Director with input from the General Staff establishes incident priorities for the incident.
- **Section Meetings:** Each Section Coordinator will meet with their staff and develop Section-specific objectives to accomplish the EOC priorities for the Operational Period. Each Section will fill-out the appropriate page in the EOC Action Plan for their specific Section. Objectives meet SMART parameters: **S**pecific, **M**easurable, **A**ttainable, **R**ealistic and **T**ime Bound.





**Phase 3: Develop the Plan**

- **Prepare for the Planning Meeting Section Coordinators Meeting:** The Planning/Intelligence Section will compile the Section Objectives submitted by each Section Coordinator and have the compilation ready for the Section Coordinators Meeting.
- **Section Coordinators Meeting:** The Planning/Intelligence Section Coordinator will present all the objectives to fine-tune the objectives and resolve any conflicts or duplication of efforts.
- **Prepare for the Planning Meeting:** The Planning/Intelligence Section Coordinator will revise the EOC objectives as needed and prepare the rest of the EOC Action Plan for the upcoming Planning Meeting.

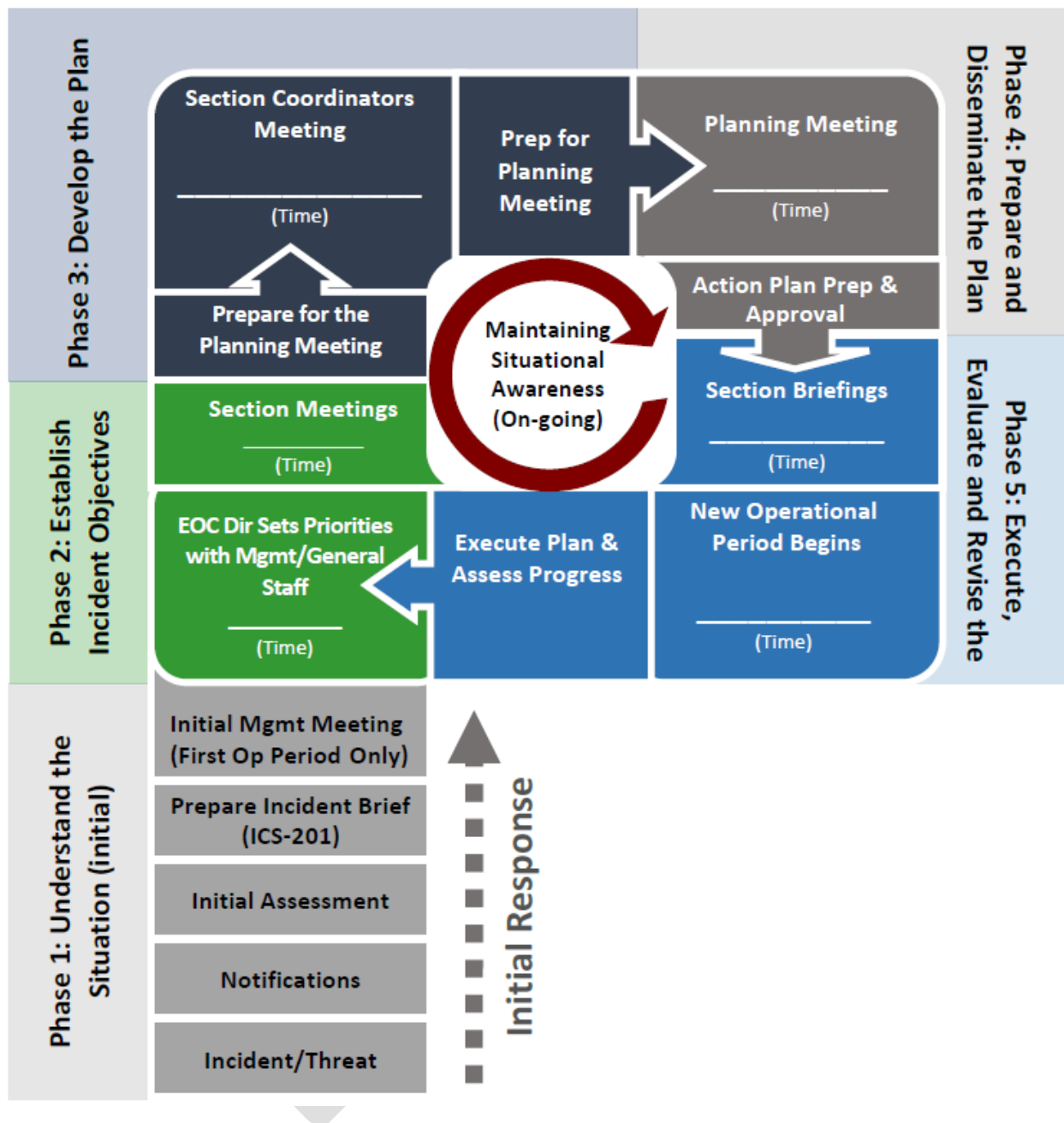
**Phase 4: Prepare and Disseminate the Plan**

- **Planning Meeting:** Management and General Staff attend the Planning Meeting to review and validate the EOC Action Plan. The Planning/Intelligence Section Coordinator facilitates this meeting. The Agenda for the Planning Meeting is:
  - Provide situation and resource briefing – Planning Intelligence Coordinator
  - Provide priorities and policy issues – EOC Director
  - Provide Section Objectives – Management and General Staff
  - Provide a status on resources – Logistics Section Coordinator
  - Provide a Safety & Security Briefing – Safety/Security Officer
- **Finalize and approve the EOC Action Plan** – Planning/Intelligence Section Coordinator finalizes the EOC Action Plan and the EOC Director approves the EOC Action Plan

**Phase 5: Execute, Evaluate and Revise the Plan**

- **Section Briefings:** Each Section Coordinator goes back to their Section staff and provides them a briefing of the approved EOC Action Plan and outlines the areas pertinent for their Section.
- **New Operational Period (Shift Change Briefing):** Outgoing staff will brief the incoming staff on the EOC Action Plan, what has been accomplished and what is pending. Section Coordinators may use the Shift Change Briefing Form to facilitate this process. **(The Shift Change Briefing Form is located in the Support Documentation – Forms of this plan).**
- **Execute Plan and Assess Progress:** The new shift of EOC staff will implement the developed EOC Action Plan and make adjustments as needed and start the process over again to develop a new EOC Action Plan for the next Operational Period.

PLANNING P TOOL





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### **AFTER ACTION/CORRECTIVE ACTION REPORTS**

(This information is based on the SEMS Guidelines, After Action Reports [6/22/11])

#### **Introduction**

The completion of after action reports is a part of the required SEMS reporting process. The Emergency Services Act, Section 8607 (f) mandates that the California Office of Emergency Services (Cal OES) in cooperation with involved state and local agencies complete an after action report within 120 days after each declared disaster.

#### **Legal Authorities**

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

#### **Use of After Action Reports**

After action reports are made available to all interested public safety and emergency management organizations and serve the following important functions:

- A source for documentation of response activities and transitional recovery activities
- The AAR captures an overview of response activities through the Close of Incident date, as determined by Cal OES
- Identification of problems/successes during emergency operations
- Analysis of the effectiveness of components of the SEMS
- Identification of areas for improvement and a description of the actions planned to correct areas needing improvement

The SEMS approach to the use of after action reports emphasizes the improvement of emergency management at all levels. The after action report provides a vehicle for not only documenting system improvements, but also can, if desired, provide a work plan for how these improvements can be implemented.

#### **After Action Process**

It may be useful to coordinate the after-action report process when multiple agencies/jurisdictions are involved in the same emergency. Jurisdictions are encouraged to work together in the development of after action reports when appropriate and feasible. For example, an operational area may take the lead in coordinating the development of an after action report which involves several jurisdictions.

If appropriate, jurisdictional reports may become part of an overall operational area report.

Suggested processes for developing after action reports for local governments, state agencies, and for Cal OES are described below.

#### **Local Government and State Agency Report Process**

1. Assign Responsibility for after action report

This assignment should be initiated as early as possible during the response phase of any emergency which will require an after action report. Ideally, the person assigned should have a

background in the planning function, be familiar with emergency organization functions, and have an understanding of SEMS.

At both the field and EOC levels in SEMS the responsibility for initiating the after action report process should be assigned to the Documentation Unit within the Planning/Intelligence Function.

At the completion of the emergency period, and after the field ICS and EOC level organizations have been deactivated, the responsibility for the continuance of the after action report process should be assigned elsewhere within the organization. In many organizations, the same personnel may actually be assigned to the after action report function to provide continuity.

While it may appear to be premature to assign a person to this duty early in an emergency, it actually permits several key things to occur.

- It emphasizes the importance of documentation.
- It allows for early identification of possible system improvements and possible on-the-spot improvements.
- It allows data to be compiled before too much time has elapsed and participants have returned to their normal duties.
- It allows for establishment of timelines and expedites the preparation of the AAR.
- Early assignment also allows for establishment of timelines and expedites the actual preparation of the after action report.

## 2. Initiate the Documentation Process

Documentation actions should be initiated in the early stages of an emergency. Although it may be tempting to forgo documentation during the emergency response, adequate documentation;

- Is essential to operational decision-making
- May have future legal ramifications
- May have implications for reimbursement eligibility
- Provides the foundation for development of the AAR and Corrective Action

Depending upon the situation, different types of documentation comprise the source documents or "data base" for the after action report. Documentation should not be restricted to those reports or forms used exclusively by the planning function, but should include materials from the entire emergency organization. Ideally, key components of this data base such as time-keeping procedures, would be identified as part of pre-event planning and would then be used during and actual event.

There are many types of documentation. Some recommended types include:

- Action plans developed to support operational period activities
- Forms used in the SEMS field level Incident Command Systems
- Unit activity logs and journals
- Cal EOC forms and locally developed "feeder" forms/reports that support the Cal EOC forms
- Written messages
- Function and position checklists

- Public information and media reports
- FEMA-developed forms
- Other forms or documentation

### 3. Data Gathering Methods

Aside from reliance on documentation developed during emergency operations, other methods for gathering information include:

- Exit interview or critique forms distributed and completed as personnel rotate out of a function.
- Critiques performed at various time frames after an operation. Some critiques may be conducted immediately after an event and may be fairly informal in approach. Others may be conducted substantially later and may employ more formal, carefully structured workshops.
- Surveys distributed to individuals and organizations after the fact which can be used either for direct input to the after action report or as a basis for workshop discussions.
- After action report research teams, whose function is to gather information, and perhaps, write the applicable portions of the after action report.

There are many approaches to structuring and organizing data compilation. Some questions to consider are:

- What is the purpose of the critique or survey?
- Who is the survey's audience?
- Have all key "players" been included in the workshop?
- Does the survey/workshop process permit identification of internal, agency-specific improvements?
- Does the survey/workshop process permit identification of external improvements? Improvements involving the SEMS levels?
- Are SEMS functions (planning/intelligence, logistics, etc.) being assessed?
- Does the critique/survey format mesh with the after action report format?
- Does the research team understand its assignment and tasks?

### 4. AAR Preparation

A four step process to prepare the after action report for local governments and state agencies is recommended:

- a. Compile the results of surveys, critiques, and workshops and sort the information according to the areas covered in the attached sample after action report.
- b. Use documentation and data to complete the online AAR Survey, as discussed later in these Guidelines.
- c. The AAR can be distributed for review and approval to participating agencies, advisory boards, political bodies, and other appropriate interested parties.
- d. Prepare final after action report and forward it to the operational area, Cal OES Region, or Cal OES Headquarters, as appropriate.

### Sample After Action Report Outline

The automated AAR Survey meets the AAR submittal requirements unless local requirements state otherwise. Where appropriate, OAs and State agencies are encouraged to use the automated AAR Survey for submittal of after action and corrective action information.

If an OA or State agency chooses to submit a written AAR, the following is an example of one way to structure an after action report. Other options are possible. The format of the report should fit the situation, and there is no requirement to force the report into a single structured format.

1. Introduction and Background:
  - a. Type/location of event (describe and attach maps if available)
  - b. Chronological Summary (provide description and list items such as key evacuations, areas destroyed, etc.)
  - c. Date/Time and content of Proclamations/Declarations
2. Discussion of Response at Designated SEMS Levels:  
Cover the levels appropriate to the jurisdiction and situation. Include:  
  
Summary of response  
Conclusions
2. Recommendations (will be summarized at the end)
  - a. Field Response Level
    - Command
    - Operations (includes Air Operations)
    - Planning/Intelligence
    - Logistics (includes Communications) Finance/Administration (if activated)
  - b. Local Government Level
    - Emergency Operations Center (EOC) Department Operations Center (DOC) Special Districts
    - Other local government support
    - Community Based Organizations

(Note: For each item above, discuss Management, Operations, Planning/Intelligence, Logistics, Finance/Administration, and multi or interagency coordination as appropriate.)
  - c. Interaction with the Operational Area (discuss as appropriate)
  - d. Interaction with the Regional Level
    - Regional EOC (REOC)
    - Other State Agencies (if not part of REOC)
  - e. Interaction with State above Regional Level (discuss as appropriate)
  - f. Interaction with Federal Agencies (discuss as appropriate)



3. Interacting Systems, Agencies and Programs
  - a. Mutual Aid Systems (Law Enforcement, Fire and Rescue, Medical and others if used)
  - b. Cooperating Agencies
    - Utilities (telephone, electric, gas, etc.)
    - American Red Cross
    - Salvation Army
    - Others (as appropriate)
  - c. Telecommunications and Information Processing
    - Field Level
    - Local Government
    - Operational Area
    - Interface with Region
    - Interface with State
  - d. Training Needs (Consider all levels)
  - e. Recovery Activities to Date
  - f. Summary of Principal Recommendations
  - g. References
    - Maps
    - Charts
    - Bibliography
    - Other Items (as appropriate)

#### **Corrective Action Plan for Improvements**

This section of the report can be done separately or included as appropriate. Submitting Corrective Action Plan separately may allow the responding agency time to consider the plans for improvement and action needed to bring the improvements to fruition. Corrective Actions will be entered in the Cal OES Corrective Action Database and progress on each corrective action will be provided periodically by each responding agency. Cal OES may develop and disseminate reports outlining the status of the corrective actions taken to date.

It should describe for each of the principal recommendations:

- Description of actions to be taken
- Associated costs
- Timetable for completion

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**LOGISTICS SUPPORT DOCUMENTATION**

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**CONSIDERATIONS FOR FEEDING - EOC SUPPORT AND FIELD STAFF**

- Coordinate all feeding operations for the EOC, support and field personnel.
- Establish a feeding plan, which identifies cost limits, authorized vendors and catering companies, type of food, etc. Ensure everyone is aware of this policy.
- Set meal schedules. Consider the impact of curfews on businesses you may use.
- Set up and manage eating areas for EOC, staff and field personnel. Notify workers of food schedules and locations.
- Pre-identify low-cost vendors and catering companies to maximize efficiency and lower costs (FEMA may question upscale or expensive restaurants or catering).
- Arrange with local catering services or restaurants for in-house feeding.
- Establish a personnel-feeding account for EOC, support and field personnel at local restaurants.
- Brief all EOC personnel as to location, cost limitations and incident number to be used for each restaurant or caterer.
- Coordinate acquisition, preparation and service of meals.
- Be aware of and provide for special diets.
- Arrange for and coordinate cleanup of eating, food preparation and serving areas.
- Provide snacks/water/coffee/beverages for EOC, support and field personnel.
- Consider a chit or voucher system at the location set up for feeding operations to identify those employees' meals, which are reimbursable under FEMA guidelines. FEMA may not reimburse for all feeding operations. **Currently FEMA will not reimburse for meals provided during an employee's normal working hours unless it is stipulated in the employer's MOU. FEMA will reimburse for meals given to volunteers or unpaid workers and employees working overtime. This may be the individual call/interpretation of the disaster adjuster.**
- Document cost of meals and report daily to the Finance/Administration Section for cost recovery purposes.
- Advise disaster workers regarding agency policy for reimbursement of disaster-related meals.
- Encourage all EOC staff to take regular meal and snack breaks.

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## **REQUESTING CRITICAL INCIDENT STRESS MANAGEMENT (CISM) PROCEDURES**

### **MISSION STATEMENT**

The Ventura County Critical Incident Stress Management (CISM) Program consists of multidimensional stress management services for Ventura County emergency service personnel.

### **GOALS**

#### **Education**

1. To incorporate stress management training for emergency services personnel.
2. To provide team member training.
3. To provide information and enhance community awareness regarding CISM.

#### **Post-incident Support**

1. To provide one-on-one crisis intervention, defusing, debriefings and demobilizations.
2. To provide follow-up support when needed.

#### **Referrals**

1. To provide additional information and referrals.
2. To assist emergency services personnel seeking specialized services.

### **LEAD AGENCY**

The Ventura County Emergency Medical Services will serve as the Lead Agency for the Critical Incident Stress Management Program. It will be the responsibility of the lead agency to:

- Provide a team selections committee
- Provide a Program Coordinator
- Support the activities of the CISM Program
- Provide office support to program activities

### **PROGRAM COORDINATORS**

The Program Coordinator is responsible for the overall management of the CISM Program and its implementation. Specifically, the job description of the Program Coordinator is to:

- Oversee the functioning of the CISM Program
- Solicit volunteers for the program
- Represent the CISM Program before service and community organizations
- Assist the CISM Team selection process
- Assist in the training of the team, the providers, administration, and the public
- Answer requests for CISM assistance or other programming
- Evaluate requests for debriefings
- Dispatch the CISM Team

- Provide debriefing of the debriefers when necessary or requested
- Solicit support from appropriate agencies
- Establish a Peer Review Board
- Hold periodic Team meetings
- Maintain quality control
- Maintain records of team activity
- Keep updated lists for referrals
- Set up training sessions, seminars, "in services", and continuing educational programs
- Search and develop curriculums for stress management programming
- Provide for the instruction of stress management courses for emergency service providers
- Establish a network of CISM services for other agencies

### **CLINICAL DIRECTOR**

The Clinical Director is responsible for overseeing the delivery and quality of the counseling services. The clinical director's specific job description is to:

- Offer quality assurance for Professional CISM Team members
- Represent CISM program before the public, professionals and governmental agencies
- Monitor the debriefing process
- Assist in establishing cross training programs for CISM Team members
- Assist the Program Coordinator in establishing protocols for debriefings
- Review reports and records of the team
- Assist in the selection of Peer Review Boards
- Make follow up debriefing contacts if necessary
- Offer clinical support and guidance to the Program Coordinator and Team members.

### **ACTIVATION OF CISM**

Department directors, managers and supervisors bear the responsibility for identifying/recognizing significant incidents that may qualify for debriefing. When an incident is identified as a critical incident or crisis, a request for debriefing consideration should be made as soon as possible to **Ventura County Fire Protection District's dispatch at 805-388-4279**. The dispatcher will take your information and notify a program coordinator immediately.



## **GUIDELINES FOR UTILIZATION OF VOLUNTEERS**

### **INTRODUCTION**

As recent disasters have shown, volunteers play a significant role in both the response and recovery phases of a disaster. Volunteers are among the first to arrive on scene following a major event or disaster. They will be essential to the sheltering, mass feeding, and other operations established in the wake of these disasters.

Volunteers will come forward in every major disaster—whether they emerge spontaneously or have been pre-registered and trained by a response agency. Having a plan in place for how volunteers will be recruited, managed and utilized will assist jurisdictions in improving the overall effectiveness of their disaster response.

Management of the volunteer function is in the Logistics Section of the EOC. Management of claims for Workers Compensation Insurance is overseen by the EOC Director in coordination with the County's Risk Manager.

### **PURPOSE**

The following materials provide guidelines for registering volunteer Disaster Service Workers in the State Workers' Compensation and Safety Program. It also provides general guidance for managing volunteer workers during an emergency.

### **BACKGROUND**

Workers' Compensation Insurance provides benefits for employees injured on the job or who become ill from job related conditions. Damage to artificial limbs, dentures or medical braces is also considered an injury. Workers' Compensation benefits are set by the legislature and spelled out in the Labor Code. One section of the Labor Code defines Disaster Service Workers as "employees" under certain conditions and describes their benefits.

### **ELIGIBILITY**

A Disaster Service Worker is anyone registered with a Disaster Council certified by the California Emergency Council or any person ordered by a person or body having authority to command the aid of citizens to carry out assigned duties to perform services during a State of War Emergency or any State of Emergency or Local Emergency.

A partial list of Disaster Service Workers includes:

- Reserve law enforcement officer
- Auxiliary firefighter
- Emergency welfare worker
- Communications specialist
- Medical worker
- Clerk

Any Disaster Service Worker is eligible for Workers' Compensation benefits while performing duties or undergoing any authorized training activities. Any injury, under these circumstances is covered no matter where it occurs.

**Exclusions:**

If the Disaster Service Worker is paid for these services, an "employer-employee" relationship exists. A Disaster Service Worker injured while in this relationship would be entitled to Workers' Compensation benefits under their regular employer's program. Members registered as active firefighters of any regularly organized and municipally supported volunteer fire department are excluded from disaster service benefits.

**VOLUNTEER DISASTER SERVICE WORKERS**

Volunteers active in emergency services and/or disaster relief operations usually belong to one of two categories: organized volunteers or spontaneous (convergent) volunteers. Depending on circumstances, different registration procedures are utilized to serve each group's needs.

**ORGANIZED VOLUNTEERS**

Organized volunteers are defined as individuals affiliated with specific organizations prior to an emergency or disaster. These organizations are usually chartered to provide volunteer emergency and/or disaster relief services. Members of these organizations usually participate in scheduled exercises to practice their disaster relief skills and integrate with the local community's emergency plan and response effort.

Examples of these organizations include:

- Auxiliary Communications Services
- American Red Cross
- Volunteer Organizations Active in Disasters
- California Rescue Dog Association
- Salvation Army
- Civil Air Patrol

Public safety agencies usually prefer to utilize trained, organized volunteers because their organizations are familiar with working under a unified structure. They also provide their own supervision, transportation and support needs.

**Agency Trained Volunteers:**

To ensure that they have an adequate pool of organized volunteers, some jurisdictions organize and train teams of civilian volunteers to act as disaster first responders within their own neighborhoods or jurisdictions. These volunteer organizations possess several advantages:

- Familiarity with the disaster area, its hazards and resources
- Knowledge of the jurisdiction's emergency organization
- Opportunity to regularly exercise and drill with the jurisdiction served

**SPONTANEOUS (CONVERGENT) VOLUNTEERS**

Spontaneous (convergent) volunteers are members of the general public who spontaneously volunteer during emergencies. They are not usually involved with organized volunteer organizations and may lack specific disaster relief training when there is very little time and few resources to train them. They come from all walks of life and comprise the majority of volunteer personnel available to local public safety agencies during a disaster response.

Public safety agencies often form volunteer assembly points for recruiting and classifying volunteers during disaster response operations. To be eligible for Workers' Compensation, the spontaneous volunteer must also be registered as a Disaster Services Worker.

### **CONSIDERATIONS IN VOLUNTEER UTILIZATION**

In order to manage volunteers effectively, there are several issues that need to be addressed. For pre-registered volunteers, the process may be fully organized and accomplished over a period of time. Because this process must be accomplished under extreme conditions with convergent volunteers, it is essential that the planning and execution of the process be thoroughly worked out in advance of the disaster.

Issues to be addressed include:

#### **Recruiting:**

Volunteer recruitment may become an issue if the disaster lasts a long time and the initial number of convergent volunteers begins to dwindle. It also may become necessary to recruit volunteers with specific skills, such as heavy equipment operators, medical personnel, translators, etc.

Recruitment avenues include the local media and other organizations. Organizations to contact for recruitment assistance include local labor unions, educational institutions and private companies.

#### **Screening:**

Pre-registered volunteers will have been screened in advance. Walk-ins, however, will have to be screened at the time that they appear for assignment prior to duty.

Certain vital information is essential if volunteers are to be properly and efficiently used; and screening teams must be identified and trained in advance on the screening of volunteers. The data or information required regarding the volunteers should also be developed in advance. The actual data requirements should be held to a minimum, consistent with the needs of the local jurisdiction.

#### **Identification:**

Once screening is completed, all volunteers must be issued proper I.D. and be required to sign for any equipment issued for their position. Organized volunteers will possess identification issued by their organizations. The jurisdiction is responsible for providing identification to convergent volunteers. Forms of I.D. include arm bands, vests, patches, and city I.D. cards.

#### **Training:**

Before being deployed, it is essential that volunteers receive an adequate amount of training. At a minimum, volunteers must be thoroughly briefed on the legal aspects of the tasks to which they are to be assigned. They should also fully understand their responsibilities and the limits to which they may go in performing their assigned duties.

Records must be established for each volunteer that reflects the training received. Training records should be maintained as part of the permanent record of the emergency response to the specific disaster.

**Supervision:**

More so than paid staff, volunteers must be supervised according to the task assigned. Ideally, though not always possible, paid staff personnel should supervise all volunteer effort. When this is not possible, skilled, highly trained volunteers should be assigned as supervisors.

**Planning:**

The jurisdiction must recognize that volunteers will appear after the onset of a major disaster. Established plans are needed for the proper management of volunteer personnel in order to optimize this resource and prevent convergent volunteers from becoming a problem. Properly managed, volunteer resources may mean the difference between success and failure of the emergency response.

**Recognition:**

The final requirement of the jurisdiction is to ensure that volunteers are properly recognized for their services. Recognition may be in the form of individual commendation by the elected officials, public acknowledgment by the media, or a letter of appreciation from the local emergency manager.

**These guidelines do not supersede guidelines for volunteer utilization set forth by the governor's office of emergency services. For more information and registration forms, see "*Disaster Service Worker Volunteer Program*", October 2016.**

**FINANCE/ADMINISTRATION SUPPORT DOCUMENTATION**

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### **DISASTER ACCOUNTING RECORDS**

Effective disaster financial management is critical for successful response and recovery. It helps jurisdictions obtain the resources needed to support their communities, increases the efficiency of recovery efforts and reduces the likelihood of audits and financial penalties for the jurisdiction. Fiscal and grant regulations are strict and apply to all jurisdictions, regardless of size, so it is imperative that all jurisdictions have robust scalable, flexible and adaptable disaster financial management plans and processes in place pre-disaster for all types of incidents.

Obtaining federal and state assistance requires the County to collect and retain a broad range of original documents that clearly demonstrate that they were used for the disaster/emergency including:

- Employee time cards showing hours (regular and overtime) worked and which indicate the type and location (GPS locations are preferred) of the work.
- Use of county-owned equipment supported by equipment identification, dates and number of hours used each day, location (GPS locations are preferred) and purpose for using the equipment.
- Use of county-owned supplies supported by a reasonable basis for determining costs, why the material was necessary, and location (GPS locations are preferred) of where the material was used.
- Purchases of material supported by invoices showing quantity, description, unit cost, where (GPS locations are preferred), when and how the material was used.
- Rental of equipment supported by invoices identifying the type and description of equipment, rate per hour indicating with or without operator, dates and hours used each day, where (GPS locations are preferred) and why the equipment was used.
- Invoices for work performed by contract **must** provide detailed breakdown of cost, where (GPS locations are preferred), when and why the work was performed. If contractor is providing different types of services, i.e. debris removal and repair work, each category of work should be invoiced separately.

The above records and documentation must be retained for **AT LEAST THREE YEARS** from the date of final settlement of claim. All such records should be forwarded to the Cost Recovery Unit for audit follow-up.

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DO'S AND DON'TS FOR USING DISASTER ACCOUNTING RECORDS

DO'S		DON'TS	
○	Record regular and overtime hours <b>WORKED</b> on the disaster, categories C through G.	⊗	Order <b>everyone</b> to charge <b>all</b> time to the disaster. Only charge those people and hours actually <b>worked</b> . (see above 1 <sup>st</sup> and 2 <sup>nd</sup> do's)
○	Record overtime hours <b>WORKED</b> on the disaster/emergency, categories A and B.	⊗	Charge stand-by time to the system. FEMA will only pay for time worked.
○	Write on time card or job log the location and brief description of work performed.	⊗	Charge manager overtime to the system. The system will not post it, the County does not pay it and FEMA will only reimburse what was paid. (If the County does compensate manager overtime, <b>do</b> record this time.)
○	Charge vehicles and equipment used and indicate when and where they were used.	⊗	Enter into sole source contracts without <b>explicit documentation</b> of why it was <b>necessary</b> .
○	Charge equipment rentals to the appropriate charge points.	⊗	Enter into cost plus contracts.
○	Charge outside contracts to the appropriate charge points.	⊗	Enter into open ended contracts with no cap on expense. Place limits and amend if necessary.
○	Document how contracts were awarded.	⊗	Use terms such as "damage survey": use "assess for risk to health and safety".
○	Place limits on contract with, "Amount not to exceed". If more work needs to be done, then amend contract.	⊗	Use the term "administer" in place of "direct", "control", "assign", or "dispatch".
○	Use terms such as "Assess risk to public Health and Safety" instead of "Survey damage" and "Direct", "Control", "Assign", and "Dispatch" instead of "Administer".	⊗	Assume damage to a county facility is not recoverable. It may be, but let the disaster assistance agencies make that decision. Let's not make it for them.
○	Keep all records and unit logs accurately and up to date.	⊗	Throw away records.
○	Follow procurement and contracting regulations as outlined in 2 CFR Part 200.	⊗	Forget to ask questions.

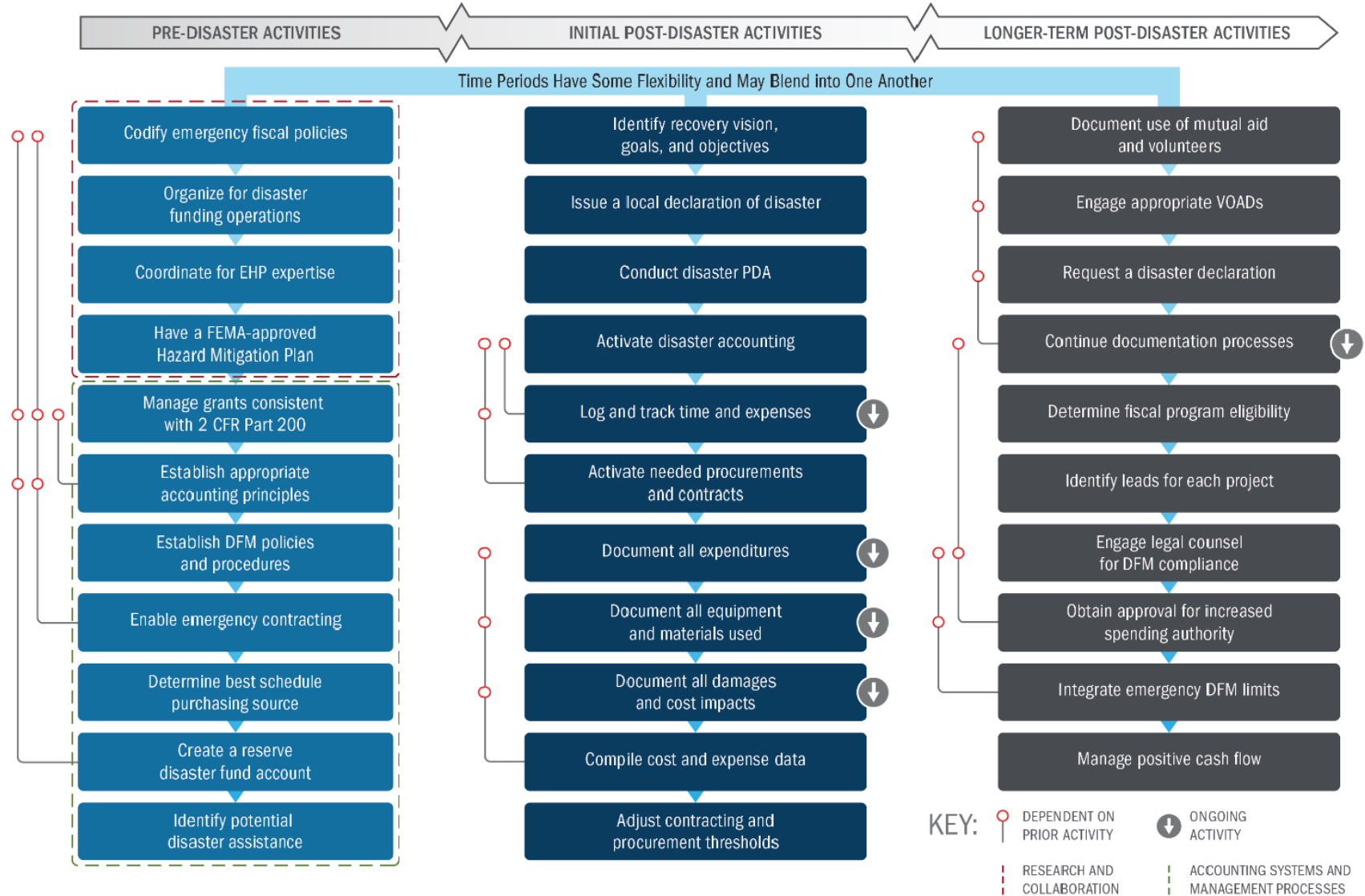
**NOTE:**

While recent FEMA regulations do not allow recovery of straight time for emergency response activities (Categories A and B), **record it anyway**. Allocation for straight time shall be charged to your home function (program) covering categories A and B. The county can recover straight time for other categories and in some cases where we assist other agencies, therefore charge all **Force Account Labor** to the disaster function (program). Better to record and not use than not record and try to recreate.

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LOCAL DISASTER FINANCIAL MANAGEMENT ACTIVITIES BY PHASE<sup>5</sup>

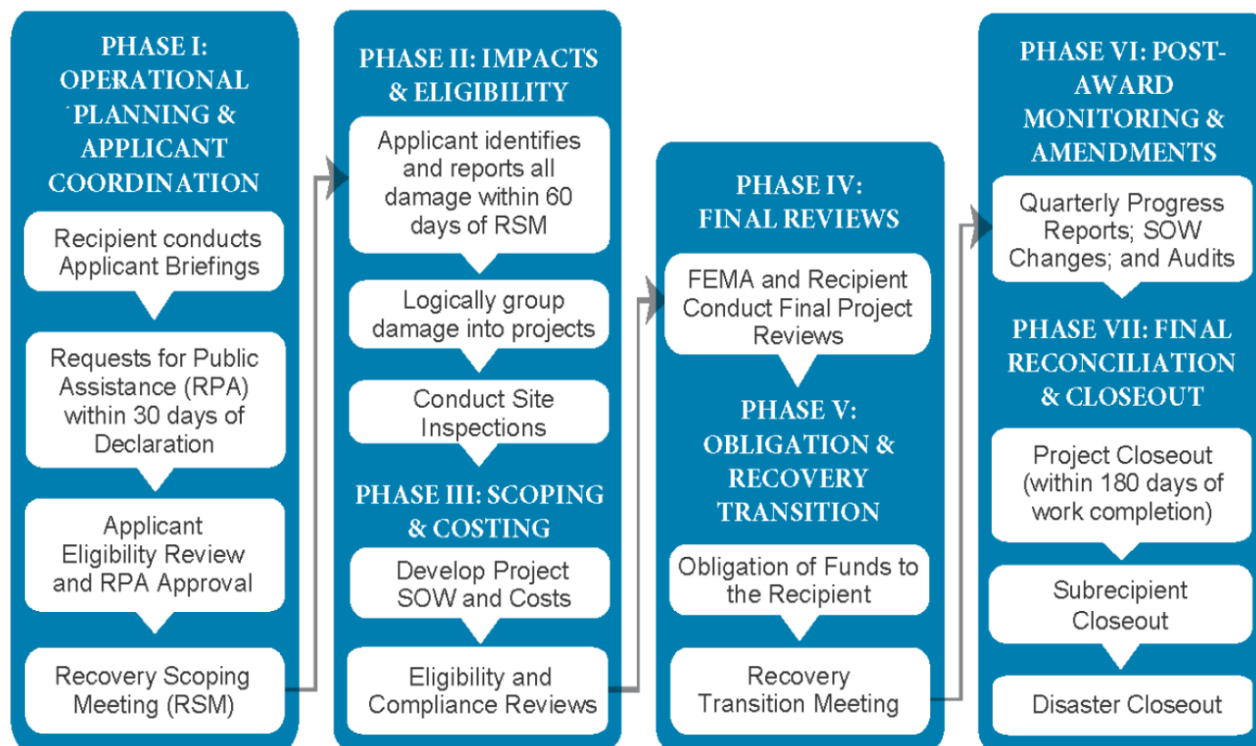


<sup>5</sup> FEMA, Disaster Financial Management Guide, April 2020, page 17

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PUBLIC ASSISTANCE OVERVIEW



Phases of FEMA’s Public Assistance Delivery Model<sup>6</sup>

**Phase 1. - Operational Planning**

Applicants work with the Recipient and FEMA to identify disaster impacts and recovery priorities. As soon as possible following the President’s declaration, the Recipient conducts briefings for all potential Applicants. Applicants register to access the online grants management system (Grants Portal) and submit Requests for Public Assistance (RPA), which are then reviewed by the Recipient and FEMA for eligibility. Once complete, FEMA will generally assign the Applicant a Program Delivery Manager (PDMG) to guide the Applicant throughout the program delivery process. The PDMG will schedule an Exploratory Call and a Recovery Scoping Meeting to provide Applicants with information about next steps.

**Phase 2. - Impacts and Eligibility**

Applicants must report all disaster-related impacts to FEMA within 60 days of the Recovery Scoping Meeting. FEMA then works with the Applicant to finalize the list of impacts; logically group the impacts and associated damage and work into project applications; conduct site inspections to develop a detailed description of the incident-related damage and dimensions; and collect additional project information and documentation.

**Phase 3. - Scoping and Costing**

FEMA develops the damage description and dimensions (for Completed/Fully Documented projects), scopes of work (if not provided by the Applicant), including hazard mitigation plans, and costs for each project. FEMA reviews and validates all documentation to ensure document integrity and compliance

<sup>6</sup> <https://www.fema.gov/assistance/public/apply>, accessed October 20, 2020

with all laws and regulations including for duplication-of-benefits from insurance or other Federal Agencies and Environmental Planning and Historic Preservation (EHP) compliance.

#### **Phase 4. - Final Reviews**

FEMA and the Recipient review and validate the project application to ensure completeness, eligibility, and compliance with Federal laws and regulations on items such as contracting and environmental and historic preservation. The Applicant reviews all terms and conditions that FEMA or the Recipient include in the project application and signs in agreement to the funding terms, including requirements for reporting on project work progress and completion.

#### **Phase 5. - Obligation and Recovery Transition**

FEMA obligates funds to the Recipient, after which the Recipient is responsible for distributing the funds to the Applicant. Once the Applicant has signed all of its projects, FEMA coordinates with the Recipient to schedule a Recovery Transition Meeting. The purpose of the Recovery Transition Meeting is to transition the primary point-of-contact from FEMA field personnel to the Recipient. At the meeting, FEMA will confirm with the Applicant that all claimed damage is sufficiently and accurately documented, explain deadlines for completion of work and appeal, and ensure that the Applicant understands the terms and conditions of its projects.

#### **Phase 6. - Post-Award Monitoring and Amendments**

The Applicant provides additional documentation as its recovery efforts unfold. The Applicant may submit an amendment request to change the scope of work or costs of a project or request additional time to complete the project. FEMA will review all amendment and time extension requests for eligibility and compliance with EHP regulations. During this phase, Recipients will work with Applicants to submit quarterly progress reporting and address federal and non-federal audit requests.

#### **Phase 7. - Final Reconciliation and Closeout**

The Applicant coordinates with the Recipient to formally close projects upon completion of work. Once all of an Applicant's projects are complete, the Recipient will request closeout for the Applicant. Once all Applicants are closed, FEMA and the Recipient will work together to close the PA award for the entire disaster.

**PROCEDURES FOR APPLYING FOR FINANCIAL ASSISTANCE**

**GENERAL INFORMATION**

Financial assistance may come from the state alone or both the state and federal governments. For state assistance, it is necessary for the Governor to proclaim a “Disaster” in specified counties. For federal assistance, it is necessary for the President to declare a “Disaster” in those same locations.

In both cases the lead agency is the California Office of Emergency Services (Cal OES). Their address and phone number is:

Cal OES,  
 Disaster Assistance Division  
 3650 Schriver  
 Mather, CA 95655  
 Phone (916) 845-8100

**PRE-DISASTER DECLARATION STEPS**

Following a disaster, the County will report damage and a rough estimate of costs to Cal OES. These estimates should include County personnel and equipment costs, damage to facilities with cost to repair, and cost to replace facilities and equipment damaged beyond repair.

The Governor will decide whether to proclaim a State of Emergency in the County. If the Governor does proclaim a State of Emergency, then the State will request a Presidential declaration. If the President declares a Major Disaster, then FEMA will be involved.

**POST DISASTER DECLARATION STEPS**

At this point, Cal OES will notify the Ventura County Operational Area. There will usually be an orientation meeting where all agencies desiring to participate will be briefed on the application procedures and the reimbursement process.

Several Forms must be submitted. These are:

1.	<b>Request for Public Assistance (RPA) Form</b>	This form indicates that the County will be applying for assistance. Does not restrict County from making changes, but must be sent within 30 days of the declaration date.
2.	<b>Project Listing (OES Form)</b>	This indicates the categories and projects which the County is asking assistance for. It may be revised later on. It gives Cal OES an idea of the scope of the damage.
3.	<b>Designation of Applicants' Agency Resolution (OES Form 130)</b>	This is a resolution passed by the County Board of Supervisors authorizing specified individuals to act as the County’s agent in dealing with Cal OES and FEMA. There is no deadline, but payments cannot be made until Cal OES receives it.
4.	<b>Vendor Data Record (Form STD 204)</b>	For State's 1099 purposes. No deadline, but no payment until submitted.

5.	<b>Project Application for Federal Assistance (OES 89)</b>	Formal application for FEMA funding. No specific deadline, but no payment until submitted.
6.	<b>Project Worksheet (PW)</b>	The County will fill out this form for all small projects and submit to FEMA's Program Delivery Manager (PGDM). The PGDM will assist the County to write the large project PW. The PWs are prepared based on Permanent Work or Emergency Work.

**FEMA GRANTS PORTAL**

FEMA facilitates the Public Assistance process by using their on-line grants management system, [Grants Portal](#). Applicants will be directed to this portal to register and submit the Request for Public Assistance. The Grants Portal will then be used by applicants to manage their projects.

**ON-SITE INSPECTIONS**

Cal OES and FEMA may send an inspector to visit each applicant. You may get one inspector from one of the organizations or two to make a team approach. The inspector(s) will meet with the County's Designated Agent who will arrange meetings with other County personnel as necessary. These local representatives should be people who have detailed knowledge of damaged facilities, cost estimates and potential mitigation work that may prevent future damage.

Past experience has been that these meetings will be on short notice. Cal OES usually sets up a field office and starts scheduling visits soon after. **A week's notice is the best that can be expected.**

The team may want to see:

- Damaged facilities
- Pictures or videos of damage/destruction
- Narratives on work done
- A broad summary of costs to date with estimates of work to be completed.
- Proposals on repair, reconstruction and mitigation projects
- These need not be final, they can be changed

The team will want to discuss:

- How payroll costs are organized and developed
- How payroll cost relates to time worked
- How fringe benefit rates are made up

**There is a sixty-day period in which to bring new damage sites to the attention of the disaster assistance agencies from the date of the team's first on-site visit.**

**POST PW PROCEDURES**

All documentation and costs must be gathered and sorted to support the respective PWs. Thus, if there is one PW for Debris Clearance, all payroll overtime costs and time cards for personnel working on Debris Clearance must be sorted and organized to document these costs on that PW. Also all equipment costs (use FEMA rates), dump fees, etc. for this work becomes part of the documentation package for this PW.

The PWs for construction projects will require the same specific documentation. Each will require, as appropriate: engineering studies, architectural plans, bid packages, selection records, contracts,



contractor's invoices, payment records, and all other costs. Also note that since government money is involved that the Davis Bacon Act and/or state prevailing wage clauses will apply and must also be documented.

#### **HOW PAYMENT IS MADE**

The State Public Assistance program is authorized under the California Disaster Assistance Act (CDAA). CAL OES administers this program. CDAA assistance may be obtained following a Local Emergency with the concurrence of the Director of Cal OES for permanent repairs only or for all eligible costs including personnel costs following the Governor's proclamation of a State of Emergency. The cost share on eligible costs may be 75% state share and 25% local government share. For example: Cal OES determines that there are \$100,000 in eligible emergency response costs for the County. Cal OES pays \$75,000 and the County must cover the remaining \$25,000. **Failure to follow SEMS, however, may disqualify the County from receiving all or part of the state's share and accordingly change a \$25,000 loss back to \$100,000.** The CDAA program is coordinated as supplemental to the federal program following the Declaration of a Major Disaster by the President of the United States.

The Federal Public Assistance program is authorized under the Stafford Act and is administered by FEMA in coordination with Cal OES at the request of the Governor, who has designated the Cal OES Secretary as his representative. FEMA will pay eligible costs to local governments on a 75% federal share and a 25% state and/or local share. If Cal OES finds that the costs covered by FEMA are also eligible under CDAA criteria, then the state may cover 75% of that 25% share. For example: a County is determined to have \$100,000 of eligible emergency personnel costs by FEMA. FEMA will reimburse up to \$75,000, leaving \$25,000 for the state and local governments to handle. Cal OES determines that the costs are eligible under CDAA and may pay \$18,750 which leaves \$6,250 for the local government to handle. **Failure to follow SEMS may jeopardize the state share and cause the \$6,250 loss to increase up to the full \$25,000 state local share.**

State and federal assistance are based upon reimbursements of eligible costs incurred. There are provisions for partial advances for emergency work; however, the amounts and conditions may change. Assistance is based upon uninsured loss and is not a substitute for insurance. The reimbursement process is a lengthy one involving the complete review of damage estimates and documentation. Actual receipt of funds may take weeks or months.

Sometime later, perhaps two years, the State Controller may audit the project. If discrepancies are found, they will require reimbursement of the disallowed costs if the allowable costs are less than what was already paid. If allowable costs are greater than prior payments, then the balance will follow after official sign off on the claim by FEMA and/or Cal OES. This also is a long process.

#### **Remember:**

1. DOCUMENT EACH COST TO A SPECIFIC DISASTER ACTION AND LOCATION.
2. FAILURE TO FOLLOW SEMS MAY COST YOU CDAA ASSISTANCE ON ELIGIBLE EMERGENCY PERSONNEL COSTS.

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### **FEMA CATEGORIES OF WORK**

To facilitate the processing of Public Assistance Program grants, FEMA has divided disaster related work into seven Categories of Work. These categories are listed below and are described in more detail elsewhere in FEMA's *Public Assistance Policy Digest* and other Public Assistance documents.

#### **Emergency Work**

##### **Category A: Debris Removal**

Clearance of trees and woody debris; building wreckage; sand, mud, silt, and gravel; vehicles; and other disaster-related material deposited on public and, in very limited cases, private property.

##### **Category B: Emergency Protective Measures**

Measures taken before, during, and after a disaster to save lives, protect public health and safety, and protect improved public and private property.

#### **Permanent Work**

##### **Category C: Roads and Bridges**

Repair of roads, bridges, and associated features, such as shoulders, ditches, culverts, lighting and signs.

##### **Category D: Water Control Facilities**

Repair of irrigation systems, drainage channels, and pumping facilities. Repair of levees, dams, and flood control channels fall under Category D, but the eligibility of these facilities is restricted.

##### **Category E: Buildings and Equipment**

Repair or replacement of buildings, including their contents and systems; heavy equipment; and vehicles.

##### **Category F: Utilities**

Repair of water treatment and delivery systems; power generation facilities and distribution lines; and sewage collection and treatment facilities.

##### **Category G: Parks, Recreational Facilities, and Other Items**

Repair and restoration of parks, playgrounds, pools, cemeteries, and beaches. This category also is used for any work or facility that cannot be characterized adequately by Categories A-F.

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**TYPES OF RECOVERY PROGRAMS**

The matrix below depicts some of the recovery programs that may become available during the recovery phase.

<b>NO PROCLAMATION REQUIRED:</b>			
Emergency Loan Program	Farmers Ranchers Aquaculturists	U.S.D.A. Farm Services Agency	At least 30 percent crop production or physical loss. US Secretary of Agriculture has discretionary authority to consider other factors.
Physical Loss Loans	Individuals Businesses	U.S. Small Business Administration (SBA)	A minimum of 25 homes and/or businesses, each sustaining uninsured losses of 40 percent or more of value.
Economic Injury Loans	Businesses	SBA	Governor (or designee) must certify that at least five business concerns have experienced substantial economic injury as a result of disaster.
Fire Management Assistance Grant	State and Local Government	Federal Emergency Management Agency (FEMA)	Reimbursement of fire suppression costs that exceed state threshold.
<b>LOCAL EMERGENCY PROCLAMATION REQUIRED:</b>			
California Disaster Assistance Act - Director's Concurrence	Local Governments	CAL OES	Requires concurrence of the CAL OES. Reimbursement limited to Permanent restoration costs.
<b>GOVERNOR'S STATE OF EMERGENCY PROCLAMATION REQUIRED:</b>			
California Disaster Assistance Act	Local Governments	CAL OES	Permanent restoration and emergency work reimbursed.
<b>PRESIDENTIAL EMERGENCY DECLARATION REQUIRED:</b>			
Public Assistance - Emergency Declaration	Local Governments, State agencies, Certain Non-Profits, Indian Tribes	FEMA	Reimbursement limited to emergency work costs and to \$5 million per event.
<b>PRESIDENTIAL MAJOR DISASTER DECLARATION REQUIRED:</b>			
Assistance to Individuals and Households Program (IHP)	Individuals	FEMA/State cost share	Significant impacts to real and personal property when financial assistance cannot be addressed by other means (i.e., personal insurance).
State Supplemental Grant Program	Individuals	State of California	Significant impacts to real and personal property when financial assistance cannot be addressed by other means (i.e., IHP assistance, personal insurance).
Crisis Counseling	County Mental Health	FEMA	Disaster-related mental health needs beyond local government resources.
Disaster Unemployment Assistance	Individuals	U.S. Department of Labor	Significant impacts to employment or place of work as a result of a major disaster (including self-employed and farmers)
Public Assistance - Major Disaster Declaration	Local Governments, State agencies, Certain Non-Profits, Indian Tribes	FEMA	Reimbursement for permanent restoration and emergency work.

**Individual Assistance Section**

The Cal OES Individual Assistance Section coordinates with local, state and federal entities to provide recovery assistance following a disaster that impacts individuals, businesses, and/or the agricultural community in the State of California. This may include:

- Providing pre-disaster guidance and training to public entities in order to maximize assistance
- Facilitating and coordinating preliminary damage assessments to determine the impact of disaster
- Coordinating the implementation of local, state, and federal assistance programs to address disaster-related needs
- Monitoring programmatic progress and in certain circumstances provide oversight in program administration
- Establishing local assistance centers in partnership with local, state, and federal entities to facilitate disaster recovery

Types of Assistance Individual Assistance Program assistance may include:

- Loans or grants for real and/or personal property losses
- Tax relief
- Crisis counseling
- Information on veteran's, Social Security, contractor, or insurance services
- Housing assistance
- Repair or replacement of real and personal property
- Unemployment and job training
- Assistance for agricultural losses
- Food commodities
- Business and personal tax relief
- Legal services
- Contractor information
- Insurance information
- Other unmet emergency needs.

Programs The following individual assistance (IA) programs are examples of assistance that may become available, dependent on the size and scope of the event.

- Assistance to Individuals and Households Program (IHP)
- State Supplemental Grant Program (SSGP)
- U.S. Department of Agriculture (USDA) Emergency Loans
- U.S. Small Business Administration (SBA) Disaster Loan Programs
- Disaster Unemployment Assistance (DUA)
- Mental Health services

## **HAZARD MITIGATION**

### **PURPOSE**

This section establishes actions, policies and procedures for implementing Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended), following a Presidentially declared Emergency or Major Disaster. It also assigns hazard mitigation responsibilities to various elements of federal, state, and local governments in California.

### **AUTHORITIES AND REFERENCES**

Activities enumerated in this enclosure will be conducted in accordance with the enabling legislation, plans, and agreements listed in **Part One, Section Seven -Authorities and References.**

### **GENERAL**

Hazard mitigation is defined as any action taken to reduce or eliminate the long-term risk to human life and property from disasters. Section 322 of Public Law 106-390 requires, as a condition of receiving certain federal disaster aid, that local governments develop a mitigation plan that outlines processes for identifying the natural hazards, risks and vulnerabilities in their jurisdiction. Mitigation plans must describe actions to mitigate hazards, risks and vulnerabilities identified under the plan and establish a strategy to implement those plans.

Specific plan requirements are listed in 44 CFR Section 201.6. Local jurisdictions without an approved hazard mitigation plan will not be eligible to receive funds for the Hazard Mitigation Grant (HMGP), Pre-Disaster Mitigation (PDM) or Flood Mitigation Assistance (FMA) programs

Local mitigation plans are the jurisdiction's commitment to reduce risks from natural hazards and guide decision makers as they commit resources to reduce the damage from natural hazards. Hazard mitigation planning and actions are continuous year-round efforts.

#### **Pre-Disaster Mitigation**

The Pre-Disaster Mitigation (PDM) grant program may provide financial assistance to local jurisdictions to develop and update plans or identify and mitigate pre-disaster conditions to reduce vulnerability.

PDM funding is provided through the National Pre-Disaster Mitigation Fund and is subject to Congressional appropriations. PDM projects are nationally competitive and opportunities to apply for grants are announced once a year by the Governor's Office of Emergency Services.

#### **Hazard Mitigation Grant Program**

Following a disaster, mitigation opportunities and financial assistance may be available through the Hazard Mitigation Grant Program (HMGP). The program funds projects that are cost-effective and which substantially reduce the risk of future damage, hardship, loss or suffering as a result of a natural disaster. The HMGP is funded for each disaster; total allocation is based upon a sliding scale of between 7.5 and 15 percent of FEMA's estimate of all public infrastructure damages (not emergency work) and individual assistance costs in a particular disaster. As an incentive to encourage the development of local plans, DMA2000 permits local government to be eligible for up to a 20 percent share of the total damages estimated in the Public and Individual Assistance programs if they have an approved local hazard mitigation plan. HMGP awards are competitive among jurisdictions that are part of the disaster declaration.

**Flood Mitigation Assistance Program (FMA)**

FEMA's Flood Mitigation Assistance Program (FMA) provides funding to communities to reduce or eliminate the long-term risk of flood damage to buildings, manufactured homes and other structures insurable under the National Flood Insurance Program (NFIP). The program provides grants for mitigation planning, projects and technical assistance to reduce claims under the NFIP. A priority of the FMA Program is to fund flood mitigation activities that reduce the number of repetitive loss structures insured by the NFIP. Repetitive loss structures are those that have sustained two or more losses, each exceeding \$1000, within a ten year period. FEMA encourages communities to develop plans that address repetitive loss properties.

The federal contribution for an individual HMGP, PDM or FMA project can be up to 75 percent of the cost of the proposed project with applicants providing match funding through a combination of either state, local or private sources. Awards go to projects that best demonstrate the goals and objectives of local mitigation programs. HMGP funding may not be used to fund any mitigation project that is eligible under Public Assistance or other federal programs, though it may be used to complement or enhance mitigation funded under Individual or Public Assistance.

**IMPLEMENTATION**

Following each presidentially declared Emergency or Major Disaster, the Regional Director of FEMA and the Governor execute a document called the Federal/State Agreement. This agreement includes appropriate provisions for hazard mitigation. Under the agreement, the State agrees to:

- Evaluate or have the applicant evaluate specific natural hazards in the disaster area, and make appropriate recommendations to mitigate them.
- Follow up with applicants to ensure that the appropriate hazard mitigation actions are taken.
- Follow up with applicants to ensure that the appropriate hazard mitigation plan or plans are developed and submitted to the FEMA Regional Director for concurrence.
- Review and update as necessary disaster mitigation portions of emergency plans.

A hazard mitigation officer is appointed for the state and local applicant. These individuals will constitute the hazard mitigation survey team which will:

- Identify significant hazards in the affected areas, giving priority to disaster-related hazards.
- Evaluate impacts of these hazards and recommend mitigation measures.

The hazard mitigation survey team uses information from PWs and visits selected sites where significant damage has occurred. The state and local representatives on the hazard mitigation survey team ensure that there is adequate consultation among interested federal, state, and local parties.

The hazard mitigation survey team also prepares a hazard mitigation plan which is submitted to the FEMA Regional Director through the Governor's authorized representative within 180 days after a Presidential declaration. The plan:

- Recommends hazard mitigation measures for local, state, and federal agencies.
- Establishes short and long-term planning frameworks for implementation of hazard mitigation efforts.



The State sets mitigation priorities and awards for HMGP grants. FEMA conducts the final eligibility review to ensure that all projects are compliant with Federal regulations. This includes the Federal law that requires States and communities to have FEMA-approved mitigation plans in place prior to receipt of HMGP project funds.

### **Responsibilities**

Hazard mitigation measures include avoidance, reduction and land use regulations. Key responsibilities of local governments are to:

- **Participate** in the process of evaluating hazards and adoption of appropriate hazard mitigation measures, including land use and construction standards.
- **Appoint** a Local Hazard Mitigation Officer, if appropriate.
- **Participate** on Hazard Mitigation Survey Teams and Inter-agency Hazard Mitigation Teams, as appropriate.
- **Participate** in the development and implementation of section 409 plans or plan updates, as appropriate.
- **Coordinate and monitor** the implementation of local hazard mitigation measures.

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**SUPPORT DOCUMENTATION - FORMS**

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**ICS FORMS**

The ICS uses a series of standard forms and supporting documents that convey directions for the accomplishment of the objectives and distributing information. Ventura County’s EOC staff use these forms as tools to develop the EOC Action Plan and to support and document ICS response and recovery activities. **Copies of each of these forms can be found at: G:\EOC\New Incident Docs**

Listed below are the standard ICS form titles and descriptions of each form:

<b>Standard Form Title</b>	<b>Description</b>
<b>ICS 200</b> Incident Action Plan Cover Page	Indicates the incident name, plan operational period, date prepared, approvals, and attachments (resources, organization, Communications Plan, Medical Plan, and other appropriate information).
<b>ICS 201</b> Incident Briefing	Provides the Incident Command/Unified Command and General Staffs with basic information regarding the incident situation and the resources allocated to the incident. This form also serves as a permanent record of the initial response to the incident.
<b>ICS 202</b> Incident Objectives	Describes the basic strategy and objectives for use during each operational period.
<b>ICS 203</b> Organization Assignment List	Provides information on the response organization and personnel staffing.
<b>ICS 204</b> Field Assignment	Used to inform personnel of assignments. After Incident Command/Unified Command approve the objectives, staff members receive the assignment information contained in this form.
<b>ICS 205</b> Incident Communications Plan	Provides, in one location, information on the assignments for all communications equipment for each operational period. The plan is a summary of information. Information from the Incident Communications Plan on frequency assignments can be placed on the appropriate Assignment form (ICS Form 204).
<b>ICS 206</b> Medical Plan	Provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.
<b>ICS 209</b> Incident Status Summary	Summarizes incident information for staff members and external parties, and provides information to the Public Information Officer for preparation of media releases.
<b>ICS 211</b> Check-In/Out List	Used to check in personnel and equipment arriving at or departing from the incident. Check-in/out consists of reporting specific information that is recorded on the form.

Standard Form Title	Description
<p><b>ICS 213</b> General Message</p>	<p>Used by:</p> <ul style="list-style-type: none"> <li>• Incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients.</li> <li>• EOC and other incident personnel to transmit messages via radio or telephone to the addressee.</li> <li>• Incident personnel to send any message or notification that requires hard-copy delivery to other incident personnel.</li> </ul>
<p><b>ICS 214</b> Unit Log</p>	<p>Provides a record of unit activities. Unit Logs can provide a basic reference from which to extract information for inclusion in any after-action report.</p>
<p><b>ICS 215</b> Operational Planning Worksheet</p>	<p>Documents decisions made concerning resource needs for the next operational period. The Planning Section uses this Worksheet to complete Assignment Lists, and the Logistics Section uses it for ordering resources for the incident. This form may be used as a source document for updating resource information on other ICS forms such as the ICS 209.</p>
<p><b>ICS 215A</b> Incident Action Plan Safety Analysis</p>	<p>Communicates to the Operations and Planning Section Chiefs safety and health issues identified by the Safety Officer.</p>
<p><b>ICS 220</b> Air Operations Summary</p>	<p>Provides information on air operations including the number, type, location, and specific assignments of helicopters and fixed-wing aircraft.</p>
<p><b>ICS 226</b> General Plan</p>	<p>Addresses long-term objectives approved by Incident Command/ Unified Command. These objectives are often expressed as milestones (i.e., timeframes for the completion of all and/or portions of incident response operations). A General Plan should identify the major tasks to be carried out through to the end of emergency response operations, the duration of the tasks, and the major equipment and personnel resources needed to accomplish the tasks within the specified duration.</p>

<b>EOC CHANGE OF SHIFT BRIEFING WORKSHEET</b>		
<b>Section: Operations</b>		<b>Position: Section Coordinator</b>
Operational period	Date:	<input type="checkbox"/> Initial <input type="checkbox"/> Update <input type="checkbox"/> Final
For shift from	AM to PM	or from PM to AM
Off-going employee:		Relief Employee:
Disaster name:		
EOC Director:		
Section Coordinator:		
Description of problem:		
Cause:		
Area involved:		
Injuries (unofficial)		
Deaths (unofficial):		
Est. \$ public damage:		
Est. \$ private damage:		
Current threat:		
Status of incident(s):		
Other jurisdiction(s) involved:		
Staging location:		
Weather situation:		
Your assigned task:		
Your EOC phone #:		
Equipment assigned to you:		
Equipment available at:		
Meals available at:		
Medical care available at:		
Lodging available at:		
Supplies available at:		
Fuel available at:		
Autos available from:		
Other information:		

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**AFTER ACTION/CORRECTIVE ACTION (AA/CA) REPORT SURVEY TEMPLATE**

for response to

(EVENT NAME)

*(This AA/CA Report template can be used for a declared, un-declared, or pre-planned event, an exercise, and/or training for SEMS/NIMS compliance).*

**GENERAL INFORMATION**

Information Needed	Text goes in text boxes below.
<b>Name of Agency:</b>	
<b>Type of Agency:*</b> (Select one) * City, County, Operational Area (OA), State agency (State), Federal agency (Fed), special district, Tribal Nation Government, UASI City, non-governmental or volunteer organization, other.	
<b>Cal OES Admin Region:</b> (Coastal, Inland, or Southern)	
<b>Completed by:</b>	
<b>Date report completed:</b>	
<b>Position: (Use SEMS/NIMS positions)</b>	
<b>Phone number:</b>	
<b>Email address:</b>	
<b>Dates and Duration of event:</b> (Beginning and ending date of response or exercise activities - using mm/dd /yyyy)	
<b>Type of event, training, or exercise:*</b> *Actual event, table top, functional or full scale exercise, pre-identified planned event, training, seminar, workshop, drill, game.	
<b>Hazard or Exercise Scenario:*</b> *Avalanche, Civil Disorder, Dam Failure, Drought, Earthquake, Fire (structural), Fire (Woodland), Flood, Landslide, Mudslide, Terrorism, Tsunami, Winter Storm, chemical, biological release/threat, radiological release/threat, nuclear release/threat, explosive release/threat, cyber, or other/specify.	

**SEMS/NIMS FUNCTION EVALUATION**

**MANAGEMENT (Public Information, Safety, Liaison, etc.)**

	Satisfactory	Needs Improvement
<b>Overall Assessment of Function (check one)</b>		

**If “needs improvement” please briefly describe improvements needed:**

Planning	
Training	
Personnel	
Equipment	
Facilities	

**FIELD COMMAND (Use for assessment of field operations, i.e., Fire, Law Enforcement, etc.)**

	Satisfactory	Needs Improvement
<b>Overall Assessment of Function (check one)</b>		

**If “needs improvement” please briefly describe improvements needed:**

Planning	
Training	
Personnel	
Equipment	
Facilities	

**OPERATIONS (Law enforcement, fire/rescue, medical/health, etc.)**

	Satisfactory	Needs Improvement
<b>Overall Assessment of Function (check one)</b>		

**If “needs improvement” please briefly describe improvements needed:**

Planning	
Training	

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Personnel	
Equipment	
Facilities	

**PLANNING/INTELLIGENCE (Situation analysis, documentation, GIS, etc.)**

	Satisfactory	Needs Improvement
<b>Overall Assessment of Function (check one)</b>		

**If “needs improvement” please briefly describe improvements needed:**

Planning	
Training	
Personnel	
Equipment	
Facilities	

**LOGISTICS (Services, support, facilities, etc.)**

	Satisfactory	Needs Improvement
<b>Overall Assessment of Function (check one)</b>		

**If “needs improvement” please briefly describe improvements needed:**

Planning	
Training	
Personnel	
Equipment	
Facilities	

<b>FINANCE/ADMINISTRATION (Purchasing, cost unit, etc.)</b>		
	<b>Satisfactory</b>	<b>Needs Improvement</b>
<b>Overall Assessment of Function (check one)</b>		

<b>If "needs improvement" please briefly describe improvements needed:</b>	
Planning	
Training	
Personnel	
Equipment	
Facilities	

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**AFTER ACTION REPORT QUESTIONNAIRE**

(The responses to these questions can be used for additional SEMS/NIMS evaluation)

<b>Response/Performance Assessment Questions</b>	<b>yes</b>	<b>no</b>	<b>Comments</b>
1. Were procedures established and in place for responding to the disaster?			
2. Were procedures used to organize initial and ongoing response activities?			
3. Was the ICS used to manage field response?			
4. Was Unified Command considered or used?			
5. Was the EOC and/or DOC activated?			
6. Was the EOC and/or DOC organized according to SEMS?			
7. Were sub-functions in the EOC/DOC assigned around the five SEMS functions?			
8. Were response personnel in the EOC/DOC trained for their assigned position?			
9. Were action plans used in the EOC/DOC?			
10. Were action planning processes used at the field response level?			
11. Was there coordination with volunteer agencies such as the Red Cross?			
12. Was an Operational Area EOC activated?			
13. Was Mutual Aid requested?			
14. Was Mutual Aid received?			
15. Was Mutual Aid coordinated from the EOC/DOC?			
16. Was an inter-agency group established at the EOC/DOC level? Were they involved with the shift briefings?			
17. Were communications established and maintained between agencies?			
18. Was the public alert and warning conducted according to procedure?			
19. Was public safety and disaster information coordinated with the media through the JIC?			
20. Were risk and safety concern addressed?			
21. Did event use Emergency Support Function (ESFs) effectively and did ESF have clear understanding of local capability?			
22. Was communications inter-operability an issue?			

Additional Questions

23. What response actions were taken by your agency? Include such things as mutual aid, number of personnel, equipment and other resources. **Note: Provide statistics on number of personnel and number/type of equipment used during this event. Describe response activities in some detail.**

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24. As you responded, was there any part of SEMS/NIMS that did not work for your agency? If so, how would (did) you change the system to meet your needs?

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25. As a result of your response, did you identify changes needed in your plans or procedures? Please provide a brief explanation.

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26. As a result of your response, please identify any specific areas needing training and guidance that are not covered in the current SEMS Approved Course of Instruction or SEMS Guidelines.

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27. If applicable, what recovery activities have you conducted to date? Include such things as damage assessment surveys, hazard mitigation efforts, reconstruction activities, and claims filed.

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**NARRATIVE**

Use this section for additional comments.

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**VENTURA COUNTY OPERATIONAL AREA EMERGENCY OPERATIONS PLAN - 2021**

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**POTENTIAL CORRECTIVE ACTIONS**

Identify issues, recommended solutions to those issues, and agencies that might be involved in implementing these recommendations. Address any problems noted in the SEMS/NIMS Function Evaluation.

Indicate whether issues are an internal agency specific or have broader implications for emergency management.

(Code: I= Internal; R =Regional, for example, Cal OES Mutual Aid Region, Administrative Regions, geographic regions, S=Statewide implications)

Code	Issue or Problem Statement	Corrective Action / Improvement Plan	Agency(s)/ Depts. To Be Involved	Point of Contact Name / Phone	Estimated Date of Completion

**ONLY USE THE FOLLOWING FOR RESPONSE ACTIVITIES RELATED TO EMAC**

**EMAC / SEMS After Action/Corrective Action Report Survey**

**NOTE:** Please complete the following section **ONLY** if you were involved with EMAC related activities.

1. Did you complete and submit the on-line EMAC After Action Survey form for (Insert name of the disaster)?

\_\_\_\_\_

2. Have you taken an EMAC training class in the last 24 months?

\_\_\_\_\_

3. Please indicate your work location(s) (State / County / City / Physical Address):

\_\_\_\_\_

4. Please list the time frame from your dates of service (Example: 09/15/19 to 10/31/19):

\_\_\_\_\_

5. Please indicate what discipline your deployment is considered (please specify):

\_\_\_\_\_

6. Please describe your assignment(s):

\_\_\_\_\_

**VENTURA COUNTY OPERATIONAL AREA EMERGENCY OPERATIONS PLAN - 2021**

Questions:

You may answer the following questions with a “yes” or “no” answer, but if there were issues or problems, please identify them along with recommended solutions, and agencies that might be involved in implementing these recommendations.

#	Questions	Issues / Problem Statement	Corrective Action / Improvement Plan	Agency(s)/ Depts. To Be Involved	Point of Contact Name / Phone	Estimated Date of Completion
1	Were you familiar with EMAC processes and procedures prior to your deployment?					
2	Was this your first deployment <b>outside</b> of California?					
3	Where your travel arrangements made for you? If yes, by whom?					
4	Were you fully briefed on your assignment prior to deployment?					
5	Were deployment conditions (living conditions and work environment) adequately described to you?					
6	Were mobilization instructions clear?					
7	Were you provided the necessary tools (pager, cell phone, computer, etc.) needed to complete your assignment?					
8	Were you briefed and given instructions upon arrival?					
9	Did you report regularly to a supervisor during deployment? If yes, how often?					
10	Were your mission assignment and tasks made clear?					
11	Was the chain of command clear?					



**VENTURA COUNTY OPERATIONAL AREA EMERGENCY OPERATIONS PLAN - 2021**

#	Questions	Issues / Problem Statement	Corrective Action / Improvement Plan	Agency(s)/ Depts. To Be Involved	Point of Contact Name / Phone	Estimated Date of Completion
12	Did you encounter any barriers or obstacles while deployed? If yes, identify.					
13	Did you have communications while in the field?					
14	Were you adequately debriefed after completion of your assignment?					
15	Since your return home, have you identified or experienced any symptoms you feel might require "Critical Stress Management" (i.e., Debriefing)?					
16	Would you want to be deployed via EMAC in the future?					

Please identify any ADDITIONAL issues or problems below:

#	Issues or Problem Statement	Corrective Action / Improvement Plan	Agency(s)/ Depts. To Be Involved	Point of Contact Name / Phone	Estimated Date of Completion

**Additional Questions**

**Identify the areas where EMAC needs improvement (check all that apply):**

- Executing Deployment
- Command and Control
- Logistics
- Field Operations
- Mobilization and Demobilization

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**VENTURA COUNTY OPERATIONAL AREA EMERGENCY OPERATIONS PLAN - 2021**

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Comments:

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Identify the areas where EMAC worked well:

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Identify which EMAC resource needs improvement (check all that apply):

- EMAC Education
- EMAC Training
- Electronic REQ-A forms
- Resource Typing
- Resource Descriptions
- Broadcast Notifications
- Website

Comments:

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As a responder, was there any part of EMAC that did not work, or needs improvement? If so, what changes would you make to meet your needs?

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Please provide any additional comments that should be considered in the After Action Review process (use attachments if necessary):

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Cal OES Only: Form received on: \_\_\_\_\_ Form reviewed on: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

**VENTURA COUNTY OPERATIONAL AREA EMERGENCY OPERATIONS PLAN - 2021**

**REQUEST FOR PUBLIC ASSISTANCE**

DEPARTMENT OF HOMELAND SECURITY  
**Federal Emergency Management Agency**  
**REQUEST FOR PUBLIC ASSISTANCE**

OMB Control Number 1660-0017  
 Expires December 31, 2019

<b>Paperwork Burden Disclosure Notice</b>			
Public reporting burden for this data collection is estimated to average 15 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW., Washington, DC 20472, Paperwork Reduction Project (1660-0017) <b>NOTE: Do not send your completed form to this address.</b>			
<b>Privacy Act Statement</b>			
Authority: FEMA is authorized to collect the information requested pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act, §§ 402-403, 406-407, 417, 423, and 427, 42 U.S.C. 5170a-b, 5172-73, 5184, 5189a, 5189e; The American Recovery and Reinvestment Act of 2009, Public Law No. 111-5, § 601; and "Public Assistance Project Administration," 44 C.F.R. §§ 206.202, and 206.209.			
APPLICANT (Political subdivision or eligible applicant)			DATE SUBMITTED
DUNS NUMBER		FEDERAL TAX ID NUMBER	
COUNTY (Location of Damages. If located in multiple counties, please indicate)			
<b>APPLICANT PHYSICAL LOCATION</b>			
STREET ADDRESS			
CITY	COUNTY	STATE	ZIP CODE
<b>MAILING ADDRESS (If different from Physical Location)</b>			
STREET ADDRESS			
POST OFFICE BOX	CITY	STATE	ZIP CODE
<b>Primary Contact/Applicant's Authorized Agent</b>		<b>Alternate Contact</b>	
NAME		NAME	
TITLE		TITLE	
BUSINESS PHONE		BUSINESS PHONE	
FAX NUMBER		FAX NUMBER	
HOME PHONE (Optional)		HOME PHONE (Optional)	
CELL PHONE		CELL PHONE	
E-MAIL ADDRESS		E-MAIL ADDRESS	
Did you participate in the Federal/State Preliminary Damage Assessment (PDA)? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Private Non-Profit Organization? <input type="checkbox"/> YES <input type="checkbox"/> NO			
If yes, which of the facilities identified below best describe your organization?			
Title 44 CFR, part 206.221(e) defines an eligible private non-profit facility as: "... any private non-profit educational, utility, emergency, medical or custodial care facility, including a facility for the aged or disabled, and other facility providing essential governmental type services to the general public, and such facilities on Indian reservations." "Other essential governmental service facility means museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops and facilities which provide health and safety services of a governmental nature. All such facilities must be open to the general public."			
Private Non-Profit Organizations must attach copies of their Tax Exemption Certificate and Organization Charter or By-Laws. If your organization is a school or educational facility, please attach information on accreditation or certification.			
OFFICIAL USE ONLY: FEMA -		-DR-	DATE RECEIVED
_____		_____	_____

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DESIGNATION OF APPLICANT'S AGENT RESOLUTION (CAL OES 130)

STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
Cal OES 130

Cal OES ID No: \_\_\_\_\_

DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES

BE IT RESOLVED BY THE \_\_\_\_\_ OF THE \_\_\_\_\_
(Governing Body) (Name of Applicant)

THAT \_\_\_\_\_ OR
(Title of Authorized Agent)
\_\_\_\_\_ OR
(Title of Authorized Agent)
\_\_\_\_\_
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the \_\_\_\_\_, a public entity
(Name of Applicant)
established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency
Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford
Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the \_\_\_\_\_, a public entity established under the laws of the State of California,
(Name of Applicant)
hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster
assistance the assurances and agreements required.

Please check the appropriate box below:

- [ ] This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.
[ ] This is a disaster specific resolution and is effective for only disaster number(s) \_\_\_\_\_

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_(Name and Title of Governing Body Representative)
\_\_\_\_\_(Name and Title of Governing Body Representative)
\_\_\_\_\_(Name and Title of Governing Body Representative)

CERTIFICATION

I, \_\_\_\_\_, duly appointed and \_\_\_\_\_ of
(Name) (Title)
\_\_\_\_\_, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the \_\_\_\_\_ of the \_\_\_\_\_
(Governing Body) (Name of Applicant)
on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_(Signature) \_\_\_\_\_(Title)

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## VENTURA COUNTY OPERATIONAL AREA EMERGENCY OPERATIONS PLAN - 2021

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STATE OF CALIFORNIA  
GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
Cal OES 130 - Instructions

### Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

#### Resolution Section:

**Governing Body:** This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

**Name of Applicant:** The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

**Authorized Agent:** These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names and titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

**Governing Body Representative:** These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles cannot be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

#### Certification Section:

**Name and Title:** This is the individual that was in attendance and recorded the Resolution creation and approval.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person cannot be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification."

**PROJECT ASSURANCES FOR FEDERAL ASSISTANCE**

STATE OF CALIFORNIA  
GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
Cal OES 89

Disaster No: \_\_\_\_\_  
Cal OES ID No: \_\_\_\_\_  
DUNS No: \_\_\_\_\_

**PROJECT ASSURANCES FOR FEDERAL ASSISTANCE**

SUBRECIPIENT'S NAME: \_\_\_\_\_  
(Name of Organization)  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_  
AUTHORIZED AGENT: \_\_\_\_\_ TITLE: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_

**ASSURANCES – CONSTRUCTION PROGRAMS**

Note: Certain of these assurances may not be applicable to all of your projects. If you have questions, please contact the California Governor's Office of Emergency Services. Further, certain federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the subrecipient named above:

1. Has the legal authority to apply for federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, Federal Office of Inspector General 2 CFR 200.336, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure nondiscrimination during the useful life of the project.
4. Will comply with the requirements of the assistance-awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or state.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gains.
8. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.), which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

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**VENTURA COUNTY OPERATIONAL AREA EMERGENCY OPERATIONS PLAN - 2021**

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9. Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794) which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107) which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 93-255) as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3) as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) which may apply to the application.
10. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal and federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
11. Will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$5,000 or more.
12. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.O. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.O. 93-205).
13. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
14. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and preservation of historic properties), and the Archeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
15. Will comply with Standardized Emergency Management (SEMS) requirements as stated in the California Emergency Services Act, Government Code, Chapter 7 of Division 1 of Title 2, Section 8607.1(e) and CCR Title 19, Sections 2445, 2446, 2447, and 2448.
16. Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Uniform Guidance 2 CFR Part 200, Subpart F. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996.
17. Will disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with §200.112.
18. Will comply with all applicable requirements of all other federal laws, Executive Orders, regulations and policies governing this program.
19. Has requested through the State of California, federal financial assistance to be used to perform eligible work approved in the subrecipient application for federal assistance. Will, after the receipt of federal financial assistance, through the State of California, agree to the following:
  - a. The state warrant covering federal financial assistance will be deposited in a special and separate account, and will be used to pay only eligible costs for projects described above;
  - b. To return to the State of California such part of the funds so reimbursed pursuant to the above numbered application, which are excess to the approved actual expenditures as accepted by final audit of the federal or state government.
  - c. In the event the approved amount of the above numbered project application is reduced, the reimbursement applicable to the amount of the reduction will be promptly refunded to the State of California.



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**VENTURA COUNTY OPERATIONAL AREA EMERGENCY OPERATIONS PLAN - 2021**

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- 20. The non-Federal entity for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award §200.113. Failure to make required disclosures can result in any of the remedies described in §200.338 Remedies for noncompliance, including suspension or debarment.
  
- 21. Will not make any award or permit any award (subaward or contract) to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689, "Debarment and Suspension."

"I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized by the above named subrecipient to enter into this agreement for and on behalf of the said subrecipient, and by my signature do bind the subrecipient to the terms thereof."

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

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**VENTURA COUNTY OPERATIONAL AREA EMERGENCY OPERATIONS PLAN - 2021**

**PROJECT WORKSHEET**

DEPARTMENT OF HOMELAND SECURITY  
Federal Emergency Management Agency

O.M.B. Control Number: 1660-0017  
Expires: June 30, 2020

**PROJECT WORKSHEET**

**PAPERWORK BURDEN DISCLOSURE NOTICE**  
Public reporting burden for this data collection is estimated to average 1.30 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is not required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW., Washington, DC 20472, Paperwork Reduction Project (1660-0017) **NOTE: Do not send your completed form to this address.**

DISASTER FEMA - _____ -DR- _____	PROJECT #	PA ID #	DATE	CATEGORY	
DAMAGED FACILITY			WORK COMPLETE AS OF _____ : _____ %		
APPLICANT		COUNTY			
LOCATION			LATITUDE	LONGITUDE	
DAMAGE DESCRIPTION AND DIMENSIONS					
SCOPE OF WORK					
Does the Scope of Work change the pre-disaster conditions at the site? <input type="checkbox"/> YES <input type="checkbox"/> NO					
Special Considerations issues included? <input type="checkbox"/> YES <input type="checkbox"/> NO Hazard Mitigation proposal included? <input type="checkbox"/> YES <input type="checkbox"/> NO					
Is there insurance coverage on this facility? <input type="checkbox"/> YES <input type="checkbox"/> NO					
PROJECT COST					
ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST
				TOTAL COST	
PREPARED BY		TITLE	SIGNATURE		
APPLICANT REP.		TITLE	SIGNATURE		

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## VENTURA COUNTY OPERATIONAL AREA EMERGENCY OPERATIONS PLAN - 2021

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### PROJECT WORKSHEET INSTRUCTIONS

The Project Worksheet must be completed for each identified damaged project. A project may include damages more than one site.

After completing all Project Worksheets, submit the worksheets to your Public Assistance Coordinator.

#### Identifying Information

**Disaster:** Indicate the disaster declaration number as established by FEMA (i.e. "FEMA 1136-DR-TN", etc.).

**Project No.:** Indicate the project designation number you established to track the project in your system (i.e. 1,2,3, etc.).

**PA ID No.:** Indicate your Public Assistance identification number on this space. This is optional.

**Date:** Indicate the date the worksheet was prepared in MM/DD/YY format.

**Category:** Indicate the category of the project according to FEMA specified work categories (i.e., A,B,C,D,E,F,G). This is optional.

**Applicant:** Name of the government or other legal entity to which the funds will be awarded.

**County:** Name of the county where the damaged facility is located. If located in multiple counties, indicate "Multi-County."

**Damage facility:** Identify the facility and describe its basic function and pre-disaster condition.

**Work Complete as of:** Indicate the date the work was assessed in the format of MM/DD/YY and the percentage of work completed to that date.

**Location:** This item can range anywhere from an "address," "intersection of...," "1 mile south of...on..." to "county wide." If damages are in different locations or different counties please list each location. Include latitude and longitude of the project if known.

**Damage Description and Dimensions:** Describe the disaster-related damage to the facility, including the cause of the damage and the area or components affected.

**Scope of Work:** List work that has been completed, and work to be completed, which, is necessary to repair disaster-related damage.

**Does the Scope of Work change the pre-disaster conditions of the site:** If the work described under the Scope of Work changes the site conditions (i.e. increases/decreases the size or function of the facility or does not replace damage components in kind with like materials), check (x) yes. If the Scope of Work returns the site to its pre-disaster configuration, capacity and dimensions check (x) no.

**Special Considerations:** If the project includes insurable work, and/or is affected by environmental (NEPA) or historic concerns, check (x) either the Yes or No box so that appropriate action can be initiated to avoid delays in funding. Refer to *Applicant Handbook* for further information.

**Hazard Mitigation:** If the pre-disaster conditions at the site can be changed to prevent or reduce the disaster-related damage, check (x) Yes. If no opportunities for hazard mitigation exist check (x) no. Appropriate action will be initiated and avoid delays in funding. Refer to *Applicant Handbook* for further information.

**Is there insurance coverage on this facility:** Federal law requires that FEMA be notified of any entitlement for proceeds to repair disaster-related damages from insurance or any other source. Check (x) yes if any funding or proceeds can be received for the work within the Scope of Work from any source besides FEMA.

#### Project Cost

**Item:** Indicate the item number on the column (i.e. 1, 2, 3, etc.). Use additional forms as necessary to include all items.

**Code:** If using the FEMA cost codes, place the appropriate number here.

**Narrative:** Indicate the work, material or service that best describes the work (i.e. "force account labor overtime", "42 in. RCP", "sheet rock replacement", etc.).

**Quantity/Unit:** List the amount of units and the unit of measure ("48/cy", "32/lf", "6/ea", etc.).

**Unit Price:** Indicate the price per unit.

**Cost:** This item can be developed from cost to date, contracts, bids, applicant's experience in that particular repair work, books which lend themselves to work estimates, such as RS Means, or by using cost codes supplied by FEMA.

**Total Cost:** Record total cost of the project.

**Prepared By:** Record the name, title, and signature of the person completing the Project Worksheet.

**Applicant Rep.:** Record the name, title, and signature of Applicant's representative.

#### Records Requirements

Please review the *Applicant Handbook, FEMA 323* for detailed instructions and examples.

For all completed work, the applicant must keep the following records:

- \*Force account labor documentation sheets identifying the employee, hours worked, date and location;
- \*Force account equipment documentation sheets identifying specific equipment, operator, usage by hour/mile and cost used;
- \*Material documentation sheets identifying the type of material, quantity used and cost;
- \*Copies of all contracts for work and any lease/rental equipment costs.

For all estimated work, keep calculations, quantity estimates, pricing information, etc. as part of the records to document the "cost/estimate" for which funding is being requested.

EOC CHECK-IN LIST (ICS-211)



PAGE \_\_\_\_ OF \_\_\_\_

<b>1. Incident Name:</b> Event	<b>2. Incident Number:</b>	<b>3. Operational Period</b> Date From:      Date To: Time From:      Time To:	<b>4. Check-In Location:</b>	<b>5. Start Date/Time:</b> Date: Time:
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7. Name	8. EOC SECTION	9. HOME AGENCY	10. Time		11. SIGNATURE
			In	Out	

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

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**VENTURA COUNTY OPERATIONAL AREA EMERGENCY OPERATIONS PLAN - 2021**

**FORCE ACCOUNT LABOR SUMMARY**

DEPARTMENT OF HOMELAND SECURITY  
 Federal Emergency Management Agency  
**FORCE ACCOUNT LABOR SUMMARY**

PAGE \_\_\_\_\_ OF \_\_\_\_\_

O.M.B. Control Number: 1660-0017  
 Expires: June 30, 2020

PAPERWORK BURDEN DISCLOSURE NOTICE													
Public reporting burden for this data collection is estimated to average .5 hours per response. The burden estimates includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472-3100, Paperwork Reduction Project (1660-0017). <b>NOTE: Do not send your completed questionnaire to this address.</b>													
APPLICANT					PA ID #			PROJECT #			DISASTER		
LOCATION/SITE								CATEGORY			PERIOD COVERING		
DESCRIPTION OF WORK PERFORMED													
NAME		DATES AND HOURS WORKED EACH WEEK							COSTS				
JOB TITLE		DATE							TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY RATE	TOTAL COSTS
NAME		REG.											
JOB TITLE		O.T.											
NAME		REG.											
JOB TITLE		O.T.											
NAME		REG.											
JOB TITLE		O.T.											
NAME		REG.											
JOB TITLE		O.T.											
TOTAL COSTS FOR FORCE ACCOUNT LABOR REGULAR TIME												\$	
TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME												\$	
I CERTIFY THAT THE INFORMATION ABOVE WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.													
CERTIFIED					TITLE					DATE			

FEMA Form 009-0-123

PREVIOUS EDITION OBSOLETE

**MATERIALS SUMMARY RECORD**

DEPARTMENT OF HOMELAND SECURITY  
 Federal Emergency Management Agency  
**MATERIALS SUMMARY RECORD**

PAGE \_\_\_\_\_ OF \_\_\_\_\_

O.M.B. Control Number: 1680-0017  
 Expires: June 30, 2020

PAPERWORK BURDEN DISCLOSURE NOTICE								
Public reporting burden for this data collection is estimated to average .5 hours per response. The burden estimates includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472-3100, Paperwork Reduction Project (1680-0017). <b>NOTE: Do not send your completed questionnaire to this address.</b>								
APPLICANT			PA ID #.		PROJECT #.		DISASTER	
LOCATION/SITE					CATEGORY		PERIOD COVERING	
DESCRIPTION OF WORK PERFORMED								
VENDOR	DESCRIPTION	QUAN.	UNIT PRICE	TOTAL PRICE	DATE PURCHASED	DATE USED	INFO FROM (CHECK ONE)	
							INVOICE	STOCK
<b>GRAND TOTAL</b>								
CERTIFIED			TITLE				DATE	



**VENTURA COUNTY OPERATIONAL AREA EMERGENCY OPERATIONS PLAN - 2021**

**FORCE ACCOUNT EQUIPMENT SUMMARY RECORD**

DEPARTMENT OF HOMELAND SECURITY

PAGE \_\_\_\_\_ OF \_\_\_\_\_

Federal Emergency Management Agency

O.M.B. Control Number: 1660-0017

**FORCE ACCOUNT EQUIPMENT SUMMARY RECORD**

Expires: June 30, 2020

**PAPERWORK BURDEN DISCLOSURE NOTICE**

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APPLICANT		PA ID #	PROJECT #		DISASTER							
LOCATION/SITE			CATEGORY			PERIOD COVERING						
DESCRIPTION OF WORK PERFORMED												
TYPE OF EQUIPMENT		OPERATOR'S NAME	DATES AND HOURS USED EACH DAY							COSTS		
INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE	EQUIPMENT CODE NUMBER		DATE							TOTAL HOURS	EQUIPMENT RATE	TOTAL COST
			HOURS									
			HOURS									
			HOURS									
			HOURS									
			HOURS									
			HOURS									
			HOURS									
			HOURS									
GRAND TOTAL												
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.												
CERTIFIED			TITLE							DATE		

FEMA Form 009-0-127

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**VENTURA COUNTY OPERATIONAL AREA EMERGENCY OPERATIONS PLAN - 2021**

**RENTED EQUIPMENT SUMMARY RECORD**

DEPARTMENT OF HOMELAND SECURITY

Federal Emergency Management Agency

PAGE \_\_\_\_\_ OF \_\_\_\_\_

O.M.B. Control Number: 1660-0017  
Expires: June 30, 2020

**RENTED EQUIPMENT SUMMARY RECORD**

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APPLICANT			PA ID #.		PROJECT #.		DISASTER	
LOCATION/SITE					CATEGORY		PERIOD COVERING	
DESCRIPTION OF WORK PERFORMED								
TYPE OF EQUIPMENT Indicate size, Capacity, Horsepower Make and Model as Appropriate	DATES AND HOURS USED	RATE PER HOUR		TOTAL COST	VENDOR	INVOICE NO.	DATE AND AMOUNT PAID	CHECK NO.
		W/OPR	W/OUT OPR					
<b>GRAND TOTAL</b>								
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.								
CERTIFIED			TITLE				DATE	

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**CONTRACT WORK SUMMARY**

DEPARTMENT OF HOMELAND SECURITY  
 Federal Emergency Management Agency  
**CONTRACT WORK SUMMARY RECORD**

PAGE \_\_\_\_\_ OF \_\_\_\_\_

O.M.B. Control Number: 1660-0017  
 Expires: June 30, 2020

PAPERWORK BURDEN DISCLOSURE NOTICE				
Public reporting burden for this data collection is estimated to average .5 hours per response. The burden estimates includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472-3100, Paperwork Reduction Project (1660-0017). <b>NOTE: Do not send your completed questionnaire to this address.</b>				
DATE	PA ID #	PROJECT #	DISASTER	
LOCATION/SITE	CATEGORY		PERIOD COVERING	
DESCRIPTION OF WORK PERFORMED				
DATES WORKED	CONTRACTOR	BILLING/INVOICE NUMBER	AMOUNT	COMMENTS- SCOPE
GRAND TOTAL				
I CERTIFY THAT THE INFORMATION WAS OBTAINED FROM PAYROLL, INVOICES, OR OTHER DOCUMENT THAT ARE AVAILABLE FOR AUDIT.				
CERTIFIED	TITLE		DATE	

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APPENDICES

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**APPENDIX E – EMERGENCY ALERT SYSTEM ACTIVATION (EAS) PROCEDURES**

**PURPOSE:** These procedures are meant to be used by cities, military bases and other authorized entities located in Ventura County who may have the need to request emergency messages to be broadcast via the countywide EAS operated by the Sheriff's Department.

**EAS SYSTEM DESCRIPTION:** The EAS system is a network of all radio, TV broadcast stations, and cable TV companies in the county. Messages normally enter the system via specialized equipment at two points: (1) Ventura County Sheriff's Department Communication Center (SCC) and (2) the National Weather Service (NWS) headquarters in Oxnard. These messages are received by the Local Primary 1 (LP-1) stations of KVTA and KHAY and then relayed to all other radio, TV broadcast stations and cable companies within the county. Any message transmitted from either the SCC or NWS will be broadcast countywide via all of the stations and cable companies within the county.

**WHO CAN ACTIVATE EAS:** The Sheriff's Watch Commander and Sheriff's Office of Emergency Services (OES) personnel are the primary persons that have access to the system and are authorized to initiate and/or release messages. Authorized city or military base personnel and other authorized personnel within the county are also considered primary users and may input the system via the Watch Commander or Sheriff's OES personnel.

During times of extreme emergency and only when the primary agencies are not able to generate emergency messages, the LP-1 stations may originate EAS messages.

**WHEN SHOULD EAS BE USED:** The EAS should be used to alert county and/or city and military base residents of acute potential or present danger of a serious and widespread nature. It should be used only when other means of communication will be too slow or not provide widespread coverage. EAS is normally used to warn residents when there is an acute probability of life threatening or large-scale property endangerment situations.

Every circumstance for the use of EAS cannot be described here. Good judgment is necessary when a decision to use EAS is made. Public safety is the first criteria for activation, but keep in mind that all messages put out over the EAS system will be broadcast over every radio and TV station and cable company within the county.

Weather related messages are usually originated by NWS, all others would most likely come under the purview of the Watch Commander or OES.

**RESPONSIBILITY FOR SHERIFF DEPARTMENT INITIATED EAS MESSAGES:** If time permits, Sheriff's OES personnel will initiate EAS messages with the advice and consent of the Sheriff or his designee. Should that not be possible, the Watch Commander is the approving/initiating authority.

**HOW TO ACCESS EAS IF YOU ARE FROM A CITY, MILITARY BASE OR OTHER AUTHORIZED USER:**

- Step 1.** Determine the need of using EAS versus other means of notification.
- Step 2.** If EAS is selected, write up a script that the Watch Commander can use, describing the emergency, keeping the message to less than 2 minutes. The following sample format is provided as a guide.
- “This is Capt. \_\_\_\_\_, Ventura County Sheriff’s Department Watch Commander broadcasting from the County Emergency Operations Center with important emergency information. (Describe the situation using the following criteria: affected area(s), description of the threat, desired protective action by the people in the threatened area, how long the threat will be present, then directing them to tune to **local** radio or TV stations for further information.)
- Step 3.** Call the Sheriff’s Watch Commander at [REDACTED], clearly identify yourself and state what that you wish to have an EAS announcement made. If you are a person who is not known, be prepared to positively prove your identity so as to prevent any unauthorized use of the system. This may take the form of giving your driver’s license number for verification to insure it matches your name. You should also give the city/base/agency name and your position within that city, base or agency and a call back number. This is for identity verification purposes.
- Step 4.** After verification of identity and approval is given to broadcast the message, if time permits, send the text of your message to the releasing authority via fax or e-mail. If time does not permit this, read it slowly so it may be transcribed for re-reading.
- Step 5.** The Watch Commander or OES personnel will then take your message and either record it or read it “live” into the system.

**NOTE: The Emergency Alert System should only be used in situations where other means of notification will either be too slow or not cover a widespread area. EAS should be used for acute situations that affect, or could affect the safety or well-being of the public. Because of the widespread coverage of this system, best judgment is required when requesting the issuance of an EAS alert.**



APPENDIX F - DLAN QUICK REFERENCE GUIDE

**OVERVIEW:**

The DLAN’s centralized **Ticket Manager** provides users with a quick and convenient way to locate and manage tickets routed to a user’s role. These include requests, offers, and reports of information. The following instructions serve as a guide to using DLAN’s **Ticket Manager**.

**NAVIGATION:**

**Step 1:** Log into DLAN (refer to the guide entitled “Access and Login” for instructions).

**Step 2:** From the navigation bar, click the *Incidents & Tasks pull-down menu* and then select the *Ticket Manager* link that appears (see Figure 1).

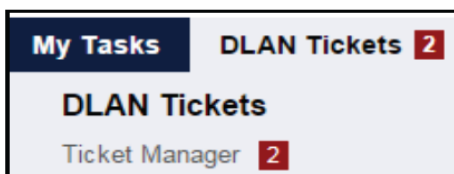


Figure 1 – Navigation Menu

**Step 3:** The **Ticket Manager** Module will open, and depending upon screen resolution, will have the filter/reports panel expanded or contracted (see figures 2, 3, 4, & 5).

**USER INTERFACE:**

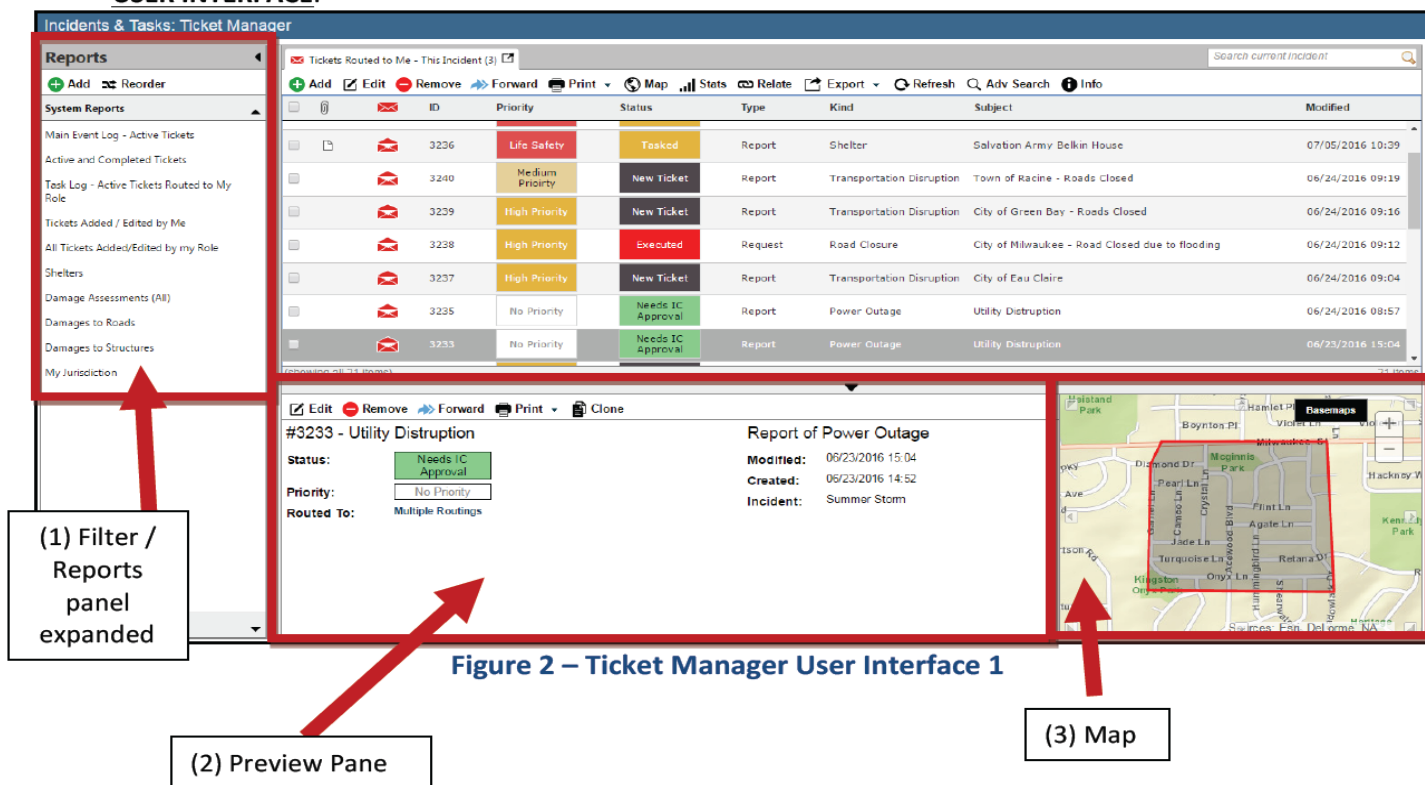


Figure 2 – Ticket Manager User Interface 1

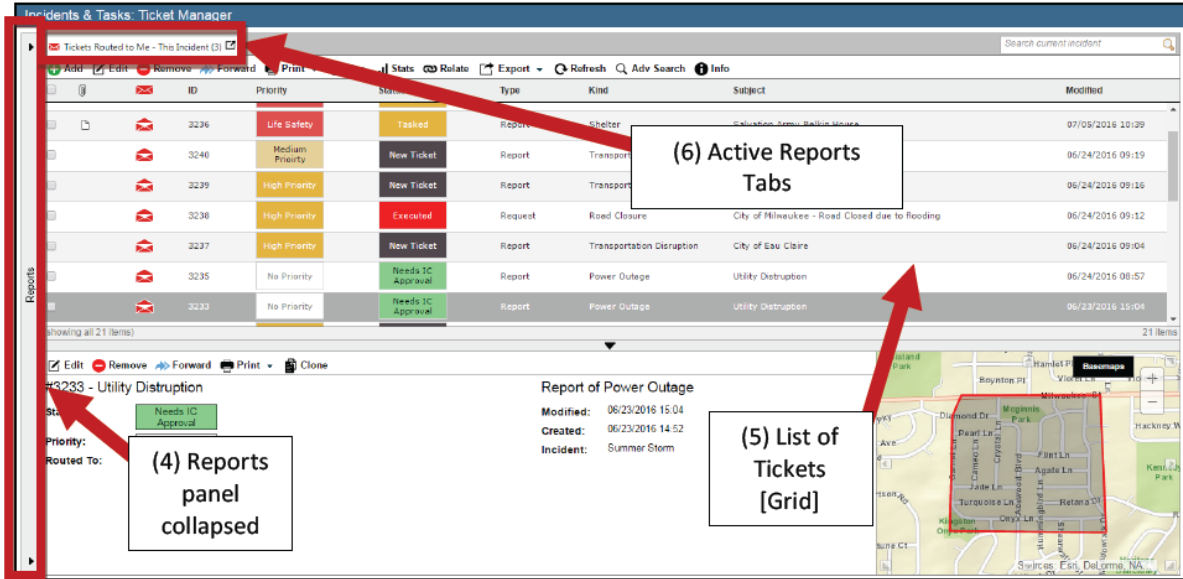


Figure 3 – Ticket Manager User Interface 2

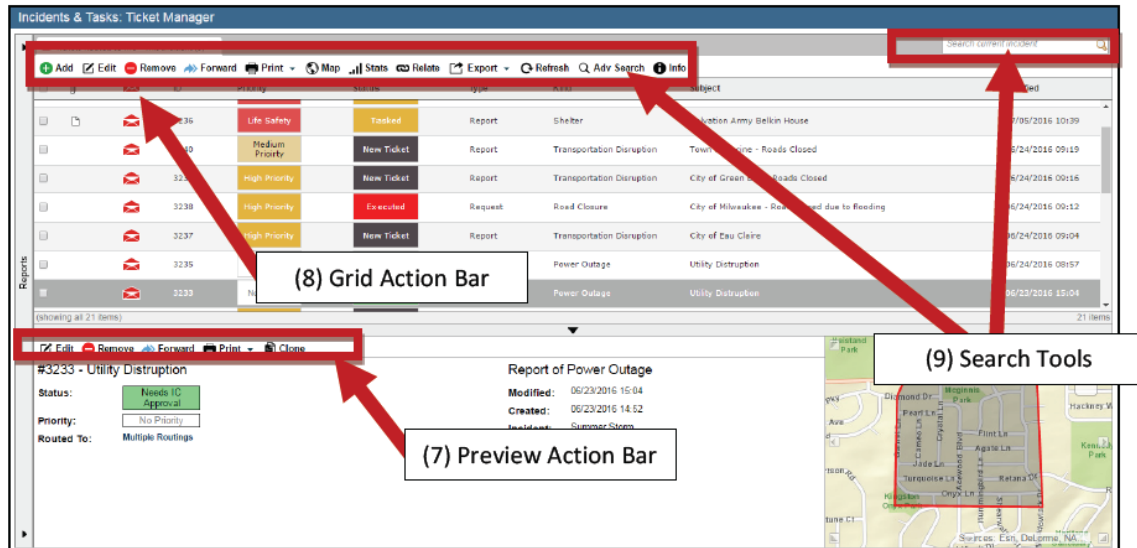


Figure 4 – Ticket Manager User Interface 3

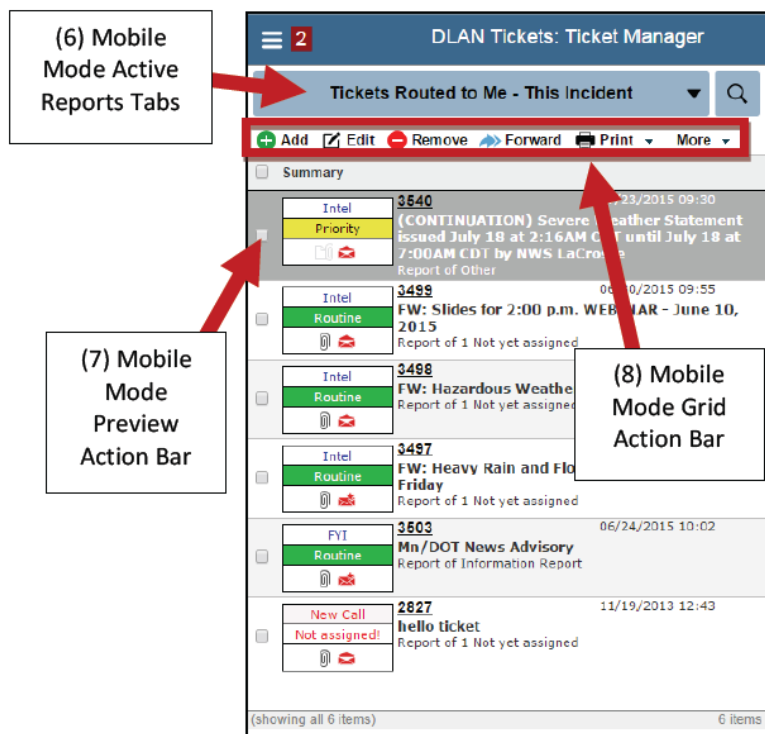


Figure 5 – Mobile Interface

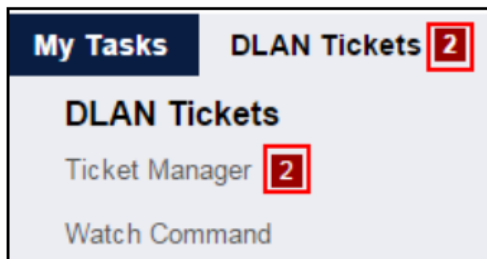
**FEATURES:**

- (1) The Filter/Reports panel has sections for “System Reports” (accessible to all users), “My Reports” (customizable on a user-by-user basis), and an “Add” Report button for the creation of custom filters/reports on-the-fly.
- (2) The Preview Pane displays short summary information about a selected ticket. To view summary information on a particular ticket, click on a particular row (ticket) in the list of tickets above the Preview Pane. If you want to open the ticket to edit or view additional information, click on the “Edit” action item in the Preview Action Bar or double click on the ticket in the list pane.
- (3) The map area of the Preview Pane will display a map with any geocoded contacts that have been added to the ticket.
- (4) The Reports Panel is expandable and collapsible. Click the arrow at the top right of the pane to expand or collapse it.
- (5) Tickets appear in the ticket list and the list automatically updates when new or updated information is available. Use the scroll bar on the right to scroll through the list of tickets. By default, the tickets are ordered by time modified so that the most recently edited/added tickets

appears at the top of the list. You can change the sort order by clicking on any of the column headers to toggle between ascending / descending sort. A particular ticket can be selected by single clicking on it (the row will highlight in gray). A row highlighted in red indicates that the ticket is overdue and requires immediate attention. Use the checkboxes along the left of the ticket list to select multiple tickets for mass editing or forwarding. Envelopes indicate the status of tickets routed to your role:

- No envelope indicates the ticket wasn't routed to your role
  - A closed envelope (with an asterisk) indicates the ticket is new and has not been viewed by anyone at all.
  - A closed envelope (without an asterisk) indicates than an existing ticket has been updated and no one in your role has yet viewed the updated information.
  - An open envelope indicates that there is no new information and that someone in your role has viewed it since the last update.
- Tabs control which tickets you are viewing. The tabs work as follows:
    - 1<sup>st</sup> tab (default) → **Tickets Routed to Me – Current Incident**
    - 2<sup>nd</sup> tab → Only displays if/when you click on a system report or user report in the Reports panel. 2<sup>nd</sup> / 3<sup>rd</sup> tab → Additionally, a second or third tab will appear if the user performs a search using the search box located above the ticket list pane.
- (6) The Active Ticket Report tab (in mobile mode it changes to a dropdown) displays an explanation of what tickets the user is currently viewing. Selecting a different system report or user report from the reports panel will change the tab and display tickets that match the criteria of the new report.
- (7) The Preview Action Bar provides actions that can be applied to the single selected ticket.
- (8) The List Pane/Grid Action Bar provides actions that can be applied to one or several selected ticket(s) using the checkboxes. New tickets can be added by clicking the “Add” icon in the list pane toolbar.
- (9) Enter a value in the search field to return a list of any tickets in the current incident that match the criteria (regardless of whether they show up in the current ticket report). Use the advanced search link to perform a more specific search for matching ticket that exist either in the active incident or in all active or archived incidents, for example, searching by ticket number, or searching by attachment file name.

**HINT:** No matter where you are in the DLAN, you will receive a visual alert any time a ticket is routed to your role. It will appear on the *Incidents & Tasks* navigation menu as a bubble with a number in it (see figure 6).



**Figure 6 – Notification Bubble**

### **APPENDIX G - VC ALERT PROCEDURES**

VC Alert may be used to notify Ventura County residents and businesses during emergency and non-emergency situations. The system is capable of alerting residents on cell phones, home phones, text message, email, fax, alpha-numeric pager and TTY devices designed for the hearing impaired. The system is available 24x7x365 and offers unlimited use with no “pay per use” charges.

The user selects a geographical area on an interactive map, chooses what delivery pathways (phone, email, text, etc.) the message should be delivered on, and the message is sent. Outbound voice calls are made at the rate of 2,000+ calls per minute. Text messages and emails are sent out at a rate of 100,000 per minute.

The data directory is comprised of numerous sources:

1. Emergency Services Listing - Includes 90%+ landline telephones. This dataset may only be used for qualifying emergencies. Refer below for acceptable use categories.
2. White Pages - Includes approximately 40% of the landline telephone lines available on the local landline telephone network.
3. Citizen Opt In - Includes 17,000+ Ventura County Residents who have registered their personal contact information including home phones, cell phones, work phones, and email addresses. Residents may register to receive alerts by visiting [www.vcalert.org](http://www.vcalert.org).

#### **HOW TO ACTIVATE VC ALERT**

- Call the EOC Duty Officer at [REDACTED] or [REDACTED]. Please be prepared to identify yourself & your agency, precise details on the area you wish to notify & the message you want sent out.

#### **During an EOC Activation**

- When the Operational Area EOC is activated, all requests to activate the VC Alert Emergency Notification System should be made through DLAN and are prioritized and approved by the Op Area EOC Director.
- If access to DLAN is unavailable, please call [REDACTED] or [REDACTED].

#### **ACCEPTABLE USE CATEGORIES**

**Non-Emergency Alerts** (sent to 17,000 VC Residents have opted-in to receive these alerts)

- Sheriff/Police Non-Emergency Alerts
  - Crime/fire prevention messages
  - Structure fire (localized impact)
  - Brush Fire (localized impact)
  - Hazardous conditions
  - Public safety training exercises affecting a neighborhood
  - Smokey conditions
- Sheriff/Police/Fire Press Releases
- Utility Failure Alerts
  - Power outage
  - Water main break

- Natural gas leak
- Community Event Alerts
  - Street fairs
  - Parades
- Public Meeting Alerts
  - City Council
  - Board of Supervisors
  - Special Districts
- Public Works Alerts
  - Closure of parks
  - Closure of roads (localized impact)

**Emergency Alerts** (includes Commercial Data/White Pages, with 40% of Landlines Covered)

- Evacuation Notices
  - Tsunami
  - Brush fire (regional impact)
  - Structure fire (regional impact)
  - Shelter in place
- Hazardous Materials
- Public Health Alerts
  - Boil-water alerts
  - Dangerous animal alerts
  - Infectious disease outbreak
  - Heat & cold advisories to vulnerable populations
- Severe Weather Events
  - NOAA Warnings
- Community Policing
  - Amber Alerts
  - Investigative canvassing
  - Missing persons
  - Prisoner escapes
  - Search for outstanding suspects
  - Armed suspects in the area
- Public Works Alerts
  - Closure of Roads (regional impact)

**Emergency Alerts** (includes Emergency Services Listing including Listed & Unlisted Landlines and Citizen Opt-ins with 90% Landlines Covered)

- Evacuation Notices
  - Tsunami
  - Brush fire (regional impact)
  - Structure fire (regional impact)
  - Shelter in place
- Hazardous Materials
- Public Health Alerts
  - Boil-water alerts
  - Dangerous animal alerts

- Infectious disease outbreak
- Heat & cold advisories to vulnerable populations
- Community Policing
  - Amber Alerts
  - Investigative canvassing
  - Missing persons
  - Prisoner escapes
  - Search for outstanding suspects
  - Armed suspects in the area
- Public Works Alerts
  - Closure of Roads (regional impact)

**Prohibited Call Criteria**

- Political campaigns
- Training purposes
- Test calls to the general public

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## **ANNEXES**

County of Ventura maintains separate Plans that are considered Annexes to this Plan. These Plans include:

- Ventura County Emergency Proclamation Guide
- Ventura County EOC Credentialing Program
- Ventura County Operational Area Alert and Warning Annex
- Ventura County Operational Area Contingency Plan for Heat/Cold Weather Events
- Ventura County Operational Area Disaster Damage Assessment Plan
- Ventura County Operational Area Disaster Debris Management Plan
- Ventura County Operational Area Disaster Recovery Plan
- Ventura County Operational Area Mass Casualty Plan
- Ventura County Pandemic Influenza Response Plan
- Ventura County Public Health Emergency Response Plan (ERP)
- **Ventura County Public Information Annex Plan**

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