COUNTY OF PLUMAS EMERGENCY OPERATIONS PLAN PART I - BASIC PLAN

PURPOSE

This Emergency Operations Plan (EOP) addresses Plumas County's planned response to emergencies associated with natural, man-made and technological disasters. It provides an overview of operational concepts and identifies components of the County's emergency management organization within the Incident Command System (ICS), the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). It describes the overall responsibilities of the local, state and federal entities for protecting life and property and assuring the overall well-being of the population. This plan is flexible enough to use in all emergencies.

SCOPE

An emergency is a situation that requires immediate action beyond the scope of normal operations and mutual aid. This Emergency Operations Plan applies to all elements of Plumas County's emergency management structure during all phases of an emergency. The primary audience is intended to be emergency managers and department heads at Plumas County, but it also is intended for the City of Portola, state and federal agencies as well as nongovernmental agencies. This Plan will provide those individuals general policy guidance for emergency management activities and interagency cooperation. The EOP is not intended to replace standard operating plans, policies, or procedures developed by participating departments, agencies or jurisdictions. In fact, effective response depends on agencies responding within their established roles and capabilities.

SITUATION AND ASSUMPTIONS

Plumas County is uniquely located at the northern end of the granitic Sierra Nevada where is intersects with the volcanic Cascade Range. Plumas is also home to the largest high elevation valley-meadow complex in California, and is characterized by a large network of streams and rivers that are all part of the greater Feather River Watershed. The Feather River Watershed is the largest watershed in the Sierra Nevada, and includes almost all of Plumas County.

The County has a total area of 2,613.48 square miles, of which 2,553.69 square miles is land and 59.79 square miles is water. It is bounded by Shasta County to the northwest; Lassen County to the north and east; Sierra County, Yuba County, and Butte County to the south; and Tehama County and Butte County to the west. Sixty-five (65) percent of the County's land area is public lands managed by the United States Forest Service, the majority of which falls within the Plumas National Forest and other areas within the Lassen, Toiyabe, and Tahoe National Forests. Additionally, the County contains a portion of the Lassen Volcanic National

Park and is home to the Plumas Eureka State Park. Approximately 29 percent of the County's land area, or 482,908 acres, are privately-owned lands.

Plumas County is topographically diverse. The elevation ranges from 1,180 feet in the western Sierra foothills, to 8,376 feet in the Sierra Nevada range. The western portion of the County is characterized by canyons and steep slopes, which become valleys and gentler rolling hills in the eastern portion. This variation in topography has implications on the County's weather patterns, amount and type of precipitation, and overall vulnerabilities to natural hazards.

Plumas County has a Mediterranean climate, with a mean annual temperature of 49 to 57 degrees Fahrenheit. Precipitation varies from 70 inches on the western slope to 12 inches on the eastern slope of the Sierra Nevada. Average annual precipitation is 43 inches, which falls mostly as rain below 4,000 feet and snow above 4,000 feet elevation.

According to the 2010 U.S. Census Data, Plumas County's total population is 20,007 residents. Plumas County is one of California's most rural counties with 7.8 people per square mile, and is one of three counties in California to have experienced a loss in population over the past 10 years. Population within Plumas County in generally concentrated in the high mountain valleys. These areas include Sierra, American, Mohawk and Indian Valleys as well as the Lake Almanor Basin. Portola is the only incorporated city in the County, with a 2010 population of 2,104 residents.

Figure 1 – Plumas County
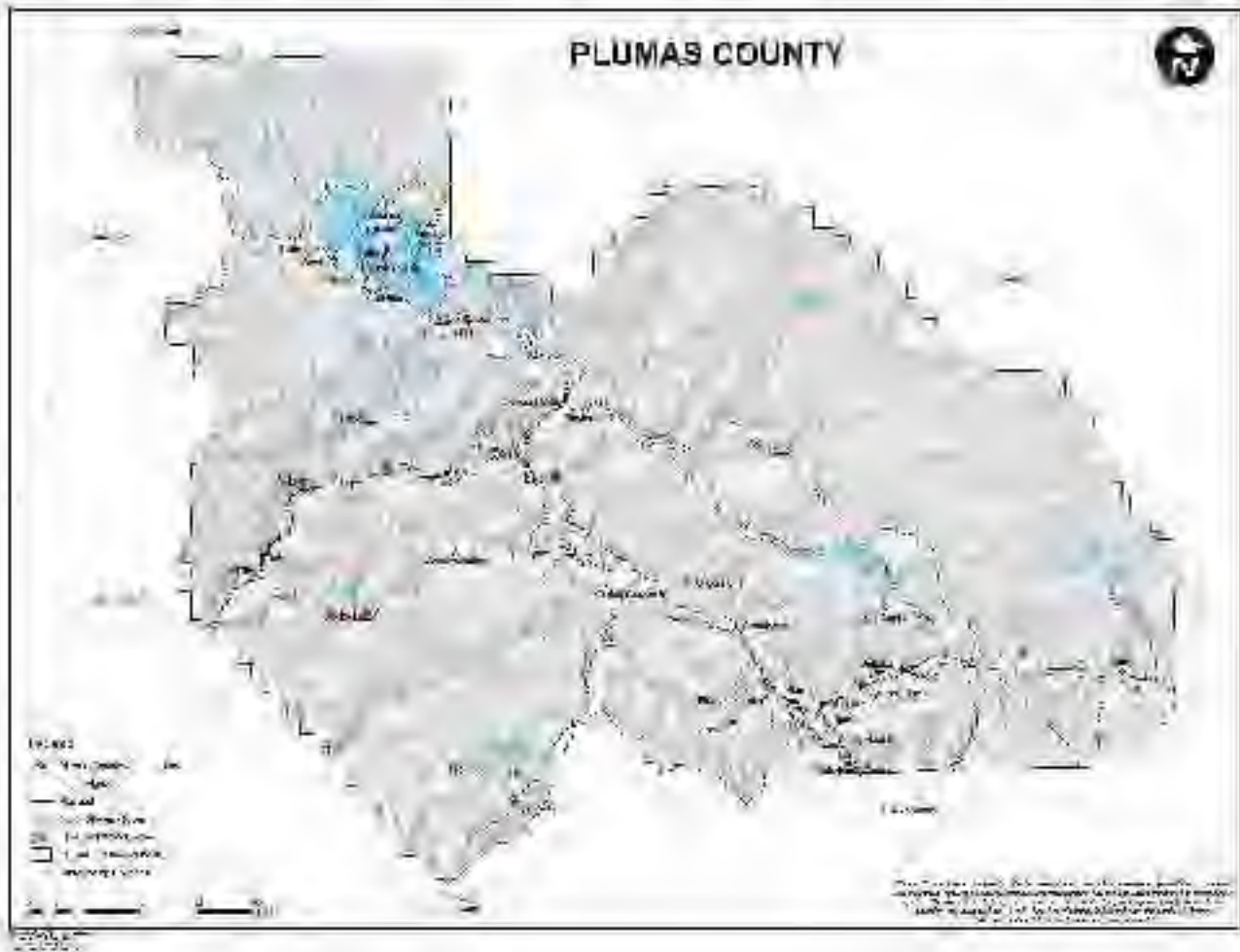
HAZARD SUMMARY

Wildland Fire

In recent years, the most significant identified hazard to Plumas County has been wildfires. From May to October of each year, private and National Forest areas of Plumas County face a serious threat from forest fires. Potential losses from wildfire include human life, structures and other improvements, natural and cultural resources, quality and quantity of water supplies, cropland, timber, and recreational opportunities. Short and long-term economic losses could also result due to loss of business and other economic drivers associated with the Plumas County summer season activities. Smoke and air pollution from wildfires can be a severe health hazard. In addition, catastrophic wildfire can create favorable conditions for other hazards such as flooding, landslides, and erosion during the rainy season.

Flood

Historically, areas of Plumas County have flooded, with significant events occurring in 1986 and 1997. Excess rainfall, snowmelt or storm surge may cause the waters of rivers or streams to overflow onto the adjacent floodplains. The severity of a flood may be determined by the amount and duration of rainfall, the saturation and permeability of the soil, and the degree of vegetative cover. The Federal Emergency Management Agency (FEMA) has mapped many areas of the 100-year flood zone throughout Plumas County.

Dam Failure

Dam failures can result for a number of natural or manmade causes. There are a number of dams in Plumas County that could pose a significant threat if they were to fail.

- Lake Almanor* operated by Pacific Gas & Electric
- Butt Valley Reservoir* operated by Pacific Gas & Electric
- Caribou Afterbay* operated by Pacific Gas & Electric
- Rock Creek* operated by Pacific Gas & Electric
- Bucks Lake* operated by Pacific Gas & Electric
- Grizzly Forebay* operated by Pacific Gas & Electric
- Cresta* owned by Pacific Gas & Electric
- Little Grass Valley Reservoir* operated by South Feather Water and Power
- Bidwell Lake (Round Valley Reservoir) operated by Indian Valley Community Services District
- Antelope Lake operated by Department of Water Resources
- Lake Davis-Grizzly Valley operated by Department of Water Resources
- Frenchman Lake operated by Department of Water Resources
- Ice Pond operated by Walton's Grizzly Lodge

Dams listed with an asterisk are under the jurisdiction of the Federal Energy Regulatory Commission (FERC). FERC has reviewed and approved comprehensive Emergency Action Plans (EAP) for each of these dams. The EAP is intended to minimize the threat to public safety and to minimize the response time to an impending or actual sudden release of water from project dams. The EAP includes information needed to provide emergency notification when water releases may present a potential for major flooding. EAP's for dam projects subject to

FERC requirements are maintained in the Plumas County Office of Emergency Services and the Sheriff's Office.

The County Office of Emergency Services also partners with the State Office of Emergency Services to meet the requirements of Government Code 8589.5 of the Emergency Services Act. This program does not deal with structural integrity of dams but does ensure that smaller, non-FERC licensed dams are identified and that proper inundation planning has been completed. The goal is to prevent loss of life resulting from a dam failure by establishing procedures for the evacuation, control and reentry of populated areas at risk below dams.

Hazardous Materials

Depending on the location, quantity and type of chemical, a release or threatened release of hazardous materials may impact public health, safety or the environment. Primary transportation routes through Plumas County pose the greatest risk of release. State Highways 70 passes east-west through the south-central portion of the county while State Highway 36 passes east-west through the northern portion. State highway 89 generally trends north and south. Significant quantities of hazardous materials may be transported on these and other routes. Recent commodity flow studies suggest the primary hazardous material transported by truck is petroleum-based materials.

Two major rail lines also pass through the county. Union Pacific (UP) Railroad tracks trend east-west through the Feather River Canyon connecting railyards in Roseville, California and Reno, Nevada. An additional UP railyard is also located in Portola. Burlington Northern Santa Fe (BNSF) Railroad tracks serve the Pacific Northwest, and connect to their railyard in Klamath Falls, Oregon to Keddie, located just west of Quincy. West from Keddie, BNSF shares the UP track through the Feather River Canyon. Portions of both routes are classified as high hazard rail routes, and both UP and BNSF are developing geographic response plans efforts to coordinate local, state, and federal response agencies in the event of a hazardous materials emergency.

Industry

Timber is the primary industry in the County. Timber mills and small quantities of associated hazardous materials can be found at the Sierra Pacific Industries mill in Quincy and the Collins Pine mill in Chester. Other areas of light industrial development are found at the Chester and Quincy Airports. Additional light industry may be found in one of the four community centers of Chester, Greenville, Quincy or Portola.

Severe Winter Storm

Severe winter storms can create hazards with various combinations of freezing temperatures, high winds, heavy snow, sleet, or ice accumulation. Severe winter storms may restrict or prevent highway or rail transportation of goods and services. Extreme snowfall can also create power outages, hazardous building conditions and even cause roofs to collapse as occurred in 1992.

Drought

Positioned at the headwaters of the Feather River, Plumas County is more drought resistant than many other areas of the state. Nonetheless, some impacts may include reduced flows of wells and springs serving individuals or communities; affects to livestock or agricultural crops; soil

erosion; drinking water supply vulnerabilities; dead and dying vegetation with the associated increases in wildfire potential.

Public Services/Systems and Facilities

A major disaster or event likely would have a significant effect on services, systems and facilities that serve the needs of the citizens of the county. Power, telephone and cell phone utilities, public transportation, vehicle and heating fuel availability and even community water or wastewater service could all be impacted during an emergency. Another vulnerability is emergency services communications infrastructure, especially mountaintop repeaters serving the fire, law, medical and other emergency services.

There are currently three hospitals that serve Plumas County: Eastern Plumas Healthcare in Portola, Plumas District Hospital in Quincy, and Seneca Hospital in Chester.   A large scale disaster could seriously reduce the number of beds available and may create the need for support from other medical facilities outside of the county.

Earthquakes, volcanic hazards, landslides and climate change are all natural hazards that are evaluated in the Plumas County Hazard Mitigation Plan. **Civil unrest and acts of war** could also impact either segments or the total population of the county.

PHASES OF EMERGENCY MANAGEMENT

Emergency management activities are often associated with the four emergency management phases indicated below. However, not every disaster necessarily includes all phases.

Preparedness

The preparedness phase involves activities undertaken in advance of an emergency. These activities develop operational capabilities and effective responses to a disaster. Disaster plans are developed and revised to guide disaster response and increase available resources. Planning activities include developing hazard analyses, writing mutual aid agreements, training response personnel, and improving public information and communications systems. As a crisis begins to develop, government takes action to prepare a response and enters a phase of preparedness identified as **Increased Readiness**. Actions taken during the buildup of a crisis situation are designed to increase an organization's ability to respond effectively to an identified disaster. Increased readiness actions include briefing government officials, reviewing plans, preparing information for release to the public, updating resource lists, and testing warning and communications systems.

Response

When an emergency is identified and expected to occur actions are taken to minimize adverse effects on life and property. **Pre-Impact** actions may include advising the emergency response agencies including fire, law, and hospitals; coordinating with the City of Portola, nearby Operational Areas (local counties) and State OES; public notices with warnings or recommended actions such as pet or vulnerable population evacuations; mobilizing personnel and pre-positioning resources and equipment; proclamation of a Local Emergency; and activation of the Emergency Operations Center.

During **Immediate Impact**, emphasis is placed on saving lives and property, getting control of the situation and continuing to minimizing the effects of the disaster. Coordinated immediate response is accomplished within the affected area by local government agencies working closely with segments of the private sector. A greater level of detail will be needed for information disseminated to the public, especially to provide accurate information and prevent rumors. The need for mutual aid or other assistance will be assessed. Incident Command Posts will be established and the EOC will be operational to the level required to support the incident. An Action Plan will be developed at the EOC. State OES may also activate the Regional Emergency Operations Center or the State Operations Center (SOC), both of which are located in Sacramento. The REOC and SOC will support the Plumas County Operational Area, State OES Regions, state agencies and other entities in the affected areas and ensure the broad coordination of emergency response.

As the emergency continues the County will address a **Sustained Impact**. During this phase assistance is provided to victims of the disaster and efforts are made to reduce secondary damage. Regional or statewide mutual aid may be provided to assist with these efforts. Response support facilities may be established. The resource requirements continually change to meet the needs of the incident. Actions taken may include operating mass care facilities,

procuring required resources to sustain operations, restoring vital utility services, documenting expenditures and coordinating with state and federal agencies working within the county.

Recovery

Recovery activities involve the restoration of services to the public and returning the affected area(s) to pre-emergency conditions. Recovery activities may be both short-term and long-term, ranging from debris removal to mitigation measures designed to prevent future occurrences of the emergency. Recovery actions include identifying resources for individual assistance, applying for state and federal assistance programs, identifying residual hazards and determining costs associated with response and recovery.

Mitigation

Mitigation efforts occur both before and after a disaster or emergency. Post-disaster mitigation is part of the recovery process and is focused on eliminating or reducing the impact of hazards which exist within the County. Region or agency specific hazard mitigation plans reflect the current risk analysis and mitigation priorities specific to an event. Plumas County's Hazard Mitigation Plan was recently updated and certified by the FEMA to be in compliance with Title 44 Code of Federal Regulation Part 201.6.

PLUMAS COUNTY EMERGENCY ORGANIZATION

Plumas County's Emergency Management Organization operates in compliance with the Incident Command System (ICS), the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS). A resolution requiring integration of NIMS into the county's emergency management system was adopted unanimously by the Plumas County Board of Supervisors on September 11, 2007. The City of Portola adopted a similar resolution on October 11, 2006. Plumas County serves as the Operational Area and is part of the California Office of Emergency Services (Cal OES) Inland Region.

Within the emergency organization, departments and agencies have specified roles in response and recovery. A summary of these roles and functions is included in Figure 2, Operational Area Responsibilities (page 32). Additionally, key county staff members have been assigned to positions within the emergency management structure to staff the emergency operations center as identified in Figure 3 (page 33).

The Board of Supervisors is responsible for overall emergency management throughout the county. The Chair of the Board of Supervisors works closely with the Emergency Operating Center (EOC) Manager to coordinate effective emergency management any time this plan is activated.

CONCEPT OF OPERATIONS

When conducting emergency operations, Plumas County will give priority to preserving life (highest priority), property and the environment. Restoring facilities, whether publicly or privately owned, that are essential to the health, safety and welfare of the people (such as medical, sanitation, water, electricity and emergency road repair) will be initiated as soon as such actions can be safely accomplished. Some emergencies will be preceded by a warning period, providing sufficient time to warn the public and implement mitigation measures designed to reduce loss of life, property damage, and effects on the environment. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the emergency operations plan and efficient and coordinated mobilization and deployment of resources. All departments and agencies of the County must be prepared to respond promptly and effectively to any foreseeable emergency, taking all appropriate actions, including requesting and providing mutual aid. Plumas County will operate within the framework of these basic emergency management systems: the Incident Command System (ICS), the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

General

The Standardized Emergency Management System is the system required by Government Code §8607 (a) for managing response to multi-jurisdiction emergencies in California. SEMS consists of five organizational levels which are activated as necessary: field response, local government, operational area, region and State. SEMS incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement, existing discipline specific mutual aid, the Operational Area concept, and multi-agency or inter-agency coordination. SEMS helps unify all elements of California's emergency management organization into a single integrated system. Local government agencies must use SEMS to be eligible for State reimbursement of certain response related personnel and equipment costs resulting from a disaster.

Field Response

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

Local Government

Local governments include cities, counties, and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction.   In SEMS, the local government emergency management organization and its relationship to the field response level may vary depending upon factors related to geographic size, population, function and complexity. Special districts under SEMS are units of local government (other than a city, county, or city and county) with authority or responsibility to own, operate or maintain a project (as defined in California Code of Regulations 2900(s) for purposes of natural disaster

assistance). This may include a joint powers authority established under Section 6500 et seq. of the CCR. All local governments are responsible for coordinating with other local governments, the field response level and the operational area. Local governments are also responsible for providing mutual aid within their capabilities. Local governmental levels shall provide the following functions: management, operations, planning/intelligence, logistics, and finance.

SEMS Requirements for Local Government

In order to be eligible for State reimbursement of response-related personnel and equipment costs, local government will:

1) Use SEMS when
   - A local emergency is declared or proclaimed, or
   - The Plumas County Operational Area EOC is activated.

2) Establish coordination and communications with Incident Commanders either
   - Through departmental operations centers (DOCs) in contact with the EOC (when activated), or
   - Directly to the EOC (when activated).

3) Use existing mutual aid systems for coordinating fire and law enforcement resources.

4) Establish coordination and communications between the City of Portola and any state or local emergency response agency having jurisdiction at an incident within the County's boundaries (applies to Operational Area only).

5) Use multi-agency or inter-agency coordination to facilitate decisions for overall local government level emergency response activities.

The requirement to use SEMS includes:
   - Fulfilling the management and coordination role of local government, and

   - Providing for the five essential SEMS functions of management, operations, planning/intelligence, logistics and finance/administration.

Operational Area

Under SEMS, the operational area is defined in the Emergency Services Act as an intermediate level of the state's emergency services organization consisting of a county and all political subdivisions within the county area. Political subdivisions include cities, a city and county, counties, district or other local governmental agency, or public agency as authorized by law. The operational area is responsible for:
- Coordinating information, resources and priorities among local governments within the operational area,
- Coordinating information, resources and priorities between the regional level and the local government level, and
- Using multi-agency or inter-agency coordination to facilitate decisions for overall operational area level emergency response activities.

SEMS regulations specify that all local governments within a county's geographic area be organized into a single operational area and that the county Board of Supervisors is responsible for its establishment. Plumas County is the lead agency for the Plumas County Operational Area which includes the City of Portola. All local governments should cooperate in organizing an effective operational area, but the operational area authority and responsibility is not affected by the nonparticipation of any local government.

SEMS Requirements for Operational Area

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

- Communicating information within Plumas County 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 Plumas County's Emergency Operations Plan and procedures.

- Incorporating SEMS into Plumas County's emergency ordinances, agreements, memorandum of understandings, etc.

- Identification of special districts that operate or provide services within the boundaries of Plumas County. 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.

All county government staff that may participate in emergencies in the EOC, in department operations centers (DOC's) or at the field level shall receive appropriate SEMS training as required by SEMS regulations. New personnel shall be trained as they are hired. Local governments should develop an exercise program that provides periodic exercises for EOC and DOC personnel under SEMS. The Director of Emergency Services is responsible for documenting SEMS training in Plumas County.

Regional

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

Cal OES has also established three administrative regions (Coastal, Inland and Southern). Plumas County is part of the Cal OES Inland administrative region. These administrative regions are the means by which Cal OES maintains day-to-day contact with emergency service organizations at the local, county and private sector levels. In SEMS, the regional level manages and coordinates information and resources among operational areas within the mutual aid region and also between the operational areas and the state level. The regional level also coordinates overall state agency support for emergency response activities within the region.

State

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

Private Sector

An important part of the emergency organization is the private sector. Business and industry own, or have access to, substantial response and support resources. Community Based Organizations (CBO's), or Non-Governmental Organizations (NGO's) provide valuable resources before, during, and after a disaster. These resources can be effective assets at any level.

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

The National Incident Management System was developed and administered by the Secretary of Homeland Security at the direction of Homeland Security Presidential Directive – 5 issued February 28, 2003. NIMS provides a consistent nationwide template to enable all government, private sector, and nongovernmental organizations to work together during domestic incidents. The intent of NIMS is to be applicable across a full spectrum of potential incidents and hazard scenarios, regardless of size or complexity. It is also intended to improve coordination and cooperation between public and private entities in a variety of domestic incident management activities. Local government agencies must use NIMS to be eligible for Federal funding of certain response related equipment and personnel costs resulting from a disaster. NIMS is based on SEMS and there are very few differences. Unless otherwise noted, any further reference to SEMS in this plan will assume compliance with NIMS.

INCIDENT COMMAND SYSTEM (ICS)

The Incident Command System is a standardized, on-scene, all-hazard incident management tool. It allows users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS has considerable internal flexibility. It can grow or shrink to meet different needs. This flexibility makes it a very cost-effective and efficient management tool for both small and large incidents. SEMS and NIMS both require the use of ICS to be effective. ICS use in the field will ensure that higher levels of emergency management can seamlessly be added as an incident grows in complexity. All incident command posts will provide written copies of their incident objectives and incident action plans to the EOC. Conversely the EOC will provide written copies of their incident objectives and action plans to the incident command posts in the field. The EOC will also provide written copies of State and Federal actions, pertaining to response and recovery, to all field level incident commanders. When possible, responding agencies may assign an agency representative to the EOC to facilitate communications. Redundant communication systems in the EOC include phone, cellular, satellite, internet, video conferencing, radio (UHF, VHF and HAM) and fax.

EMERGENCY OPERATIONS CENTER

General

The County Emergency Operations Center (EOC) is located on the second floor of the Health and Human Services Building at 270 County Hospital Road in Quincy. In the event the EOC becomes inoperable or unsafe, the alternate EOC will be at the Sheriff's Office Conference Room located at 1400 East Main Street, Quincy.

The EOC serves as a location from which centralized emergency management can be performed during any emergency, disaster, or planned event. This facilitates a coordinated response by the Director of Emergency Services or their designee, and representatives who are assigned emergency management responsibilities per this EOP. EOC activation will be whatever is needed to support emergency field operations. Thus EOC staff will vary with the specific emergency situation.

The 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 Plumas County'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 State, military, and federal agencies.

- Preparing intelligence/information summaries, situation reports, action plans, and other reports as required.

- Maintaining general and specific maps, information display boards, and other data pertaining to emergency operations.

- Continuing analysis and evaluation of all data pertaining to emergency operations.

- Controlling and coordinating, within established policy, the operational and logistical support of departmental resources committed to the emergency.

- Maintaining contact and coordination with various Department Operating Centers (DOCs) and the City of Portola's EOC.

- Providing emergency information and instructions to the public, making official releases to the news media, maintaining emergency information on the County's website and the scheduling press conferences as necessary.

The EOC must be maintained in a constant state of readiness. It will be the responsibility of the Plumas County Office of Emergency Services to ensure that the EOC remains functional and fully operational on a day to day basis.

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 - Responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.

- Operations - Responsible for coordinating all jurisdictional operations in support of the emergency response and implements of the EOC Action Plan.

- Planning/Intelligence - Responsible for collecting, evaluating and disseminating information; developing the EOC Action Plan and After-Action Report; and maintaining documentation.

- Logistics - Responsible for providing facilities, services, personnel, equipment and materials.

- Finance/Administration - Responsible for financial activities and other administrative aspects.

Organizational 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 these sections. The types of activated functions and their relationship to one another will depend upon the size and nature of the incident. Only those functions that are required to support the incident will be activated. Those functions which are needed but not staffed will be the responsibility of the next higher element in the organizational structure.

EOC Activation Policy

Activation at the local government level means that at least one local government official implements SEMS/NIMS as appropriate for the scope and needed support of the emergency. **The County's EOC is activated when field response agencies require support**.

The local official(s) implementing SEMS may function from the EOC or from any other location depending on the situation. EOC activation can range from duty officer status (EOC Manager) to full activation to meet the demands of the situation. The EOC management team should be notified immediately and briefed on the circumstances warranting activation. Notification may be made by the EOC Manager or the Plumas County Sheriff's dispatch.

The Director of Emergency Services, or his/her designee, should be notified via the Plumas County's Sheriff's dispatch center when Portola or a special district requests the County EOC be activated.

The Director of Emergency Services, or his/her designee, will notify Cal OES when the County EOC has been activated. The decision to de-active the EOC, and making proper notifications when doing so, will be the responsibility of the EOC Manager.

When to Activate

- A significant event causing damage in the Plumas County region, City of Portola or neighboring jurisdictions.

- An uncontrolled release of large quantities of water or failure of any dam or levee with in Plumas County.

- An impending or declared "State of War Emergency".

- An emergency situation that has occurred or might occur of such a magnitude that it will require a large commitment of resources or exceed the resources of the County over an extended period of time. Examples include a major hazardous material incident, civil disturbance, aircraft disaster, wild land fire, or severe weather conditions.

When to Activate the Alternate EOC

- If an emergency or disaster creates hazardous conditions to facilities and or staff at the primary EOC, the alternate EOC will be activated.
- When there is a strategic advantage of opening the alternate EOC.
- The alternate EOC may be activated at the discretion of the Director of Emergency Services or his/her designee.
- The alternate location is at the Sheriff's Department conference room, 1400 East Main Street, Quincy.

Who Can Activate

The following individuals, either acting as the EOC Manager or on behalf of the EOC Incident Manger, are authorized to activate the EOC:

- Director of Emergency Services or designee
- Sheriff or designee
- Under Sheriff or designee
- Chairman of the Board of Supervisors or designee
- County Health Officer or designee
- Operational Area Fire and Rescue Coordinator or designee

How to Activate

Contact the Plumas County Sheriff's Dispatch center at 530-283-6300:

- Identify yourself and provide a call-back confirmation phone number.
- Briefly describe the emergency/disaster situation causing this request.
- Request EOC activation and notification of EOC management team.
- Report to the EOC location (or alternate location as appropriate) to set up phone, data and other logistical support as needed based to support the incident.

EOC Management

If the EOC is activated, the EOC Manager will function as the Operational Area Coordinator. The EOC Manager 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 the City of Portola or special districts. The EOC Management Team will submit all requests for support that cannot be obtained within the county, to Cal OES Mutual Aid Region III through the Regional Emergency Operations Center (REOC).

The EOC and alternate EOC facility management is the responsibility of the Director of Emergency Services. The EOC management team will staff the EOC and provide assistance to protect the public, i.e., alerting and warning the public, evacuation of risk areas, activation of shelters, request for State/Federal assistance, etc. A summary of the key EOC staffing assignments and responsibilities is found on Figure 3. Additional roles and responsibilities can be assigned on an as-needed basis.

The EOC Manager will have the primary responsibility for ensuring that the Board of Supervisors is kept apprised of the situation and will bring all major policy issues to the Board for review and decision.

When the EOC is activated, emergency operations will be directed by the EOC Manager. The EOC Manager is supported by the EOC Management Team and has overall responsibility for:

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

Management of Personnel and Span-of-Control

The position title "manager" refers to the lead person of each organizational element in the EOC. The term "manager" is used to eliminate confusion with the terms "command" or "chief", which are the ICS titles used in field response. Each activated function will have a person in charge, but a manager may be in charge of more than one functional element. Every individual will have a manager and each manager will be responsible for no more than seven staff members, with the ideal span-of-control being three to five persons.

Managers for Operations, Planning/Intelligence, Logistics and Finance/Administration constitute the EOC General Staff. The EOC Manager and General Staff function as the EOC management team. The General Staff are responsible for overseeing the internal functioning of their section. They are also responsible for interacting with each other and the EOC Manager and other entities within the EOC to ensure the effective functioning of the EOC organization.

EOC Section Responsibilities (EOC Management Team)

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

Operations Section
- Responsible for coordinating all field operations in support of the emergency response. Develops strategies and implements the county's EOC Action Plan.

Planning/Intelligence Section
- Responsible for collecting, evaluating and disseminating information; developing the county's EOC Action Plan in coordination with other sections; initiating and preparing the county's After-Action Report, and maintaining documentation.

Logistics Section
- Responsible for providing communications, facilities, services, personnel, equipment, supplies and materials.

Finance/Administration Section
- Responsible for financial activities and other administrative aspects.

EOC Action Plans

At local, operational area, regional and state levels, the use of EOC action plans helps establish clear objectives and the steps required to achieve them. Action planning allows for "Management by Objectives" and involves:
- A process for identifying priorities and objectives for response and recovery efforts

- Documentation of the priorities and objectives, the tasks and personnel assignments associated with meeting them.

The action planning process should involve the EOC Manager and General Staff along with other EOC elements, special district and other agency representatives, as needed.   The Planning/Intelligence Section is normally responsible for development of the action plan and for facilitating 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 incident action plans need not be complex, but should be sufficiently detailed to guide EOC elements in implementing the priority actions.

Coordination with Field Response

Coordination among SEMS levels is necessary for effective emergency response. Field responders will activate the Incident Command System (ICS). It is critical that the designated Incident Commander (IC) coordinate and communicate with the EOC Manager.

In a widespread or major emergency, field Incident Commanders may report to Department Operating Centers (DOCs). The DOCs help prioritize resources, actions and strategies on a Department level. In these cases, the DOC must coordinate and communicate with the EOC, usually with the EOC Manager or the Operations Section Manager (or designee).

It is also possible for Area Commands to be established between the Incident Command teams. Area Command is an expansion of the Incident Command function primarily designed to manage a very large incident or area that has multiple incident management teams assigned.

In situations where numerous agencies with overlapping responsibility for an incident, either geographical or functional, will manage an incident by establishing a common set of incident objectives and strategies, a Unified Command may be required. This is accomplished without losing or abdicating agency authority, autonomy, responsibility, or accountability. In this case, the Unified Command would coordinate with the appropriate EOC Manager or designee.

In any case, clear paths of communication between field operations and the EOC must be maintained at all times.

Coordination with Special Districts

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

Communication and coordination with special districts is critical to the successful mitigation of any emergency. Each special district is encouraged to assign a liaison representative to the County EOC during an emergency. If not, alternate communication must be established between the special district and the County EOC to ensure ongoing and effective coordination. The communications link could be telephone (analog, cellular, satellite), internet, amateur radio, runner, etc.

Coordination with the City of Portola

Coordination with the City of Portola will be through the EOC Manager, or a Liaison Officer (if assigned) who is part of the Management Section Command Staff. Effective coordination between the Emergency Operating Centers of the City of Portola and Plumas County is critical to the successful mitigation of emergencies affecting either or both entities.

If needed, the City of Portola should request mutual aid through the Plumas County EOC. The Plumas County EOC will first try to fill the request from resources within the Operational Area. Once local resources are exhausted, Plumas County may then request mutual aid through the State Regional Emergency Operations Center (REOC) as necessary.

Coordination with Volunteer and Private Agencies

Plumas County's EOC must establish clear and effective communication with private and volunteer agencies. Agencies that play key roles in the response are encouraged to have representatives at the EOC. Examples include Radio Amateurs Civil Emergency Services (RACES) and the American Red Cross. If an agency is supporting one SEMS function only, its representative may be located with that functional element. In large incidents, some agencies may have several personnel participating in functional elements in the EOC. For example, American Red Cross personnel may be part of the staffing for the Care and Shelter element of the Operations section in addition to Advance Planning within the Planning & Intelligence section at the EOC.

Coordination with Region

Any time the Plumas County EOC is activated, regional emergency response partners at Cal OES need to be notified. Ongoing communication can be through telephone, internet, or video teleconferencing at the EOC.

Cal EOC is a web-based system that provides real time access to Federal, State and Local emergency response agencies throughout California for reporting and data collection. It is SEMS and NIMS compliant. The use of Cal EOC is required at the Operational Area level and will facilitate damage assessment reporting, resource requests, and situation status reporting. All key EOC personnel should have access to Cal EOC.

MUTUAL AID

The State of California has a mutual aid program that is made up of several discipline specific, statewide, mutual aid systems. These systems, all of which operate within the framework of the State's master mutual aid agreement, allow for the progressive mobilization of resources to and from emergency response agencies, local governments, operational areas, regions, and the state. EOC's are an important element in this program, but vary in how they will interact with specific mutual aid systems.

Disaster medical/health, fire service and law enforcement have discipline specific mutual aid systems and include operational area and regional coordinators. Because these systems function on a 24-hour a day; 365-day a year basis, the coordination is normally accomplished within the facilities operated by the specified coordinators even before EOC activation. Once the EOC is fully activated during a major emergency, representatives from all activated mutual aid systems should be assigned to the EOC for coordination and information transfer purposes. For example, medical/health mutual aid coordination is assigned to the MHOAC (Medical Health Operational Area Coordinator); fire mutual aid coordination is assigned to the Fire Operational Area Coordinator; and law mutual aid coordination is assigned to the Law Operational Area Coordinator. All these coordinator positions are assigned under the Operations Section Branch Manager.

To access resources outside of the medical/health, fire or law mutual aid systems, the California Emergency Management Mutual Aid (EMMA) plan can be activated. This system is designed to provide emergency management personnel and technical specialists to support the disaster operations of affected jurisdictions during an emergency. These requests typically flow through the Logistics Section Manager to the Regional or State Operations Center EMMA Coordinator.

If required, Cal OES may coordinate the establishment of one or more Disaster Support Areas (DSA's) where resources and supplies can be received, stockpiled, allocated, and dispatched to support operations in the affected area(s). Mutual aid may also be obtained from other states. Interstate mutual aid may be obtained through direct state-to-state contacts, pursuant to interstate agreements and compacts, or may be coordinated through federal agencies.

Mutual Aid Regions

To facilitate the coordination and flow of mutual aid, the state has been divided into six mutual aid regions and three administrative regions. Mutual aid regions are established under the Emergency Services Act by the Governor. Plumas County is within mutual aid Region III. Region III is in the Cal OES Inland Administrative Region. The primary mission of the Inland Region's emergency management organization is to support Operational Area response and recovery operations and to coordinate efforts through the Regional EOC (REOC).

Participation of Private and NGO'S

Private and non-governmental organizations (NGO's) may participate in the mutual aid system along with governmental agencies. For example, the disaster medical mutual aid system relies heavily on private sector involvement for medical/health resources. Some volunteer agencies such as the American Red Cross, Salvation Army 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 emergency response should be represented in an EOC. Liaison should be established between activated EOC's and private agencies involved in a response. Where there is a need for extensive coordination and information exchange, private agencies should be represented in an activated EOC.

CONTINUITY OF GOVERNMENT

Purpose

In the aftermath of a major disaster, law and order must be preserved and essential government services must be maintained. There could be partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government and industry. The California Government Code and the Constitution of the State of California provide authority for the continuity and preservation of State and local government.

Responsibilities

Government at all levels is responsible for providing continuous, effective leadership and authority under all aspects of emergency services 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 additional resources may be provided by others upon request. A key aspect of this control is to be able to communicate official requests, situation reports, and emergency information throughout any disaster a community might face.

A particular communications challenge facing Plumas County is lack of reliable cell phone and wifi internet coverage. During peak use or prolonged power outages, cell service may not be available. Alternate communications including radio communications through a public safety system such as the law or fire net, or through amateur radio operators may be necessary. Face-to-face communications through activation of the Emergency Operations Center (EOC) or alternate EOC may be necessary.

Preservation of Local Government

Article 15 of the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code) provides the authority, as well as the procedures to be employed, to ensure continued functioning of political subdivisions within the State of California. Appointments may be made in advance or at the time of the emergency.

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

Reconstituting the Governing Body

Article 15, Section 8644 of the Emergency Services Act establishes a method for reconstituting the governing body. It authorizes that, should all members, including all standbys, be unavailable (defined as killed, missing, or otherwise so seriously injured as to be unable to perform his duties), temporary officers shall be appointed as follows:

- By the chairman of the Board of Supervisors of Plumas County, and if he/she is not available,
- By the chairman of the Board of Supervisors of any other county within 150 miles of Plumas County (beginning with the nearest and most populated county and going to the farthest and

least populated), and if he/she is not available,
- By the Mayor of any City within 150 miles (beginning with the nearest and most populated down to farthest and least populated).

Article 15, Section 8642 of the Emergency Services Act mandates 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 Emergency Services Act 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 that the Board of Supervisors designate an alternative temporary County seat, which may be located outside county boundaries, for use in the event of war or enemy-caused disaster. A different temporary county seat may be designated at any time as circumstances indicate the desirability of such a change.

Lines of Succession
Article 15 of the California Government Code provides for the succession of officers who head departments responsible for maintaining law and order or for furnishing public services related to health and safety. The alternates specified below shall have the same authority and powers and shall serve until relieved of this responsibility by the regular officer or department head or the Board of Supervisors.

Department/Function	Primary	Alternates
Administrative Functions	Board Chair	County Counsel
Sheriff	Sheriff	Under Sheriff
Emergency Services	Asst. Director	Fire Op Area Coordinator
Public Works	Director	Deputy
Public Health	Director	Medical Health Op Area Coordinator
		Health Officer
Environmental Health	Director	Registered Environmental Health Specialist
Social Services	Director	Deputy Director
Building Department	Building Official	Senior Plans Examiner
Clerk/Recorder	Clerk/Recorder	Deputy Clerk/Recorder
Auditor	Auditor	Assistant Auditor
Facilities Services	Director	Maintenance Supervisor

Preservation of Vital Records

In Plumas County, the following individuals are responsible for the preservation of vital records:
1) County Clerk
2) Clerk of the Board
3) County Auditor
4) Public Health Agency Registrar for Vital Statistics

Plumas County Courts are responsible for their own records preservation policies and procedures, or developing agreements with allied county agencies as appropriate.

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.

- Records of emergency response and recovery operations. Records of this type include 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. This includes statutes and ordinances, court records, official proceedings and financial records.

Vital records of Plumas County are managed and maintained according to the standard operating procedures of the agency responsible for maintaining them. Where appropriate, cross-training, surge capacity and redundant backup/record depositories for these vital records are encouraged.

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

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

Special Needs Populations and the Americans with Disabilities Act

Plumas County strives for inclusion, integration, and equal access for all aspects of emergency planning, response and recovery. It is the intent of this plan that every reasonable accommodation will be made for those residents and visitors with special needs, both before and during an emergency. It must be understood that a disaster, by its very nature, degrades the availability, quantity, quality, and timeliness of public services. Resources and services will be at a premium, and under accepted emergency management practice, must be allocated for the greatest benefit of the entire population.

Family members, caregivers and support providers should develop pre-emergency plans, systems and strategies to help support the specific needs of special needs individuals to the greatest extent possible. This can both improve the services delivered and reduce the demand for specialized services provided by response agencies.

Examples of accommodations for those with special needs are provided below. This is not intended as a complete list, but an illustration of measures in place or available to promote equitable service to all. A functional annex to this EOP also provides additional strategies for access and functional needs planning and response.

Special Need	Support Measures
Hearing Impairment	7-1-1 California Relay Service 9-1-1 County Communications Center has systems to exchange visual information, including TTY telephone and the ability to accept emergency requests via e-mail Instructions and other information will routinely be provided on the county's internet web site. Appropriate services may be provided at locations for public briefings and shelters. Printed outlines of verbal briefings or press releases may be available at briefing locations.
Visual impairment	The telephone emergency notification system provides auditory warnings, information, and updates Briefings, updates and instructions are routinely provided by voice
Mobility impairment	Transportation resources include wheelchair accessible vehicles and assistance Briefing locations and shelters should be established in locations that are fully accessible
Cognitive impairment	Existing support provided by family members and caregivers can be supported during emergency operations Limited services may be available to small groups
Medically fragile	Although those with in dwelling devices, special equipment, or other special needs should do whatever they can to maintain their normal systems, limited

	support may be available to assist them in an emergency
Age-related dependency	Dependent children and seniors will usually be served best by their familiar family members or caretakers. Those efforts should be supported to the extent possible. Unattended individuals or small groups will be accommodated within available resources.
Low English language proficiency or literacy	Foreign language interpretation services for Spanish and other languages found in limited numbers in the county
General	Evacuation planning and operations should consider those who will be unable to hear warnings, answer their doors, or leave their locations independently. Alternate shelters or spaces within general shelters could be identified for additional privacy or accommodation made necessary by some evacuees' physical, developmental, or other special needs.

References

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

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

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

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

EMERGENCY PROCLAMATIONS

Local Emergency

A Local Emergency may be proclaimed by the Board of Supervisors. The Director of Emergency Services, or in the instance of health-related emergencies, the County Health Officer (or their designee) may proclaim the existence of a local emergency. This proclamation must be ratified by the Board of Supervisors within seven (7) days or it will no longer be in effect as specified in Title 4 Chapter 1 of the Plumas County Code. A Local Emergency proclaimed by the Board of Supervisors must be issued within ten (10) days of the occurrence of a disaster if assistance will be requested through the California Disaster Assistance Act (CDAA). The Board of Supervisors must review the need to continue the proclamation at least every thirty days until the Local Emergency is terminated. The Local Emergency must be terminated as soon as conditions warrant.

Emergency proclamations are normally made when there is an actual incident or threat of disaster or extreme peril to the safety of persons and property within the county, caused by natural or man-made situations.

The purpose of a local emergency proclamation includes:

- Authorizing the undertaking of extraordinary powers and authorities to mitigate the emergency.
- Authorizing the issuance of orders and regulations to protect life and property such as curfews, quarantine, social distancing, etc.
- Activating pre-established local emergency provisions such as special purchasing and contracting.
- Providing limited immunity for emergency actions of public employees and governing bodies.
- Serving as a prerequisite for requesting a Director's concurrence, Governor's Proclamation of a State of Emergency and/or Presidential Declaration of Emergency or Major Disaster.

State of Emergency

A disaster may be of such magnitude that it requires extraordinary action by the State in order to protect lives, property, and the environment. The Emergency Services Act allows the Governor to proclaim a state of emergency "...when the 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 reasons 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."

State of War Emergency

If a state of war emergency exists, all provisions associated with a state of emergency apply as stated above. All State agencies and political subdivisions are required to comply with the lawful orders and regulations of the Governor, as provided in the ESA. A state of war emergency "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."

See the "Recovery" section in Part II for a full list of proclamations/declarations and their specific requirements.

PUBLIC AWARENESS AND EDUCATION

The public's response to any emergency is based on an understanding of the nature of the 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. Public awareness and education prior to any emergency is crucial to successful public information efforts during and after the emergency. The pre-disaster awareness and education programs must be viewed as equal in importance to all other preparations for emergencies and receive an adequate level of planning. Because emergency planning for Plumas County will be based on an "all hazards" approach, so should public awareness and education. Specific knowledge should be developed for dealing with the most probable disasters but shall complement an overall program for preparedness.

The Plumas County Office of Emergency Services maintains an informational, internet web page on the County web site at www.plumascounty.us. Emergency preparedness links, and information on county and individual preparedness is available, as well as a copy of this plan.

The State Office of Emergency Services offers a wide range of public information on their website. In addition State OES may make available public presentations and seminars aimed at providing citizens with information necessary to prepare and respond to disasters and emergencies.

ALERTS AND WARNING

Alerting and warning is the process of notifying government entities 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 is dependent upon timely dissemination of warning and emergency information to persons in threatened areas. Local government is responsible for warning the populace of their jurisdiction. County officials accomplish this using a number of different methods, from formal warning systems to door-to-door notification. While each method is unique in its application, each shares a common purpose of maintaining clear and accurate disbursement of information.

TENS: Telephone Emergency Notification System (Code Red)

The TENS system is an emergency notification system that can be activated by the Plumas County Sheriff's Dispatch Center. Using a Geographical Information System (GIS) interface and computer automated dialing, the TENS system can notify and send out recorded information to landline telephone numbers in a specified area. Individuals with cellular telephones need to register their device and link it to a specific location to receive a TENS notification. The entire County can be notified by a TENS activation, or an area-specific activation is also possible. For area-specific activation, the area receiving notification must be identified by emergency management staff or local public safety officials.

Emergency Alert System (EAS)

The Emergency Alert System replaced the Emergency Broadcast System in 1997. The Emergency Alert System (EAS) is used to provide emergency warning, information, guidance, instructions and news via the broadcast news media. EAS enables any radio station to automatically put a warning message over the air without any human intervention. Whether the station is attended or not a warning can be broadcast to its audience. Because EAS has the ability to provide a message digitally it may be carried by television stations and cable television companies as well.

This system uses the facilities and personnel of the broadcast industry on a voluntary basis. EAS is operated by the broadcast industry according to established and approved EAS plans, standard operating procedures and within the rules and regulations of the Federal Communications Commission (FCC). The FCC governs the EAS nationwide and appoints a Chair of each State Emergency Communications Committee to oversee the EAS system at the State level. Guidance for the use of EAS in Plumas County can be found in the "FCC Sacramento-Sierra Local Area Plan".

Typically activated by state or regional Cal OES for region or state-wide emergencies, local EAS activation requests to Cal OES may be appropriate and may be authorized by any one of the following parties:
- Plumas County EOC Manager
- Plumas County Emergency Services Director or designee
- Plumas County Sheriff or designee
- Chairman of the Plumas County Board of Supervisors or designee
- Plumas County Health Officer
- Mayor of City of Portola or designee

Operational Area Satellite Information System (OASIS)

The OASIS project, funded under the Earthquake Hazards Reduction Act of 1986, was established to create the most robust communications system possible using leased transponder space from commercial satellite operators. The result is the establishment of a system which allows satellite communication between state, regional and operational areas.

OASIS is a system that consists of a communications satellite, multiple remote sites and a hub.

A high frequency (HF) radio system and a satellite communications network were constructed to link all 58 counties with State OES and other state agencies for disaster communications as well as day-to-day traffic. The system, which uses technology similar to cellular telephones, has 60 channels. When a user picks up the line, the system automatically searches for the best available channel. The Plumas County Sheriff's Dispatch Center has the OASIS hardware and 8 dedicated OASIS lines for both voice and data communications.

California Law Enforcement Mutual Aid Radio System (CLEMARS)

CLEMARS was established to provide common police radio frequencies for use statewide by state and local law enforcement agencies when inter-agency coordination is required. It operates under appropriate FCC rules and regulations and is administered by Cal OES.
The system establishes four priorities for use:

1. Emergency operations of law enforcement agencies, primarily mutual aid activities.
2. Emergency or urgent operations of law agencies, involving a single agency.
3. Special event control activities, generally of a pre-planned nature and generally involving joint participation of two or more agencies; or two or more police divisions, stations of CHP, etc. Drills, rehearsals, command post exercises and like activities are considered Priority III activities.
4. When no traffic of a higher priority classification is in progress, agencies participating in CLEMARS may utilize the frequency for local communications as a secondary means of communication.

Blue Jeans Video Conferencing

On behalf of the 58 operational areas throughout the state, Cal OES subscribes to a secure internet-based video conferencing service called Blue Jeans. Blue Jeans video conferencing allows direct video teleconferencing linkage to any other county EOC, regional or state Cal OES office. It can be used on mobile or fixed devices, and Cal OES has authorized user accounts to the Plumas County Director of Emergency Services and the Sheriff's Department. Blue Jeans video conferencing is available during an EOC activation given a reliable internet connection.

PUBLIC INFORMATION

The collection and dissemination of accurate and timely information to the general public will be a priority in all emergencies. The Public Information Officer (PIO), once activated by the EOC Manager, will be responsible for developing and releasing information about the incident to the news media, to incident personnel and to other appropriate agencies and organizations. To help ensure a consistent and coordinated message is delivered to the public, the EOC Public Information Officer will establish a Joint Information System. A Joint Information System (JIS) provides the mechanism to organize, integrate, and coordinate information to ensure timely, accurate, accessible, and consistent messaging across multiple jurisdictions including nongovernmental organizations and the private sector. A JIS provides a structure and system for providing coordinated interagency messages, for controlling rumors, and for correcting inaccurate information that could undermine public confidence in the emergency response effort.

The Public Information Officer may also establish a Joint Information Center (JIC) to coordinate public information. A JIC is a central location that facilitates the Joint Information System, but a

virtual JIC established through telephone or video conferencing is also possible. A JIC should be considered a tool to help ensure only accurate and verified information is released to the public.

The PIO will also establish an area for media relations and press/media briefings. This may be at the JIC or an alternate location as appropriate. Should a request be made for tours or photo opportunities of the EOC, the PIO will coordinate those requests through the EOC Manager. The PIO will also insure that information for public dissemination is made available on the internet via the County's website.

TRAINING AND EXERCISES

Training and exercises, in regard to emergency and disaster response, are essential at all levels of government to ensure a constant state of readiness. The objective is to train and educate public officials, emergency response personnel and the public. The Plumas County Disaster Council will ensure that all emergency response personnel can demonstrate and maintain, to the level deemed appropriate, the minimum SEMS and NIMS performance objectives, as outlined in state and federal implementation plans. Training for County employees is provided through new employee orientation, ICS/SEMS/NIMS courses and EOC personnel training.

The Office of Emergency Services will inform County departments and the City of Portola of training and exercise opportunities associated with emergency management. County departments with responsibilities under this plan must ensure their personnel are properly trained to carry out these responsibilities. Individual departments will be responsible for maintaining training records.

Exercises allow emergency responders to become familiar with the procedures, facilities and systems which they will use in emergency situations. Exercises shall include as many Operational Area departments, agencies, and jurisdictions as possible. Plumas County OES is responsible to update and maintain the Operational Areas multi-year training exercise plan. Specific training needs can be submitted to OES for inclusion in this plan. OES will document exercises by conducting a debriefing and preparing an after action report. The information obtained will be used to revise the County's emergency operations plan as needed.

EOP MAINTENANCE AND DISTRIBUTION

Per Section 4-1.07 of the Plumas County Code, the Plumas County Disaster Council is responsible for the development of this **Emergency Operations Plan.** It will be updated and revised by the Plumas County Office of Emergency Services in coordination with the Disaster Council. Revisions may result from post-incident analyses and/or post-exercise critiques. It may be modified if responsibilities, procedures, laws, rules, or regulations pertaining to emergency management and operations change. Parts I, II, and III of this plan will be reviewed and approved by the Plumas County Board of Supervisors. Part IV, the functional annexes, will be reviewed and approved by the Disaster Council.

Those agencies having assigned responsibilities under this plan are obligated to inform the Plumas County Office of Emergency Services when changes occur or are imminent. Proposed changes will be submitted, in writing, to the Plumas County Office of Emergency Services. Every five years the revised EOP will be republished, and redistributed. Records of revision to this plan will be maintained by the Plumas County Office of Emergency Services.

AUTHORITIES AND REFERENCES

Disaster response and recovery operations will be conducted as outlined in Concept of Operations, and in accordance with the enabling legislation, plans, and agreements listed below:

Federal

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended).
- Federal Civil Defense Act of 1950 (Public Law 920, as amended).
- NRT-1, Hazardous Materials Emergency Planning Guide and NRT-1A Plan Review Guide (Environmental Protection Agency's National Response Team).
- Army Corp of Engineers Flood Fighting (Public Law 84-99).
- Federal Communications Corporation (RACES).
- The National Security Act of 1947, dated July 26, 1947, as amended.
- Executive Order (EO) 12656, Assignment of Emergency Preparedness Responsibilities dated November 18, 1988, as amended.
- Executive Order (EO) 12148, Federal Emergency Management, dated July 20, 1979, as amended.
- Presidential Decision Directive (PDD) 67, Enduring Constitutional Government and Continuity of Government Operations, dated October 21, 1998.
- Emergency Act of 1988 (Public Law 93-288, as amended).
- Presidential Homeland Security Directive – 5, February 28, 2003.
- Federal Response Plan (FEMA).
- Debris Removal Guidelines for State and Local Officials (FEMA DAP-15).
- A Guide to Federal Aid Disasters (DAP-19).
- Digest of Federal Disaster Assistance (DAP-21) Robert T. Stafford Act.

State

- Standardized Emergency Management System (SEMS) Regulations (Chapter 1 of Division 2 of Title 21 of the California Code of Regulations).
- California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code).
- California Code of Regulations Title 19, Chapter 2, Subchapter 3, ~2620 et. Seq.
- California Government Code ~ 8607 et. Seq.
- Hazardous Materials Area Plan Regulations (Chapter 4 of Division 2, Title 19, Article 3, 2720-2728 of the California Code of Regulations) & (California Health & Safety Code, Division 20, Chapter 6.95, Section 25503.5).
- California Department of Water Resources Flood Control (California Water Code 128 ~128)
- Orders & Regulations which may be Selectively Promulgated by the Governor during a State of Emergency.
- Orders & Regulations which may be Selectively Promulgated by the Governor to take affect upon the Existence of a State of War.
- California Government Code Section 8638, Lines of Succession.
- California Emergency Plan
- California Master Mutual Aid Agreement.
- CA Hazardous Material Incident Contingency Plan.
- CA Oil Spill Contingency Plan.
- SEMS Regional (CCR-2400).
- SEMS Guidelines.
- Debris Removal Guidelines for State and Local Officials.
- Digest of State Disaster Assistance-California Disaster Assistance Act.

Local

- Emergency Services Ordinance 92-790 adopted September 3, 1992 by the Plumas County Board of Supervisors.
- Resolution No. 455 adopting the California Disaster and Civil Defense Master Mutual Aid Agreement, adopted December 4, 1950.
- Resolution 05-7200 adopting the Multi-Hazard Mitigation Plan, September 20, 2005 by the Plumas County Board of Supervisors.
- Resolution 07-7404 adopting the National Incident Management System (NIMS), September 11, 2007 by the Plumas County Board of Supervisors.

COUNTY OF PLUMAS
EMERGENCY OPERATIONS PLAN DISTRIBUTATION

DEPARTMENTS/AGENCIES RECEIVING……………….…………Number of Copies

Plumas County Departments:

Administration.. 1
Agricultural Commissioner..1
Animal Control………………………………………………………………...…..1
Assessor....………………………………………………………………………….1
Auditor...1
Board of Supervisors...6
Building Department………………………………………………………………1
County Clerk/Recorder..1
County Counsel..1
County Library...1
District Attorney's Office...1
Environmental Health..1
Facilities Services………………………………………………………………….1
Fair………………………………………………………………………….……..1
Human Resources………………………………………………………...……..…1
Information Technology...1
Mental Health……...1
Office of Emergency Services..1
Planning Department………………………………………………………………..1
Probation…………………………………………………………………………..1
Public Health...1
Public Works/Road Department...2
Sheriff/Coroner..3
Social Services……………………………………………………………………..1
Superior Court..1
Treasurer/Tax Collector...1

Other Agencies

American Red Cross.. 1
Cal EMA, Inland Region 2
California Highway Patrol... 1
Caltrans... 1
City of Portola..6
Community Services Districts..1 each
Eastern Plumas, Plumas and Seneca Hospital Districts.. 1 each
Emergency Operations Center……………………………………………………….1
Fire Departments.. 1 each
National Forests (Lassen and Plumas)...1 each
Plumas County Flood Control.. 1
Plumas Unified School District.. 1

Figure 2 - Operational Area Responsibilities
SEMS/NIMS FUNCTIONS--Selected Agencies

Co Depts	MGMT		PLANS/INTEL	OPERATIONS												LOGISTICS		FIN/ADMIN
	Public Info.	Mgmt	Situation Analysis	Damage Assmt.	Alert & Warning	Fire & Rescue	Law Enfcmt	Evacuation	Trans-portation	Comm.	Const. & Eng.	Util	Care & Shelter	Med. / Hlth	Personnel	Sply & Procmt	Recovery
Administration	S	S															
Assessor			P	S													S
Auditor		S														S	P
Clerk/Recrd	P	S															
County Counsel		S															
Env Health			S	S							S	S	S				
Facilities Services				S									P			P	
Human Resources															P		
OES	S	P											S		S	S	S
Public Health	S	S	S	S	S								S	P			S
Public Works		S	S	P					P	S	P	P				S	S
Sheriff's Dept	S	S	S	P	P	S	P	P	S	P			S				S
Social Services	S			S									P	S			
OTHER AGENCIES																	
American Red Cross													S				
Caltrans			S	S					P	S	S						
CHP			S		S		P			S							
City of Portola	S	S				S	S	S			S	S	S		S		
Econmic Development																	S
Fire Depts	S	S	S	S		P		S		S							
Hospitals						S							S	S			
RACES										S							
Service Dist				S							S	P					
USFS	S	S	S							S							
Utilities-Power, etc				S							S	P					

P=Primary Responsibility
S=Support Role

Figure 3 - Key EOC Staff Assignments
Plumas County SEMS/NIMS Assignments and Responsibilities

Management Team		Primary	Alternate
*	EOC Manager	Director of OES	Assistant Director OES
*	Public Info Officer	County Clerk/Recorder	Deputy Clerk/Recorder
	Liaison Officer	Assigned as Needed	
	Safety Officer	Assigned as Needed	
	EOC Security Officer	Assigned as Needed	
	EOC Coordinator	Assigned as Needed	
	County Counsel	County Counsel	

Operations Section			
*	Ops Section Manager	Sheriff or Designee	Patrol Commander
	Fire Branch	Co Fire Mutual Aid Coordinator	Alternate Designee
	Law Branch	Assigned by Ops Sect Manager	
	Public Works Branch	Public Works Director or Designee	
	Medical/Health Branch	MHOAC/Director of Nursing	Health Officer or Designee
	Care and Shelter Branch	Social Services Director or Designee	

Planning/Intel Section			
*	Planning/Intel Sect Mgr	Assessor	Public Health Director
	Situation Analysis Unit	Assign as Needed	
	Advance Planning Unit	Assign as Needed	
	Documentation Unit	Assign as Needed	
	Recovery/Planning/Demob	Assign as Needed	
	Technical Specialists	Assign as Needed	

Logistics Section			
*	Logistics Section Manager	Facilities Services Director	Fair Manager
	Resources Processing Unit	Assign as Needed	
	Communications Unit	Assign as Needed	
	Transportation Unit	Assign as Needed	
	Personnel/Volunteers Unit	Human Resources Director	
	Facilities Unit	Assign as Needed	
	Mess and Lodging Unit	Assign as Needed	

Finance Section			
*	Finance Section Manager	County Auditor	County Auditor Designee
	Cost Unit	Assign as Needed	
	Time Recording Unit	Assign as Needed	
	Compensation/Claims	Assign as Needed	
	Procurement Unit	Assign as Needed	

      *   Essential SEMS/NIMS Role-Primary and Alternate must be identified

Figure 4 – County of Plumas Emergency Management Structure

COUNTY OF PLUMAS
EMERGENCY OPERATIONS PLAN
PART II - MANAGEMENT SECTION

PURPOSE
This section establishes policies and procedures and assigns responsibilities to ensure the effective management of emergency operations under the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS). It provides information on Plumas County's emergency management structure and how the emergency management team is activated.

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

OBJECTIVES
The overall objective of emergency management is to ensure the effective management of responders and resources in preparing for and responding to any disaster or emergency. To carry out its responsibilities, the EOC Management Team will accomplish the following objectives during a disaster/emergency:

- Overall management and coordination of emergency response and recovery operations.
- Coordinate and liaison with appropriate federal, state and other local government 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 EOC Management Team will operate under the following policies during a disaster/emergency as the situation dictates:

- The Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) will be followed.
- All existing city and departmental operating procedures will be adhered to unless modified by the Board of Supervisors, the Emergency Services Manager, or his/her designee.
- All on-duty personnel are to remain on duty until properly relieved. Off-duty personnel will be expected to return to work in accordance with the employee's Department policy.

- While in a disaster mode, operational periods will generally be 12 hours for the duration of the event. Operational periods will normally change at 8 a.m. and 8 p.m.   Operational periods can change and should be event driven.

MANAGEMENT SECTION COMMAND STAFF

The EOC Manager is the position that is established, at the onset of any EOC activation, to coordinate EOC operations. The Director of Emergency Services, in coordination with the County Administrative Officer and/or the Board of Supervisors, will initially fill this position during every declared local emergency. The Assistant Director of Emergency Services or the on-call backup shall serve as first alternate. EOC Manager may activate any of the Management Section Command Staff as the situation dictates. The Command Staff are responsible for advising the EOC Manager on rules, regulations, proclamations and policy matters, and they are also responsible for disseminating information to the public. These optional positions include:

- Public Information Officer
- Liaison Officer
- Agency Representative
- Safety Officer
- Security Officer
- EOC Coordinator
- Board of Supervisors
- County Counsel

Public Information Officer

The Public Information Officer (PIO) serves as the primary point of contact between the EOC, media and the public. The PIO ensures that information released is consistent, accurate, timely and that appropriate information is provided to all required agencies and the media.

After receiving a briefing from the EOC Manager, the PIO will establish an area for the media away from the EOC but at a location which makes sharing of information convenient. The PIO will provide news releases, answer questions the media may have and arrange for tours or photo opportunities of the incident. The PIO will coordinate all information releases and media contacts with the EOC Manager, County Administrative Officer, or Board of Supervisors as appropriate. In addition the PIO is responsible for setting up a public inquiry "hotline" as needed, and making sure it is updated on a consistent basis.

The PIO may also serve as a legislative liaison as an incident indicates, establishing and maintaining contact with the elected officials representing the impacted area at the state or federal levels. The legislative liaison ensures that a link has been established between the County and the legislative body to pass on information, requests, and to lobby for the filling of requests when the established request channels are overloaded and not responsive.

Liaison Officer

The Liaison Officer serves as the point of contact for Agency Representatives from assisting organizations and agencies outside the county government structure. The Liaison Officer aids in

coordinating the efforts of these outside agencies to reduce the risk of their operating independently. This ensures each agency is doing what it does best and maximizes the effectiveness of available resources. Any state and/or federal emergency official should make contact with the Liaison Officer to ensure continuity of operations.

Agency Representative

A representative from another agency may be assigned to the EOC and shall speak for his/her agency within established limits. Agency reps report through the Liaison Officer if one has been assigned. Examples include PG&E, American Red Cross or others entities as needed.

Security Officer

The Security Officer is responsible for security of all EOC facilities and personnel access. At the Courthouse Annex, the building's card lock access system makes this an important position since many staff do not have building access keys. The Security Officer position may also be combined with the EOC Coordinator and/or EOC Safety Officer as needed.

EOC Coordinator

The EOC Coordinator facilitates the overall functioning of the EOC, coordinates with other agencies and departments, and serves as a resource to the EOC Manager. Assigning this to a staff person working for Public Health may be especially helpful to ensure access to office equipment and supplies such as copy and fax machines. This position may be combined with EOC Safety and/or Security as the situation dictates.

Safety Officer

The Safety Officer is responsible for identifying and mitigating safety hazards and situations of potential county liability during EOC operations and ensuring a safe working environment in the EOC. This position is often combined with EOC Coordinator (if assigned).

County Counsel

County Counsel shall serve as the Legal Advisor and provides legal advice to the EOC Manager and the Board of Supervisors in all matters relative to the emergency. They may assist in the written proclamation of an emergency and subsequent Board ratification.

Board of Supervisors

Proclaim and/or ratify a local emergency, approve emergency orders, supervise EOC Manager and serve in their capacity as elected County Officials.

SEMS ORGANIZATION CHART

MANAGEMENT

EOC MANAGER

PRIMARY: **Director of Emergency Services**

**1st ALTERNATE: Assistant Director of Emergency Services
          or on-call designee**

Reports to: **Board of Supervisors**

GENERAL DUTIES:

➤ Make executive decisions based on policies of the Board of Supervisors.

➤ Develop and issue rules, regulations, proclamations and orders.

➤ Establish the appropriate level of the emergency management organization, and continuously monitor the effectiveness of that organization. Make changes as required.

➤ Be prepared to fill or form additional branches/groups/units as dictated by the situation.

➤ Exercise overall management responsibility for the coordination of the response efforts within the affected area. In conjunction with the General Staff, set priorities for response efforts, and ensure that all agency actions are accomplished within the priorities established.

➤ Ensure that multi-agency or inter-agency coordination is accomplished effectively within the EOC.

YOUR RESPONSIBILITY:

Overall management of Plumas County's emergency response and recovery effort.

READ ENTIRE CHECKLIST AT START-UP AND
AT THE BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

☐ Determine the operational status and appropriate level of activation based on situation as known.

☐ As appropriate, respond to the EOC.

☐ Mobilize appropriate personnel for initial activation of the EOC.

☐ In the event the primary EOC is threatened or damaged, activate an alternate EOC as required.

☐ Collect initial incident information from available sources.

POSITION START-UP ACTIONS

☐ Review your position responsibilities.

☐ Identify yourself as the EOC Manager by printing your name on the EOC organizational chart next to your assignment.

☐ Direct the implementation of the Plumas County Emergency Operations Plan.

☐ Confirm appropriate EOC activation and ensure that EOC positions are filled as needed.

☐ Depending on the incident, notify the City of Portola, other department or special district emergency operating centers and the state's Regional Emergency Operating Center (REOC) that the County EOC is activated. Notification of the REOC can be accomplished by contacting the State Warning Center 916-845-8911.

☐ Assign staff to initiate check-in procedures.

☐ Ensure that EOC is properly set up and ready for operations.

☐ Appoint and ensure that Section Managers (General Staff) are in place as soon as possible and are staffing their respective sections.
  - ➢ Operations Section Manager
  - ➢ Planning/Intelligence Section Manager
  - ➢ Logistics Section Manager
  - ➢ Finance/Administration Section Manager

☐ Ensure that the Management Section is staffed as soon as possible at the level needed.
> ➢ Public Information Officer
> ➢ Liaison Officer
> ➢ Safety Officer
> ➢ Security Officer
> ➢ EOC Coordinator

☐ Notify additional personnel to maintain a 24-hour operation as required.

☐ Brief incoming Section personnel prior to their assuming their duties. Briefings should include:
> ➢ Current situation assessment.
> ➢ Identification of specific job responsibilities.
> ➢ Identification of co-workers within job function and/or geographical assignment.
> ➢ Availability of communications.
> ➢ Location of work area.
> ➢ Identification of eating and sleeping arrangements as appropriate.
> ➢ Procedural instructions for obtaining additional supplies, services and personnel.
> ➢ Identification of operational period work shifts.

☐ Brief staff and make staff assignments. Develop work objectives with Section staff.

☐ Ensure use of activity logs (ICS 214 form) to maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster.   Document:
> ➢ Messages received.
> ➢ Action taken.
> ➢ Decision justification and documentation.
> ➢ Requests filled.
> ➢ EOC personnel, time on duty and assignment.
> ***Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.***

☐ Ensure that all Management Team, Command staff, General Staff meetings and policy decisions are documented.

☐ Ensure that telephone, radio, data communications, and EOC video teleconference links with other facilities are established and tested as appropriate.

☐ Ensure that all departments account for personnel and work assignments.

☐ Confirm the delegation of authority. Obtain any guidance or direction as necessary.

☐ Determine appropriate delegation of purchasing authority to the Purchasing Unit of the Finance/Administration Section.

☐ Schedule the first planning meeting.

☐ Confer with Operations Section Manager and other General Staff to determine what representation is needed at the EOC from other agencies.

☐ Ensure that the field agency representatives have been assigned to other facilities as necessary.

☐ Determine need and establish, if necessary, a deputy manager position.

☐ Establish the frequency of briefing sessions.

☐ Based on the situation as known or forecasted, determine likely future Management Section needs.

☐ Think ahead and anticipate situations and problems before they occur.

☐ Request additional resources through the appropriate Logistics Section Unit.

GENERAL OPERATIONAL DUTIES

☐ Carry out responsibilities of Management Section not currently staffed.

☐ Ensure that all Section logs and files are maintained.

☐ Monitor Section activities and adjust Section organization as appropriate.

☐ Resolve problems that arise in conducting Section and EOC responsibilities.

☐ Anticipate potential situation changes in all Section and EOC planning. Develop a backup plan for all plans and procedures requiring off-site communications.

☐ Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.

☐ Use face-to-face communication in the EOC whenever possible and document decisions and policy.

☐ Ensure that all Section personnel, equipment time records and a record of expendable materials used are provided to the Finance/Administration Section at the end of each operational period.

☐ Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

POSITION OPERATIONAL DUTIES

☐ Carry out responsibilities of General Staff (Operations, Planning, Logistics and Finance) not currently staffed.

☐ Assess situation, work in progress, resources and estimate incident duration.

☐ Set up EOC planning meeting schedule with all Section Managers.

☐ Ensure that Sections are carrying out their principle duties:
   ➢ Implementing operational objectives per the EOC incident action plan.
   ➢ Preparing action plans and status reports.
   ➢ Providing adequate facility and operational support.
   ➢ Providing administrative and fiscal record-keeping and support.

☐ Develop and issue appropriate rules, regulations, proclamations and orders.

☐ Initiate Emergency Proclamations as needed.

☐ Conduct periodic briefing sessions with the entire EOC Management Team to update the overall situation.

☐ Ensure periodic briefing sessions occur with the Board of Supervisors to update overall situation.

☐ Set priorities for restoration of county services.

☐ Coordinate action plan meeting with section and branch managers, agency representatives (as required) and key staff. The Planning Section is responsible to develop the action plan and conduct the meeting, but activities to be covered in an incident action planning meeting are:
   ➢ Provide briefings on current and forecasted situation and major reportable incidents within Operational Area.
   ➢ Obtain any additional information from other sources on the current situation assessment.
   ➢ Review availability and status of resources ordered, in-route or staged.
   ➢ Establish (with staff) the next operational period for which the EOC incident action plan should be developed.
   ➢ Define priority actions to be accomplished or undertaken within the next operational period utilizing known and forecasted situational information.
   ➢ Establish assignments for available and incoming resources based on current and forecast situation and established priorities.
   ➢ Determine need for additional resources. Establish specific responsibilities for ordering.
   ➢ Discuss and resolve any internal coordination issues.
   ➢ Ensure that staff is clear on the EOC action plan. Distribute as necessary.
   ➢ Establish time for next incident action planning meeting.

☐ Approve and authorize the implementation of the EOC Action Plan.

☐ In conjunction with the Public Information Officer, coordinate and conduct news conferences and review media releases as required. Establish procedure for information releases affecting inter-agency coordination.

☐ Authorize PIO to release information to the media as needed, through appropriate channels.

☐ Monitor performance of EOC personnel for signs of stress; initiate Critical Incident Stress Debriefing as appropriate in coordination with Personnel Unit of the Logistics Section.

☐ In conjunction with the Safety Officer, establish and maintain a safe working environment.

☐ Ensure that proper security of the EOC is maintained at all times.

☐ Ensure that the Liaison Officer is providing for and maintaining positive and effective inter agency coordination.

☐ Establish and maintain contacts with adjacent jurisdictions/agencies and with other organizational levels as appropriate.

☐ Monitor section level activities to assure that all appropriate actions are being taken.

DEACTIVATION

☐ Authorize deactivation of sections, branches or units when they are no longer required.

☐ Notify City of Portola EOC, adjacent facilities, other EOCs or DOC's and the REOC of planned time for deactivation.

☐ Ensure that any open actions not yet completed will be taken care of after deactivation.

☐ Ensure that all required forms or reports are completed prior to deactivation.

☐ Be prepared to provide input to the After-Action/Corrective Action Report.

☐ Deactivate the EOC and close out logs when emergency situation no longer requires activation. Notify Cal OES of deactivation.

☐ Proclaim termination of the emergency and proceed with recovery operations.

MANAGEMENT

PUBLIC INFORMATION OFFICER

PRIMARY:　　　　**County Clerk Recorder**

ALTERNATE:　　**Deputy Clerk Recorder**

REPORTS TO:　**EOC Manager**

GENERAL DUTIES:

➢ Serve as the dissemination point for all media releases for the declared emergency. Other agencies wishing to release information to the public should coordinate through the Public Information function.

➢ Utilize a Joint Information Center (JIC) or Joint Information System (JIS) as appropriate to coordinate all emergency information messages.

➢ Coordinate as necessary to 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.

➢ Review and coordinate all related information releases.

➢ Maintain a relationship with the media representatives and hold periodic press conferences as required.

YOUR RESPONSIBILITY:

Ensure that information support is provided on request; that information released is consistent, accurate, and timely and that appropriate information is provided to all required agencies.

**READ ENTIRE CHECKLIST AT START-UP AND
AT THE BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

☐ Check-in upon arrival at the EOC.

☐ Report to EOC Director.

☐ Obtain a briefing on the situation.

☐ Determine your personal operating location and set up as necessary.

☐ Review your position responsibilities. Identify yourself as the PIO by printing your name on the EOC organization chart next to your assignment.

☐ Clarify any issues regarding your authority and assignment and what others in the organization do.

☐ Request additional resources through the appropriate Logistics Section Unit.

☐ Based on the situation as known or forecast determine likely future needs.

☐ Think ahead and anticipate situations and problems before they occur.

☐ Using daily activity log (ICS 214), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
   ➢ Messages received.
   ➢ Action taken.
   ➢ Decision justification and documentation.
   ➢ Requests filled.
   ➢ EOC personnel, time on duty and assignments.
   Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

GENERAL OPERATIONAL DUTIES

☐ Keep up to date on the situation and resources associated with your Branch/Unit/Position. Maintain current status reports and displays.

☐ Keep the EOC Manager advised of your status and activity and on any problem areas that now need or will require solutions.

☐ Determine operating needs such as use of telephone, fax, radio, and data systems.

Coordinate needs with the Information Systems Branch of the Logistics Section.

☐ Review situation reports as they are received. Verify information where questions exist.

☐ Anticipate potential situation changes. Develop a backup plan for all plans and procedures requiring off-site communications.

☐ Monitor your position activities and adjust staffing and organization to meet current needs.

☐ Use face-to-face communication in the EOC whenever possible and document decisions and policy.

☐ Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your Section Coordinator at the end of each operational period.

☐ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

POSITION OPERATIONAL DUTIES

☐ Issue timely and consistent advisories and instructions for life safety, health and assistance:
  ➢ What **to do** and **why.**
  ➢ What **not to do** and **why.**
  ➢ Hazardous areas and structures to stay away from.
  ➢ Evacuation routes, instructions and arrangements for persons without transportation or special needs (non-ambulatory, sight-impaired, etc.).
  ➢ Location of mass care shelters, first aid stations, food and water distribution points, etc.
  ➢ Location where volunteers can register and be given assignments.
  ➢ Street and freeway overpass conditions, congested areas to avoid and alternate routes to take.
  ➢ Instructions from the coroner and public health officials pertaining to dead bodies, potable water, human waste and spoiled food disposal.
  ➢ Weather hazards when appropriate.
  ➢ Public information hotline numbers.
  ➢ Status of Local Proclamation, Governor's Proclamation or Presidential Declaration.
  ➢ Local, state and federal assistance available; locations and times to apply.
  ➢ How and where people can obtain information about relatives/friends in the emergency/disaster area.

☐ Develop a public information release program. Prepare and provide approved information to the media. Schedule and post times and locations of news briefings. Schedule and coordinate town hall meetings to distribute current information.

☐ Maintain an up-to-date picture of the situation for presentation to media as conditions

change.

☐ Ensure that all departments, agencies and response organizations in the jurisdiction are aware that they must coordinate release of emergency information through the PIO and that all press releases must be cleared with the EOC Manager before releasing information to the media.

☐ Periodically prepare briefings for the elected officials as necessary.

☐ Provide sufficient staffing and telephones to efficiently handle incoming media and public calls and to gather status information. Be certain this staff is up to date and they are ALL working off of the same information sheet.

☐ Consider establishing and staffing a hot-line to answer inquiries from the public. If possible, establish a site on the County Webpage that is continuously updated.

☐ Ensure that a rumor control function is established as necessary, and has the means for identifying false or erroneous information. Develop procedure to be used to squelch incorrect information. Establish an information site at all Shelters so evacuees have the most up to date information. Shelters are a hot spot for rumors to begin.

☐ Prepare, update and distribute to the public a Disaster Assistance Information Directory containing locations to obtain food, shelter, supplies, health services, etc.

☐ Monitor broadcast media, and use information to develop follow-up news releases and rumor control.

☐ Obtain, process, and summarize information in a form usable in presentations. When holding a briefing, consider the type of media you are addressing and ensure that the information is presented in a form usable to that media AND it is at a time where they can use it. For example, if television news will be broadcast at 1700, be certain they have the information AND their location background in time for the newscast. Provide periodic briefings and press releases about the disaster situation throughout the affected areas.

☐ If state or federal emergency response teams respond, ensure coordination of local, state and federal public information.

☐ Ensure that announcements, information and materials are translated and prepared for special populations (non-English speaking; non-readers; elderly; the hearing, sight and mobility impaired; etc.).

☐ Keep the EOC Manager advised of all unusual requests for information and of all major critical or unfavorable media comments. Provide an estimate of the impact and severity and make recommendations as appropriate.

☐ Ensure file copies are maintained of all information released.

☐ Provide copies of all releases to the EOC Manager.

☐ Provide copies of all releases to the EOC Manager for approval prior to issuance.

☐ Prepare final news releases and advise media representatives of points-of-contact for follow up stories.

☐ Provide escort service to the media and VIPs; arrange for tours and photo opportunities when available staff and time permit. Coordinate VIP tours with Liaison Officer and Board of Supervisors.

DEACTIVATION

☐ Ensure that all required forms or reports are completed prior to your release and departure.

☐ Be prepared to provide input to the After-Action/Corrective Action Report.

☐ Determine what follow-up to your assignment might be required before you leave.

☐ Deactivate the Emergency Public Information position and close out logs when authorized by the EOC Manager.

☐ Leave forwarding phone number where you can be reached.

MANAGEMENT

LIAISON OFFICER

PRIMARY: **Assign as needed**

ALTERNATE:

REPORTS TO: **EOC Manager**

GENERAL DUTIES:
➢ Coordinate with Agency Representatives assigned to the EOC and handle requests from other agencies for sending liaison personnel to other EOCs.

➢ Function as a central location for incoming Agency Representatives, provide work space and arrange for support as necessary.

➢ Interact with other sections and branches/groups/units within the EOC to obtain information, assist in coordination and ensure the proper flow of information.

➢ Ensure that all developed guidelines, directives, actions plans and appropriate situation information is disseminated to Agency Representatives.

YOUR RESPONSIBILITY:
Serve as the point of contact for Agency Representatives from assisting organizations and agencies outside the Plumas County government structure; aid 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.

**READ ENTIRE CHECKLIST AT START-UP AND
AT THE BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

☐ Check-in upon arrival at EOC.

☐ Report to the EOC Manager.

☐ Obtain a briefing on the situation.

☐ Determine your personal operating location and set up as necessary.

☐ Review your position responsibilities.

☐ Identify yourself as the Liaison Officer. Print your name on the EOC organizational chart next to your assignment.

☐ Clarify any issues regarding your authority and assignments and what others in the organization do.

☐ Open and maintain a position log.

☐ Determine 24-hour staffing requirements and request additional support as required.

☐ Request additional resources through the appropriate Logistics Section Unit.

☐ Based on the situation as known or forecast determine likely future Branch/Unit needs.

☐ Think ahead and anticipate situations and problems before they occur.

☐ Using a daily activity log (ICS 214), maintain all required records and documentation to support the After-Action Report/Corrective Action Report and the history of the emergency/disaster. Document:
  ➢ Messages received
  ➢ Action taken
  ➢ Decision justification and documentation
  ➢ Requests filled
  ➢ EOC personnel, time on duty and assignments.
    Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

GENERAL OPERATIONAL DUTIES

☐ Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.

☐ Keep the EOC Manager advised of your status and activity and on any problem areas that now need or will require solutions.

☐ Determine operating needs such as use of telephone, radio, fax, and data systems. Coordinate needs with the Information Systems Branch of the Logistics Section.

☐ Review situation reports as they are received. Verify information where questions exist.

☐ Anticipate potential situation changes in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.

☐ Determine and anticipate support requirements and forward to your Section Manager.

☐ Monitor your position activities and adjust staffing and organization to meet current needs.

☐ Use face-to-face communication in the EOC whenever possible and document decisions and policy.

☐ Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your Section Manager at the end of each operational period.

☐ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

POSITION OPERATIONAL DUTIES

☐ Arrange and coordinate VIP tours with PIO.

☐ Contact all on-site Agency Representatives. Make sure:
  ➢ They have signed into the EOC.
  ➢ They understand their assigned function.
  ➢ They know their work location.
  ➢ They understand EOC organization and floor plan (provide both).

☐ Determine if outside liaison is required with other agencies such as:
  ➢ Local/county/state/federal agencies.
  ➢ Schools.
  ➢ Volunteer organizations.
  ➢ Private sector organizations.

> ➢ Utilities not already represented.

☐ Determine status and resource needs and availability of other agencies.

☐ Brief Agency Representatives on current situation, priorities and EOC Action Plan.

☐ Request Agency Representatives contact their agency, determine level of activation of agency facilities, and obtain any intelligence or situation information that may be useful to the EOC.

☐ Notify and coordinate with adjacent jurisdictions on facilities and/or dangerous releases which may impose risk across boundaries.

☐ Respond to requests for liaison personnel from other agencies.

☐ Act as liaison with state or federal emergency response officials and appropriate city personnel.

☐ Determine if there are any communication problems in contacting outside agencies. Provide information to the Information Systems Branch of the Logistics Section.

☐ Know the working location for any Agency Representative assigned directly to a branch/group/unit.

☐ Compile list of Agency Representatives (agency, name, EOC phone) and make available to all Section and Branch/Group/Unit Managers.

☐ Respond to requests from sections and branches/groups/units for Agency information. Direct requesters to appropriate Agency representatives.

☐ Provide periodic update briefings to Agency Representatives as necessary.

DEACTIVATION

☐ Release Agency Representatives no longer required in the EOC after coordination with the EOC Manager and rest of the General Staff.

☐ Ensure that all required forms or reports are completed prior to your release and departure.

☐ Be prepared to provide input to After-Action/Corrective Action Report.

☐ Determine what follow-up to your assignment might be required before you leave.

☐ Deactivate the Liaison Officer position and close out logs when authorized by the EOC Manager.

☐ Leave forwarding phone number where you can be reached.

MANAGEMENT

AGENCY REPRESENTATIVE

PRIMARY: **Determined at Time of Incident**

REPORTS TO: **Liaison Officer**

YOUR RESPONSIBILITY:

As an individual assigned to the EOC from another agency, the Agency Representative should be able to speak for his/her agency within established limits.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

☐ Check-in upon arrival at the EOC.

☐ Report to Liaison Officer if that position has been activated. If not activated, report to the EOC Manager.

☐ Obtain a briefing on the situation.

☐ Unpack any kit materials you may have brought with you and set up your assigned work station.

☐ Obtain EOC organization chart, floor plan and telephone listing. Review the locations and general duties of all sections and branches/groups/units that have been activated.

☐ Review your position responsibilities.

☐ Identify yourself as an Agency Representative by putting on the vest with your title. Print your name on the EOC organizational chart next to your assignment.

☐ Clarify any issues regarding your authority and assignment and what others in the organization do.

☐ Establish communications link(s) with home agency. If unable to communicate, notify the

Information Systems Branch of the Logistics Section.

☐ Open and maintain a position log.

☐ Determine 24-hour staffing requirements and request additional support as required.

☐ Request additional resources through the appropriate Logistics Section Unit.

☐ Based on the situation as known or forecast determine likely future needs.

☐ Think ahead and anticipate situations and problems before they occur.

☐ Using daily activity log (ICS 214), maintain all required records and documentation to support After-Action/Corrective Action Report and the history of the emergency/disaster. Document:

> ➢ Messages received.
> ➢ Action taken.
> ➢ Decision justification and documentation.
> ➢ Requests filled.
> ➢ EOC personnel, time on duty and assignments.
> ***Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.***

GENERAL OPERATIONAL DUTIES

☐ Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.

☐ Keep the Liaison Officer advised of your status and activity and on any problem areas that now need or will require solutions.

☐ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

☐ Review situation reports as they are received. Verify information where questions exist.

☐ Anticipate potential situation changes in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.

☐ Determine and anticipate support requirements and forward to your Section Manager.

☐ Monitor your position activities and adjust staffing and organization to meet current needs.

☐ Use face-to-face communication in the EOC whenever possible and document decisions and

policy.

☐ Ensure that your personnel and equipment time records and a record of expendable materials used are provided to the Liaison Officer at the end of each operational period.

☐ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

POSITION OPERATIONAL DUTIES

☐ Obtain current situation briefing from person you are relieving, or from the Liaison Officer.

☐ Contact EOC sections or branches/groups/units appropriate to your responsibility, and advise them of your presence and assigned work location.

☐ If relocating to work directly with a functional branch/group/unit, advise Liaison Officer of your location.

☐ Facilitate requests for support or information that your agency can provide.

☐ Keep up to date on the general status of resources and activity associated with your agency.

☐ Provide appropriate situation information to the Situation Status Unit of the Planning/Intelligence Section.

☐ Represent your agency at planning meetings as appropriate. Be prepared to provide update briefings about your agency's activities and priorities at these meetings.

☐ Inform your agency periodically on jurisdiction/EOC priorities and actions that may be of interest.

DEACTIVATION

☐ Coordinate deactivation with Liaison Officer. Ensure your agency's representation is no longer needed prior to leaving.

☐ Be prepared to provide input to the After-Action Report.

☐ Determine what follow-up to your assignment might be required before you leave.

☐ Leave forwarding phone number where you can be reached.

MANAGEMENT

SAFETY OFFICER

PRIMARY: **Assign as Needed**

REPORTS TO: **EOC Manager**

GENERAL DUTIES:

➢ Ensure that all buildings and other facilities used in support of the EOC are in a safe operating condition.

➢ Monitor operational procedures and activities in the EOC to ensure they are being conducted in a safe manner, considering the existing situation and conditions.

YOUR RESPONSIBILITY:

Ensure the occupational safety of EOC personnel and that buildings and facilities utilized for emergency management are in safe operating condition. Stop or modify all unsafe operations outside the scope of the EOC Action Plan, notifying the EOC Manager of actions taken.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

☐ Check-in upon arrival at the EOC.

☐ Report to EOC Manager.

☐ Obtain a briefing on the situation.

☐ Determine your personal operating location and set up as necessary.

☐ Review your position responsibilities.

☐ Identify yourself as the EOC Security Officer by putting on the vest with your title. Print your name on the EOC organizational chart next to your assignment.

☐ Clarify any issues regarding your authority and assignment and what others in the EOC organization do.

☐ Open and maintain a position log.

☐ Determine staffing requirements and request additional support as required.

☐ Request additional resources through the appropriate Logistics Section Unit.

☐ Based on the situation as known or forecast determine likely future Branch/Unit needs.

☐ Think ahead and anticipate situations and problems before they occur.

☐ Using activity log, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

> ➢ Messages received.
> ➢ Action taken.
> ➢ Decision justification and documentation.
> ➢ Requests filled.
> ➢ EOC personnel, time on duty and assignments.
> ***Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.***

GENERAL OPERATIONAL DUTIES

☐ Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.

☐ Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.

☐ Review situation reports as they are received. Verify information where questions exist.

☐ Anticipate potential situation changes in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.

☐ Determine and anticipate support requirements and forward to your Section Manager.

☐ Monitor your position activities and adjust staffing and organization to meet current needs.

☐ Use face-to-face communication in the EOC whenever possible and document decisions and policy.

☐ Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your Section Coordinator at the end of each operational period.

☐ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

POSITION OPERATIONAL DUTIES

☐ Advise EOC Security Officer of your function. Secure information regarding emergency conditions.

☐ Tour the entire facility area and determine the scope of on-going operations.

☐ Evaluate conditions and advise the EOC Manager of any conditions and actions which might result in liability.

☐ Coordinate with the Personnel Unit of the Logistics Section to ensure that training for personnel includes safety and hazard awareness as appropriate and is in compliance with OSHA requirements.

☐ Study the facility to learn the location of all fire extinguishers, fire hoses and emergency pull stations.

☐ Be familiar with particularly hazardous conditions in the facility.

☐ Ensure that the EOC location is free from environmental threats (i.e., radiation exposure, air purity, water contamination, etc.)

☐ Coordinate with Security to obtain assistance for any special safety requirements.

☐ Keep the EOC Manager advised of safety conditions.

☐ Coordinate with Compensation/Claims Unit of the Finance/Administration Section on any personnel injury claims or records preparation as necessary for proper case evaluation and closure.

DEACTIVATION

☐ Ensure that all required forms or reports are completed prior to your release and departure.

☐ Be prepared to provide input to the After-Action/Corrective Action Report.

☐ Determine what follow-up to your assignment might be required before you leave.

☐ Deactivate the Safety Officer position and close out logs when authorized by the EOC Manager.

☐ Leave forwarding phone number where you can be reached.

MANAGEMENT

EOC SECURITY OFFICER

PRIMARY: **Assign As Needed**

REPORTS TO: **EOC Manager**

GENERAL DUTIES:

➢ Provide twenty-four hour a day security for EOC facilities.

➢ Control personnel access to facilities in accordance with policies established by the EOC Manager.

YOUR RESPONSIBILITY:

Security of all EOC facilities and personnel access.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

☐ Check-in upon arrival at the EOC.

☐ Report to EOC Manager.

☐ Obtain a briefing on the situation.

☐ Determine your personal operating location and set up as necessary.

☐ Review your position responsibilities.

☐ Identify yourself as the EOC Security Officer by printing your name on the EOC organizational chart next to your assignment.

☐ Clarify any issues regarding your authority and assignment and what others in the EOC organization do.

☐ Open and maintain a position log.

☐ Determine 24-hour staffing requirements and request additional support as required.

☐ Request additional resources through the appropriate Logistics Section Unit.

☐ Based on the situation as known or forecast determine likely future Branch/Unit needs.

☐ Think ahead and anticipate situations and problems before they occur.

☐ Using a daily activity log (ICS 214), maintain all required records and documentation to support the After-Action Report/Corrective Action Report and the history of the emergency/disaster. Document:
  ➢ Messages received.
  ➢ Action taken.
  ➢ Decision justification and documentation.
  ➢ Requests filled.
  ➢ EOC personnel, time on duty and assignments.
     Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

GENERAL OPERATIONAL DUTIES

☐ Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.

☐ Keep the EOC Manager advised of your status and activity and on any problem areas that now need or will require solutions.

☐ Review situation reports as they are received. Verify information where questions exist.

☐ Anticipate potential situation changes in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.

☐ Determine and anticipate support requirements and forward to the EOC Manager.

☐ Monitor your position activities and adjust staffing and organization to meet current needs.

☐ Use face-to-face communication in the EOC whenever possible and document decisions and policy.

☐ Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your Section Manager at the end of each operational period.

☐ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

POSITION OPERATIONAL DUTIES

☐ Determine current security requirements and establish staffing as needed.

☐ Determine needs for special communications. Make needs known to the Information Systems Branch of the Logistics Section.

☐ Complete a radio or communications check with all on-duty security personnel as appropriate.

☐ Establish or relocate security positions as dictated by the situation.

☐ Determine needs for special access facilities. Consider need for vehicle traffic control plan. Develop if required.

☐ Assist in any EOC evacuation.

☐ Assist in sealing off any danger areas. Provide access control as required.

☐ As requested, provide security for any EOC critical facilities, supplies or materials.

☐ Provide executive security as appropriate or required.

☐ Provide security input and recommendations as appropriate to conditions to EOC Manager.

DEACTIVATION

☐ Ensure that all required forms or reports are completed prior to your release and departure.

☐ Be prepared to provide input to After-Action/Corrective Action Report.

☐ Determine what follow-up to your assignment might be required before you leave.

☐ Deactivate the Security Officer position and close out logs when authorized by the EOC Manager.

☐ Leave forwarding phone number where you can be reached.

MANAGEMENT

EOC COORDINATOR

PRIMARY: **Assign As Needed**

REPORTS TO: **EOC Manager**

GENERAL DUTIES:

➢ Coordinate Emergency Operations Center (EOC) internal management systems.

➢ Liaison with outside public jurisdictions and internal departments.

➢ Assist and serve as an advisor to the EOC Manager and General Staff as needed.

➢ Provide information and guidance to the EOC Management Team.

➢ Maintain contact with City EOC's and coordinate through the City's Liaison Officer if necessary.

➢ Coordinate all visits to the EOC.

YOUR RESPONSIBILITY:

Facilitate the overall functioning of the EOC, coordinate with other agencies and serve as a resource to the EOC Manager.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

☐ Check-in upon arrival at the EOC.

☐ Report to the EOC Manager.

☐ Receive incident briefing from the EOC Director.

☐ Determine your personal operating location and set up as necessary.

☐ Review your position responsibilities.

☐ Identify yourself as the EOC Coordinator by printing your name on the EOC organizational chart next to your assignment.

☐ Clarify any issues regarding your authority and assignment and what others in the organization do.

☐ Open and maintain a position log.

☐ Assess emergency impacts and provide advice to the EOC Manager as to the extent of EOC activation.

☐ Assist the EOC Manager in filling needed workstation assignments.

☐ Provide assistance and information to Section Coordinators as required.

☐ Determine 24-hour staffing requirements and request additional support as required.

☐ Request additional resources through the appropriate Logistics Section Unit.

☐ Based on the situation as known or forecasted determine likely future Branch/Unit needs.

☐ Think ahead and anticipate situations and problems before they occur.

☐ Using daily activity log (ICS 214), maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster. Document:
  ➢ Messages received.
  ➢ Action taken.
  ➢ Decision justification and documentation.

➢ Requests filled.
➢ EOC personnel, time on duty and assignments.
  Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

GENERAL OPERATIONAL DUTIES

☐ Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.

☐ Keep the EOC Manager advised of your status and activity and on any problem areas that now need or will require solutions.

☐ Review situation reports as they are received. Verify information where questions exist.

☐ Anticipate potential situation changes in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.

☐ Determine and anticipate support requirements and forward to the EOC Manager.

☐ Monitor your position activities and adjust staffing and organization to meet current needs.

☐ Use face-to-face communication in the EOC whenever possible and document decisions and policy.

☐ Ensure that your personnel time records are provided to the EOC Manager at the end of each operational period.

☐ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

POSITION OPERATIONAL DUTIES

Assist the General Staff and the EOC Manager in developing an overall strategy, including:
➢ Assess the situation.
➢ Define the problem.
➢ Establish priorities.
➢ Determine the need for evacuation.
➢ Estimate the incident duration.
➢ Determine if there is a need to make an "Emergency Proclamation".

☐ Assist the Planning/Intelligence Section in the development, continuous updating and execution of the EOC Action Plan.

☐ Ensure efficient operating procedures within the EOC. Assist any function in addressing any

issues that might arise.

☐ Monitor performance of EOC personnel for signs of stress; advise EOC Manager of condition.

☐ Ensure that all documentation is being properly maintained by EOC personnel.

☐ Facilitate and attend periodic briefing sessions conducted by the EOC Manager.

☐ Advise the EOC Manager of any issues that need to be addressed and of any responsibilities that need to be assigned.

☐ Liaison with other agencies (Operational Area, State and FEMA) as assigned. Ensure that all notifications are made to the City of Portola and special districts. As necessary, verify that requests for assistance have been addressed or forwarded to the State Regional EOC.

☐ Ensure that all necessary communications have been established.

☐ Coordinate and monitor all EOC visitations.

☐ Maintain back-up power in the EOC and coordinate with Facility Services as needed.

☐ Coordinate all EOC functions with neighboring jurisdictions within the Operational Area and other support and response organizations.

☐ Assist in shift change issues.

DEACTIVATION

☐ Ensure that all required forms or reports are completed prior to your release and departure.

☐ Be prepared to provide input to the After-Action/Corrective Action Report.

☐ Determine what follow-up to your assignment might be required before you leave.

☐ Deactivate the EOC Coordinator position and close out logs when authorized.

☐ Leave forwarding phone number where you can be reached.

MANAGEMENT

COUNTY COUNSEL

PRIMARY: **County Counsel**

ALTERNATE: **Deputy County Counsel**

REPORTS TO: **EOC Manager**

GENERAL DUTIES:

➢ Prepare proclamations, emergency ordinances and other legal documents and provide legal services as required.

➢ Maintain legal information, records and reports relative to the emergency.

➢ Commence legal proceedings as needed.

➢ Participate as a member of the EOC Management Team when requested by EOC Manager.

YOUR RESPONSIBILITY:

Provide legal advice to the EOC Manager and the Board of Supervisors in all legal matters relative to the emergency and assist in the proclamation of an emergency.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

☐ Check-in upon arrival at the EOC.

☐ Report to the EOC Director.

☐ Obtain a briefing on the situation.

☐ Determine your personal operating location and set up as necessary.

☐ Review your position responsibilities.

☐ Identify yourself as County Counsel by printing your name on the EOC organizational chart next to your assignment.

☐ Clarify any issues regarding your authority and assignment and what others in the organization do.

☐ Open and maintain a position log.

☐ Determine 24-hour staffing requirements and request additional support as required.

☐ Request additional resources through the appropriate Logistics Section Unit.

☐ Based on the situation as known or forecasted determine likely future needs.

☐ Think ahead and anticipate situations and problems before they occur.

☐ Using a daily activity log (ICS 214), maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster. Document:
   ➢ Messages received.
   ➢ Action taken.
   ➢ Decision justification and documentation.
   ➢ Requests filled.
   ➢ EOC personnel, time on duty and assignments.
      Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

GENERAL OPERATIONAL DUTIES

☐ Keep up to date on the situation and resources associated with the emergency.

☐ Keep the EOC Manager advised of your status, activity and on any problem areas that now need or will require solutions.

☐ Determine operating needs for telephone, fax, or data systems. Coordinate unmet needs with Logistics Section.

☐ Review situation reports as they are received. Verify information where questions exist.

☐ Monitor your position activities and adjust staffing and organization to meet current needs.

☐ Use face-to-face communication in the EOC whenever possible and document decisions and policy.

☐ Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your Section Manager at the end of each operational period.

☐ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

POSITION OPERATIONAL DUTIES

☐ Prepare proclamations, emergency ordinances and other legal documents required by the Board of Supervisors and the EOC Manager.

☐ Develop rules, regulations or procedures required for the acquisition and/or control of critical resources.

☐ Develop emergency ordinances and regulations as needed to provide a legal basis for evacuation and/or population control.

☐ Commence civil and criminal proceedings as necessary and appropriate to implement and enforce emergency actions.

☐ Advise the EOC Manager on areas of legal responsibility and identify potential liabilities.

☐ Advise the Board of Supervisors, EOC Manager and management personnel of the legality and/or legal implications of contemplated emergency actions and/or policies.

☐ Prepare documents relative to the demolition of hazardous structures or conditions as needed.

DEACTIVATION

☐ Ensure that all required forms or reports are completed prior to your release and departure.

☐ Be prepared to provide input to the After-Action/Corrective Action Report.

☐ Determine what follow-up to your assignment might be required before you leave.

☐ Deactivate the County Counsel position and close out logs when authorized by the EOC Manager.

☐ Leave forwarding phone number where you can be reached.

COUNTY OF PLUMAS
EMERGENCY OPERATIONS PLAN
PART II - OPERATIONS SECTION

PURPOSE

To ensure Plumas County can respond to emergencies by carrying out coordinated tactical operations based upon the Action Plan. It is the policy of this Section that the priorities of responses are to be:

- Protect life and property.
- Carry out objectives of the Action Plan.
- Ensure coordinated incident response.
- Cooperate with other sections of the county's emergency response team.

OVERVIEW

The Operations Section's primary responsibility is to manage the tactical operation of various response elements involved in the disaster/emergency. These elements may include:

- Fire/Rescue/Hazardous Materials
- Law/Coroner
- Medical/Health
- Care and Shelter
- Public Works
- Building and Safety
- Water Supply
- Animal Rescue

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 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:

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (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 of duty. Off duty personnel will be expected to return to work, if requested, in accordance with the employee's department policy.

- Operational periods for the EOC will be 12 hours for the duration of the event. Operational periods will normally change at 8:00 a.m. and 8:00 p.m. but may change based on the nature and duration of the event.

SECTION ACTIVATION PROCEDURES

The EOC Manager is authorized to activate the Operations Section.

When to Activate

The Operations Section may be activated when the County's Emergency Operations Center (EOC) is activated or upon the order of the EOC Manager.

When to Report

Staff is required to report when the EOC is activated and notice is given to the individual staff. During more immediate disaster situations staff are to contact the EOC Manager at 283-6982 or the Plumas County Dispatch Center at 283-6300 for the emergency needs, reporting location and time, and other emergency information.

Where to Report

The EOC is located on the second floor of the Plumas County Health and Human Services Building located at 270 County Hospital Road, Quincy. Alternate locations may be assigned as emergency situations dictate.

SEMS ORGANIZATION CHART

RESPONSIBILITIES

EOC Manager (Management Section)
Responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies and private organizations. The EOC Manager will either activate appropriate sections or perform their functions as needed.

Operations Section
Responsible for coordinating all tactical operations in support of the emergency response through implementation of the Incident Action Plan.

Planning/Intelligence Section
Responsible for collecting, evaluating and disseminating information; developing the county's Action Plan in coordination with other sections; initiating and preparation of the county's After-Action/Corrective Active Report and maintaining documentation.

Logistics Section
Responsible for providing communications, facilities, services, personnel, equipment, supplies and materials.

Finance Section
Responsible for financial activities and other administrative aspects.

OPERATIONS SECTION STAFF

The Sheriff or his/her designee will fill the position of Operations Section Manager. The Under-Sheriff or his/her designee shall serve as first alternate. The Operations Section Manager may also be designated by the EOC Manager.

The Operations Section Manager will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches/units. The following branches/units may be established as the need arises:
➢ Law Branch
➢ Fire Branch
➢ Medical/Health Branch
➢ Care and Shelter Branch
➢ Public Works Branch
The Operations Section Manager may activate additional units as necessary to fulfill an expanded role.

Operations Section Manager

The Operations Section Manager is responsible for coordinating all tactical operations in support of the emergency response through implementation of the County's Action Plan and for coordinating all requests for mutual aid and other operational resources. The Manager is responsible for:

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

Fire Branch

The Fire Branch is responsible for coordinating personnel, equipment and resources committed to the fire, rescue, and hazardous materials elements of an incident. The fire branch is also responsible for tracking the status of in-county resources and coordinating and ordering out-of-county mutual aid resources as needed.

Law Branch

The Law 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, ordering and coordinating appropriate law mutual aid resources, coordinating search and rescue functions, and has responsibility for the Coroner's function. The law branch will also coordinate animal rescue and sheltering in conjunction with Plumas Animal Shelter and the County Ag Commissioner's Office as needed.

Public Works Branch

The Public Works Branch is responsible for coordinating all Public Works operations including maintaining public facilities and infrastructure, restoring damaged or destroyed utilities, assessing the safety of damaged building, and assistance with other functions such as traffic issues, road closures, evacuation routes, transportation, etc. as needed.

Medical/Health Branch

The Medical/Health Branch will coordinate with Plumas County Operational Area for appropriate emergency medical/health response; is responsible for managing personnel, equipment and resources to provide the best patient care possible; and coordinating the provision of public health, environmental health, and sanitation.

Care and Shelter Branch

The Care and Shelter Branch is responsible for providing care and shelter for disaster victims and will coordinate efforts with the American Red Cross and other volunteer agencies as needed.

OPERATIONS

OPERATIONS SECTION MANAGER

PRIMARY: **SHERIFF (or Designee)**

REPOTS TO: **EOC MANAGER**

GENERAL DUTIES:

➢ Ensure that the Operations Section function is carried out, including the coordination of response for Fire, Law, Medical/Health, Care and Shelter and Public Works

➢ Establish and maintain staging areas for incoming resources.

➢ Ensure that the Action Plan's operational objectives are carried out.

➢ Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.

➢ Exercise overall responsibility for the coordination of branch/group/unit activities within the Section.

➢ Report to the EOC Manager on all matters pertaining to Section activities.

YOUR RESPONSIBILITY:

Coordinate all jurisdictional operations in support of the emergency response through implementation of the County's Action Plan and coordinate all requests for mutual aid and other operational resources.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

☐ Check in upon arrival at the EOC.

☐ Report to the EOC Manager.

☐ Obtain a briefing on the situation.

☐ Set up your Section work station, including maps and status boards. Use your EOC Section materials and on-site supplies.

☐ Review your position responsibilities.

☐ Identify yourself as the Operations Section Manager. Print your name on the EOC organization chart next to your assignment.

☐ Clarify any issues you may have regarding your authority and assignment and what others in the organization do.

☐ Review organization in place at the EOC. Know where to go for information or support.

☐ 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.

☐ Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements.
  ➢ Law Branch
  ➢ Fire Branch
  ➢ Public Works
  ➢ Medical/Health Branch
  ➢ Care and Shelter Branch

☐ Request additional personnel for the Section to maintain a 24-hour operation as required.

☐ Brief incoming Section personnel prior to their assuming their duties. Briefings should include:
  ➢ Current situation assessment.
  ➢ Identification of specific job responsibilities.
  ➢ Identification of co-workers within the job function and/or geographical assignment.
  ➢ Availability of communications.

➢ Location of work area.
➢ Identification of eating and sleeping arrangements as appropriate.
➢ Procedural instructions for obtaining additional supplies, services and personnel.
➢ Identification of operational period work shifts.

☐ Inform the EOC Manager and General Staff when your Section is operational.

☐ Open and maintain Section logs.

☐ Using daily activity log (ICS 214), maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster. Document:
➢ Messages received
➢ Action taken
➢ Decision justification and documentation
➢ Requests filled
➢ EOC personnel, time on duty and assignments
Precise information is essential to meet requirements for possible reimbursement by the State OES and FEMA.

☐ Review responsibilities of branches/groups/units in your Section. Develop plan for carrying out all responsibilities.

☐ Prepare work objectives for Section staff and make staff assignments.

☐ Meet with other activated Section Managers.

☐ From the Situation Status Unit of the Planning/Intelligence Section, obtain and review major incident reports and additional field operational information that may pertain to or affect your Section operations. Provide information to appropriate branches/units.

☐ Based on the situation as known or forecast, determine likely future Operations Section needs.

☐ Think ahead and anticipate situations and problems before they occur.

☐ Request additional resources through the Logistics Section or established ordering procedures, as needed.

GENERAL OPERATIONAL DUTIES

☐ Carry out responsibilities of the Operations Section branches/groups/units that are not currently staffed.

☐ 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.

☐ Make a list of key issues currently facing your Section to be accomplished within the next operational period.

☐ Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.

☐ Brief the EOC Manager on major problem areas that need or will require solutions.

☐ Provide situation and resources information to the Situation Status Unit of the Planning/Intelligence Section on a periodic basis or as the situation requires.

☐ Determine operating needs for telephone, data, fax and radio systems. Contact Logistics Section to fill unmet needs.

☐ Determine status of transportation system into and within the affected area in coordination with the 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.

☐ Ensure that your Section logs and files are maintained.

☐ Monitor your Section activities and adjust Section organization as appropriate.

☐ Ensure internal coordination between branch/group/unit leaders.

☐ Update status information with other sections as appropriate.

☐ Anticipate potential situation changes. Develop a backup plan for all plans and procedures requiring off-site communications.

☐ Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.

☐ Use face-to-face communication in the EOC whenever possible and document decisions and policy.

☐ Participate in the Action Planning meetings.

☐ Ensure that all your Section personnel and equipment time records and record of expendable materials used are provided to the Time and Cost Analysis Units of the Finance Section at the end of each operational period.

☐ Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

SECTION OPERATIONAL DUTIES

☐ Establish field communications with affected areas.

☐ Evaluate the field conditions associated with the disaster/emergency and coordinate with the Situation Status Unit of the Planning/Intelligence Section.

☐ Determine the need to evacuate or shelter in place and issue appropriate notices or orders.

☐ In coordination with the Situation Status Unit of the Planning/Intelligence Section, designate primary and alternate evacuation routes for each incident.

☐ Display on maps the primary and alternate evacuation routes which have been determined for the incident.

☐ Identify, establish and maintain staging areas for Operations-related equipment and personnel.

☐ Direct Operations Branch/Unit Managers to maintain up-to-date Incident Charts, Incident Reports and Branch/Unit specific maps. Ensure that only active, essential information is depicted on the charts and maps. All Branch/Unit related items of interest should be recorded on an Incident Report.

☐ Provide copies of the daily Incident Report to the Documentation Unit of the Planning/Intelligence Section at end of each operational period

☐ Coordinate the activities of all departments and agencies involved in the operations.

☐ Determine resources committed and resource needs.

☐ Provide all relevant emergency information to the Public Information Officer.

☐ Conduct periodic Operations Section briefings and work to reach consensus for forthcoming operational periods.

☐ Work closely with the Planning/Intelligence Section Manager in the development of the Action Plan.

☐ Work closely with each Branch/Unit leader to ensure Operations Section objectives as defined in the current Action Plan are being addressed.

☐ Ensure that intelligence information from Branch/Unit leaders is made available to the Planning/Intelligence Section.

☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance Section, i.e., notification of any emergency expenditures.

☐ Review suggested list of resources to be released and initiate recommendations for their release. Notify the Resources Unit of the Logistics Section.

DEACTIVATION

☐ Authorize deactivation of organizational elements within your Section when they are no longer required.

☐ Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.

☐ Ensure that any required forms or reports are completed prior to your release and departure.

☐ Be prepared to provide input to the After-Action/Corrective Action Report.

☐ Deactivate your Section and close out logs when authorized by the EOC Manager.

☐ Leave forwarding phone number where you can be reached.

OPERATIONS

FIRE BRANCH

PRIMARY: **COUNTY FIRE OPERATIONAL AREA COORDINATOR**

SECONDARY: **ALTERNATE FIRE OPERATIONAL AREA COORDINATOR**

REPORTS TO: **OPERATIONS SECTION MANAGER**

In Plumas County, structural fire protection is provided by 19 special districts and 1 recognized Fire Company. These departments provide fire and rescue services to their respective districts. Plumas County does not have a certified hazardous materials response team, so initial hazmat response duties fall to the responding local fire jurisdiction as well.

These fire departments include:
BECKWOURTH FIRE
BUCKS LAKE FIRE
C ROAD FIRE
CHESTER FIRE
CITY OF PORTOLA FIRE
CRESCENT MILLS FIRE
EASTERN PLUMAS RURAL FIRE
GRAEAGLE FIRE
GREENHORN CREEK FIRE
HAMILTON BRANCH FIRE
INDIAN VALLEY FIRE
LA PORTE FIRE
LONG VALLEY FIRE
MEADOW VALLEY FIRE
PENINSULA FIRE
PLUMAS EUREKA FIRE
PRATTVILLE FIRE
QUINCY FIRE
SIERRA VALLEY FIRE
WEST ALMANOR FIRE

The Chiefs of these departments select the County Fire Operational Area Coordinator, and that person represents and coordinates structural fire protection issues throughout Plumas County during a locally declared emergency. This includes ordering mutual aid for fire or hazmat resources as needed during an emergency.

In addition to the above listed local fire agencies, the USDA Plumas, Lassen, and Tahoe National Forests provide wildfire protection on federal lands within the county. Through agreement with Cal Fire, these federal agencies also provide wild land fire protection to state responsibility areas within the county. They also provide mutual aid to local fire agencies to help protect state and federal lands.

GENERAL DUTIES:

➢ Evaluate and process requests for fire and rescue resources.

➢ Evaluate and process requests or reports of hazardous materials spills or releases.

➢ Coordinate fire and rescue and hazardous materials operations between Plumas County and the local fire and rescue provider.

➢ Assist and serve as an advisor to the Operations Section Manager as needed.

➢ Coordinate mobilization and transportation of all county resources through the Logistics Section.

YOUR RESPONSIBILITY:

Provide for the timely and adequate response to fire and rescue requests and hazardous materials spills or releases. Priorities of importance are:

➢ Protection of life
➢ Protection of the environment
➢ Protection of property and equipment

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

☐ Check in upon arrival at the EOC.

☐ Report to the Operations Section Manager and obtain a briefing.

☐ Determine your personal operating location and set up as necessary.

☐ Review your position responsibilities.

☐ Obtain a briefing from the field command post(s) or Department Operating Centers, if activated, and brief the Operations Section Manager.

☐ Identify yourself as the Fire Branch Manager. Print your name on the EOC organization chart next to your assignment.

☐ Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)

☐ Clarify any issues regarding your authority and assignment and what others in the organization do.

☐ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

☐ Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning/Intelligence Section through the Operations Section.

☐ Determine 24-hour staffing requirement and request additional support as required.

☐ Request non-mutual resources through the Logistics Section or established ordering procedures, as needed.

☐ Ensure that all your incoming Branch/Unit personnel are fully briefed.

☐ Based on the situation as known or forecast, determine likely future Branch/Unit needs.

☐ Think ahead and anticipate situations and problems before they occur.

☐ Using a daily activity log (ICS 214), maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster. Document:
  ➢ Messages received
  ➢ Action taken
  ➢ Decision justification and documentation
  ➢ Requests filled
  ➢ EOC personnel, time on duty and assignments
  Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

GENERAL OPERATIONAL DUTIES

☐ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

☐ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.

☐ Ensure that the Safety/Damage Assessment plan is being carried out by field units.

☐ Obtain regular briefings from field command post(s) or DOC.

☐ Maintain contact with established DOCs and dispatch centers to coordinate resources and response personnel.

☐ Direct field units to report pertinent information (casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc.) to the appropriate EOC Operations Branch.

☐ Keep the Operations Section Manager advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

☐ Provide periodic situation or status reports to your Section Manager for updating information to the Planning/Intelligence Section.

☐ Determine operating needs for use of telephone, fax, radio and data system. Request unmet needs through the Logistics Section.

☐ Review situation reports as they are received. Verify information where questions exist.

☐ Anticipate potential situation changes, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

☐ Determine and anticipate your support needs and forward to your Section Manager.

☐ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

☐ Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.

☐ Use face-to-face communication in the EOC whenever possible and document decisions and policy.

☐ Be prepared to participate in the Action Planning meetings and policy decisions if requested.

☐ Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Manager at the end of each operational period.

☐ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

BRANCH OPERATIONAL DUTIES

☐ Establish communications with local fire and rescue providers.

☐ Coordinate requests for local fire and rescue services.

☐ Through the Personnel and Procurement Units of the Logistics Section, provide personnel and equipment assistance to local fire and rescue provider when possible.

☐ Determine need to evacuate public as situation dictates—account for wind direction and fire or explosion if applicable. Coordinate with Law Branch for evacuations.

☐ Request activation of evacuation centers or mass care shelters through Care and Shelter Branch.

☐ Obtain the Fire Department priorities based on the nature and severity of the disaster.

☐ Alert all emergency responders to the dangers associated with hazardous materials and fire.

☐ Work with Medical Health Branch to coordinate emergency medical care and transportation to appropriate facilities, utilizing local resources and/or private providers.

☐ Assist in search and rescue operations as needed.

☐ Provide support for radiation monitoring and decontamination operations as needed.

☐ Coordinate firefighting water supplies with the Public Works Branch. Obtain status of water system and report to field Incident Commander or Command Post.

DEACTIVATION

☐ Ensure that all required forms or reports are completed prior to your release and departure.

☐ Be prepared to provide input to the After-Action/Corrective Action Report.

☐ Determine what follow-up to your assignment might be required before you leave.

☐ Deactivate the Fire Branch position and close out logs when authorized by the Operations Section Manager or EOC Manager.

☐ Leave forwarding phone number where you can be reached.

OPERATIONS

LAW BRANCH

PRIMARY: **ASSIGNED BY OPERATIONS SECTION MANAGER**

REPORTS TO: **OPS. SECTION MANAGER**

GENERAL DUTIES:

➢ Coordinate movement and evacuation operations during the disaster including search and rescue operations.

➢ Alert and notify the public of the pending or existing emergency.

➢ Activate any public warning systems.

➢ Coordinate all law enforcement and traffic control operations during the disaster.

➢ Activate animal rescue and shelter operations as needed.

➢ Ensure security at affected facilities.

➢ Coordinate incoming law enforcement mutual aid resources during the emergency.

➢ Coordinate and assume responsibility as necessary for Coroner Operations.

YOUR RESPONSIBILITY:

Alert and warn the public, coordinate evacuations, enforce laws and emergency orders, establish safe traffic routes, ensure that security is provided at affected facilities, ensure access control to damaged areas, order and coordinate appropriate law mutual aid resources, and assume responsibility for the Coroner function. Necessary units or groups may be activated as needed to carry out these functions.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

☐ Check in upon arrival at the EOC.

☐ Report to the Operations Section Manager and obtain a briefing.

☐ Determine your personal operating location and set up as necessary.

☐ Review your position responsibilities.

☐ Obtain a briefing from the field command post(s) or DOC and brief the Operations Section Coordinator.

☐ Identify yourself as the Law Branch. Print your name on the EOC organization chart next to your assignment.

☐ Clarify any issues regarding your authority and assignment and what others in the organization do.

☐ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

☐ Determine 24-hour staffing requirement and request additional support as required.

☐ Request additional resources through the Logistics Section or established ordering procedures as needed.

☐ Ensure that all your incoming Branch/Unit personnel are fully briefed.

☐ Based on the situation as known or forecast, determine likely future Branch/Unit needs.

☐ Think ahead and anticipate situations and problems before they occur.

☐ Using activity log maintain all required records and documentation to support the After-Action/Corrective Report and the history of the emergency/disaster. Document:

> ➢ Messages received
> ➢ Action taken
> ➢ Decision justification and documentation
> ➢ Requests filled

> ➢ EOC personnel, time on duty and assignments
> ***Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.***

GENERAL OPERATIONAL DUTIES

☐ Develop a plan for your Branch/Unit operations and support field operations as requested. Assign specific responsibilities.

☐ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.

☐ Obtain regular briefings from field command post(s) or DOC.

☐ Ensure that the Safety/Damage Assessment plan is being carried out by field units.

☐ Keep the Operations Section Manager advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

☐ Provide periodic situation or status reports to your Section Manager for updating information to the Planning/Intelligence Section.

☐ Establish operating procedure with the Communications Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

☐ Review situation reports as they are received. Verify information where questions exist.

☐ Anticipate potential situation changes, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

☐ Determine and anticipate your support needs and forward to your Section Manager.

☐ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

☐ Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.

☐ Use face-to-face communication in the EOC whenever possible and document decisions and policy.

☐ Be prepared to participate in the Incident Action planning meetings and policy decisions if requested.

☐ Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Manager at the end of each operational period.

☐ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

BRANCH/UNIT OPERATIONAL DUTIES

Branch/Unit Operational Duties are organized into categories of Mobilization, Initial Response, Alerting/Warning, Evacuation, Security, and include Additional Actions in Response to the special emergencies of Hazardous Materials and Air Crash and the special function of animal rescue and sheltering.

Mobilization

☐ Ensure that all on-duty Law Enforcement and Public Safety personnel have been alerted and notified of the current situation.

☐ Ensure that all off-duty Law Enforcement and Public Safety personnel have been notified of call-back status, in accordance with current department emergency procedures.

☐ Ensure that Law Enforcement personnel have completed status checks on equipment, facilities, and operational capabilities.

☐ Alter normal patrol procedures to accommodate the emergency situation, as needed

Initial Response

☐ Ensure that field units begin safety assessment survey of critical facilities and report status information to the Planning/Intelligence Section through the Operations Section.

☐ Coordinate with the appropriate units of the Logistics Section for supplies, equipment, personnel, and transportation for field operations.

☐ Establish a multi-purpose staging area as required.

☐ Maintain contact with dispatch center to coordinate resources and response personnel.

☐ Direct field units to report pertinent information (casualties, damage observations, evacuating status, radiation levels, chemical exposure, etc.) to the appropriate EOC Operations Branch.

Alerting/Warning of Public

☐ Designate area to be warned and/or evacuated.

☐ Develop the warning/evacuation message to be delivered. At a minimum the message should include:
  - Nature of the emergency and exact threat to public
  - Effected areas
  - Evacuation routes
  - Location of evacuee assistance center
  - Media outlets carrying instructions and details

☐ Coordinate all emergency warning and messages with the EOC Manager and the PIO.

Consider the following dissemination methods:
  - Utilize the TENS system
  - Use of loudspeakers and sirens to announce warning messages.
  - Using cable TV or local radio stations to deliver warning or emergency messages.
  - Using the Emergency Alert System (EAS) for local radio and television delivery of warnings.
  - Using Search and Rescue, volunteers, reserves and/or other County personnel as necessary to help with warnings. Request additional personnel through the Logistics Section.
  - Coordinate with the Health Branch to ensure that dispatch notifies special facilities and populations requiring warning and/or notification (i.e. hospitals, schools, government facilities, special industries, etc.)
  - Warn all non-English speaking and hearing impaired persons of the emergency situation/hazard by:
    - Using bilingual employees or interpreters whenever possible.
    - Translating all warnings, written and spoken, into appropriate languages.
    - Utilizing TDD machines and 9-1-1 translation services to contact the deaf.
    - Using pre-identified lists or procedures for reaching special populations.
  - Check vacated areas to ensure that all people have received warnings.

Evacuation

☐ Implement the evacuation portion of the Action Plan, per SOP.

☐ Establish emergency traffic routes in coordination with the Public Works Branch.

☐ Coordinate with the Public Works Branch to determine capacity and safety of evacuation routes and time to complete evacuation

☐ Ensure that evacuation routes do not pass through hazard zones.

☐ Identify alternate evacuation routes when necessary.

☐ Through Health Branch, identify persons/facilities that have special evacuation requirements; i.e. disabled, hospitalized, elderly, institutionalized, incarcerated etc. Check status. Evacuate if necessary. Coordinate with the Transportation Unit of the Logistics Section for transportation.

☐ Consider use of county vehicles if threat is imminent. Coordinate use of county vehicles (trucks, vans, buses, etc.) with the Transportation Unit of the Logistics Section. Encourage the use of private vehicles if possible.

☐ Coordinate the evacuation of hazardous areas with neighboring jurisdictions and other affected agencies.

☐ Coordinate with Care and Shelter Branch to open evacuation centers.

☐ Establish traffic control points and provide traffic control for evacuation and perimeter control for affected areas.

☐ Place towing services on stand-by to assist disabled vehicles on evacuation routes.

☐ Monitor status of warning and evacuation processes.

☐ Coordinate with the Public Works Branch to obtain necessary barricades and signs.

Security

☐ Enforce curfew and other emergency orders, as identified in the Action Plan.

☐ Request mutual aid assistance as necessary.

☐ Coordinate security in the affected areas to protect public and private property.

☐ Coordinate security for critical facilities and resources.

☐ Coordinate with the Public Works Branch for street and building closures.

☐ Coordinate law enforcement and crowd control services at mass care and evacuation centers.

☐ Provide information to the PIO on matters relative to public safety.

☐ 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.

☐ Provide for animal care and shelter needs as required. See Special Function section below.

Additional Actions in Response to Hazardous Materials Incidents

☐ Insure that all personnel remain upwind, uphill or upstream of the incident site. This may require repositioning of personnel and equipment as conditions change.

☐ Notify Plumas County Environmental Health and refer to the Plumas County Hazardous Material Emergency Response Plan.

☐ Notify required local, state, and federal hazmat response agencies through the State Warning Center as needed ((916) 845-8911).

☐ Consider wind direction and other weather conditions. Contact the Situation Status Unit of the Planning/Intelligence Section for updates.

Additional Actions in Response to a Major Air Crash

☐ Notify the Federal Aviation Agency or appropriate military command.

☐ Secure the crash scene and safeguard all wreckage.

☐ Assess and address potential threat to individuals near the crash site.

☐ Request temporary flight restrictions as needed.

SPECIAL FUNCTION – ANIMAL RESCUE AND SHELTER

A special Animal Rescue and Shelter Unit under the direction of the Law Branch may be activated based on the nature and needs of the disaster response. If activated, field staffing for this unit should come from the Ag Commissioner's Office, who are responsible for coordinating farm and livestock animal needs, and the County Animal Shelter personnel, who are responsible for pets and domestic animal needs. Operational duties include:

☐ Identify the animal sheltering needs that are likely created by the incident. Consider:
   o Advanced warning of evacuation. Early warning may allow activation of individual plans and lessen the need for animal rescue and shelter assistance.
   o Geographical area.
   o Population affected.
   o Consider the estimated duration of evacuation. Long-term evacuations will require additional staffing and long-term shelter services and support.

☐ Identify and prioritize animal rescue operations as needed. Consider opening pens or gates so animals can escape the danger as an alternative to motorized transport, especially with limited time, limited resources, or when animal rescue efforts could create transportation bottlenecks putting people at risk.

☐ When possible, co-locate pet shelters with human shelter facilities.

☐ Provide information to the PIO for media releases as needed.

☐ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.

☐ Keep the Law Branch Manager advised of your Branch/Unit status and activity on any problem areas that now need or will require solutions.

☐ Provide periodic situation or status reports to your Branch Manager for updating information to the Planning/Intelligence Section.

☐ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

☐ Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.

☐ Ensure that all your Branch/Unit personnel time and equipment records and record of expendable materials used are provided to your Branch Manager at the end of each operational period.

☐ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

DEACTIVATION

☐ Ensure that all required forms or reports are completed prior to your release and departure.

☐ Be prepared to provide input to the After-Action/Corrective Action Report.

☐ Determine what follow-up to your assignment might be required before you leave.

☐ Deactivate the Law Branch position and close out logs when authorized by the Operations Section Manager or EOC Manager.

☐ Leave forwarding phone number where you can be reached.

OPERATIONS

CORONER UNIT

PRIMARY: **PLUMAS COUNTY SHERIFF'S OFFICE**

ALTERNATE: **LAW ENFORCEMENT MUTUAL AID**

REPORTS TO: **LAW BRANCH MANAGER**

GENERAL DUTIES:

Coordinate resources for collection, identification and disposition of deceased persons and human tissue. Select qualified personnel to staff temporary morgue sites. Identify mass burial sites. Establish and maintain records of fatalities.

YOUR RESPONSIBILITY:

The Plumas County Sheriff's Office has Coroner responsibilities throughout the entire County. In a wide-scale disaster within Plumas County, it may be several hours or days before the dead can be collected and processed by the Sheriff's Office/Coroner's unit. In the event of mass casualties, the Law Branch Manager may utilize the state law enforcement mutual aid agreement to staff the coroner's unit.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

☐ Check in upon arrival at the EOC.

☐ Report to the Law Branch Manager and obtain a briefing.

☐ Determine your personal operating location and set up as necessary.

☐ Review your position responsibilities.

☐ Obtain a briefing from the field command post(s) or DOC and brief the Law Branch Manager.

☐ Identify yourself as the Coroner Unit Manager. Print your name on the EOC organization chart next to your assignment.

☐ Clarify any issues regarding your authority and assignment and what others in the organization do.

☐ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

☐ Determine 24-hour staffing requirement and request additional support as required.

☐ Request additional resources through the Logistics Section or established ordering procedures, as needed.

☐ Ensure that all your incoming Branch/Unit personnel are fully briefed.

☐ Based on the situation as known or forecast, determine likely future Branch/Unit needs.

☐ Think ahead and anticipate situations and problems before they occur.

☐ Using activity log maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster. Document:
> - Messages received
> - Action taken
> - Decision justification and documentation
> - Requests filled
> - EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

GENERAL OPERATIONAL DUTIES

☐ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

☐ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.

☐ Obtain regular briefings from field command post(s) or DOC.

☐ Keep the Law Branch Manager advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

☐ Provide periodic situation or status reports to your Section Manager for updating information to the Planning/ Intelligence Section.

☐ Establish operating procedure with the Communications Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

☐ Review situation reports as they are received. Verify information where questions exist.

☐ Anticipate potential situation changes, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

☐ Determine and anticipate your support needs and forward to your Section Manager.

☐ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

☐ Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.

☐ Use face-to-face communication in the EOC whenever possible and document decisions and policy.

☐ Be prepared to participate in the Incident Action planning meetings and policy decisions if requested.

☐ Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Manager at the end of each operational period.

☐ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

BRANCH/UNIT OPERATIONAL DUTIES

☐ Coordinate the removal and disposition of the deceased.

☐ Establish temporary morgue facilities.

☐ Coordinate with local morticians for assistance.

☐ Coordinate with the Procurement and Transportation Units of the Logistics Section to arrange for cold storage locations and transportation for temporary body storage.

☐ Coordinate with the Procurement Unit of the Logistics Section for procurement of body bags, tags, gloves, masks, stretchers and other support items.

☐ Coordinate with Public Works and Fire Branches on removal procedures for bodies within unstable or hazardous structures.

☐ Advise all personnel involved in body recovery operations of the specific documentation requirements.

☐ Ensure that assigned personnel and volunteers are monitored for stress, morale or psychological problems related to body recovery operations.

☐ Arrange for Critical Incident Stress Debriefing for all personnel involved in coroner operations through the Personnel Unit of the Logistics Section.

☐ Maintain list of known deceased and a log of body recovery operations to be provided to the County Coroner as requested or upon conclusion of the emergency.

☐ Notify next of kin.

☐ Provide data on casualty counts to the Law Branch.

☐ In a hazardous materials incident, determine if special body handling procedures will be required to avoid contamination.

☐ Be prepared to relocate morgue facilities if they are located in flood-prone or dam inundation areas.

☐ Assist and coordinate the reburial of any coffins that may be washed to the surface of inundated cemeteries.

☐ Direct field units to report pertinent information (casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc.) to the appropriate EOC Operations Branch.

DEACTIVATION

☐ Ensure that all required forms or reports are completed prior to your release and departure.

☐ Be prepared to provide input to the After-Action/Corrective Action Report.

☐ Determine what follow-up to your assignment might be required before you leave.

☐ Deactivate the Coroner Unit position and close out logs when authorized by the Operations Section Manager or EOC Manager.

☐ Leave forwarding phone number where you can be reached.

OPERATIONS

PUBLIC WORKS BRANCH

PRIMARY: **PUBLIC WORKS DIRECTOR (or Designee)**

REPORTS TO: **OPERATIONS SECTION MANAGER**

GENERAL DUTIES:

➢ Receive and process all field resource requests for Public Works resources. Coordinate those requests internally and externally as necessary to make sure there are no duplicate orders.

➢ Coordinate with the Logistics Section on the acquisition of all resources and support supplies, materials and equipment.

➢ 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.

➢ Assess damage to buildings and structures. Work with Building Official to post notices or placards on unsafe buildings as necessary.

➢ Coordinate debris removal activities and ensure debris removal is in compliance with California Disaster Assistance Act, section 2925 – Debris Removal.

➢ As needed, provide for the procurement and distribution of potable water supplies and coordinate with Environmental Health on water purification notices.

YOUR RESPONSIBILITY:

Coordinate all Public Works operations; maintain public facilities, surviving utilities and services and coordinate the restoration of those that are damaged or destroyed; oversee debris removal; assist with traffic issues, transportation, etc. as needed; ensure potable water supplies as needed; and assess damage to buildings and structures. Necessary units or groups may be activated as needed to carry out these functions.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

☐ Check in upon arrival at the EOC.

☐ Report to the Operations Section Manager and obtain a briefing.

☐ Determine your personal operating location and set up as necessary.

☐ Review your position responsibilities.

☐ Obtain a briefing from the field command post(s) or DOC, if activated, prior to assuming EOC assignment and brief the Operations Section Manager.

☐ Identify yourself as the Public Works Branch Manager. Print your name on the EOC organization chart next to your assignment.

☐ Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)

☐ Ascertain if all key Public Works Department personnel are in the EOC or have been notified.

☐ Clarify any issues regarding your authority and assignment and what others in the organization do.

☐ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

☐ Ensure that all on-duty Public Works personnel have been alerted and notified of the current situation.

☐ Ensure that all off-duty Public Works personnel have been notified of call-back status, in accordance with current department emergency procedures.

☐ Ensure the status of equipment, facilities and operational capabilities and coordinate with Plumas County Facilities Services as necessary.

☐ Ensure that field units begin safety assessments of critical facilities and report status information to the Planning/Intelligence Section through the Operations Section.

☐ Determine 24-hour staffing requirement and request additional support as required.

☐ Request additional resources through the Logistics Section or established ordering procedures, as needed.

☐ Ensure that all your incoming Branch/Unit personnel are fully briefed.

☐ Based on the situation as known or forecast, determine likely future Branch/Unit needs.

☐ Think ahead and anticipate situations and problems before they occur.

☐ Using daily activity log (ICS 214), maintain all required records and documentation to support the After-Action/Corrective Report and the history of the emergency/disaster. Document:
  ➢ Messages received
  ➢ Action taken
  ➢ Decision justification and documentation
  ➢ Requests filled
  ➢ EOC personnel, time on duty and assignments
  Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

GENERAL OPERATIONAL DUTIES

☐ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

☐ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.

☐ Ensure that the Safety Assessment plan is being carried out by field units.

☐ Obtain regular briefings from field command post(s) or DOC.

☐ Maintain contact with established DOCs and dispatch centers to coordinate resources and response personnel.

☐ Direct field units to report pertinent information (casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc.) to the appropriate EOC Operations Branch.

☐ Keep the Operations Section Manager advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

☐ Provide periodic situation or status reports to your Section Manager for updating information to the Planning/Intelligence Section.

☐ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known

☐ Review situation reports as they are received. Verify information where questions exist.

☐ Anticipate potential situation changes, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

☐ Determine and anticipate your support needs and forward to your Section Manager.

☐ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

☐ Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.

☐ Use face-to-face communication in the EOC whenever possible and document decisions and policy.

☐ Be prepared to participate in the Incident Action Planning meetings and policy decisions if requested.

☐ Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Manager at the end of each operational period.

☐ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

BRANCH/UNIT OPERATIONAL DUTIES

☐ Receive and process all requests for Public Works resources.

☐ Assure that all emergency equipment has been moved from unsafe areas.

☐ Mobilize personnel, heavy equipment and vehicles to designated general staging areas.

☐ Obtain Public Works resources through the Logistics Section, utilizing mutual aid process when appropriate.

☐ Allocate available resources based on requests and EOC priorities.

☐ Determine priorities for identifying, inspecting and designating hazardous structures to be demolished in coordination with Plumas County Building Department.

☐ Coordinate with Plumas County Environmental Health to ensure that sources of potable water and sanitary sewage systems are available and protected from potential hazards.

☐ Develop priorities and coordinate with utility companies for restoration of utilities to critical and essential facilities.

☐ Determine status of the Disaster 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. Coordinate with City of Portola as needed.

☐ Coordinate with the Law Branch to ensure the safety of evacuation routes following a devastating event.

☐ Coordinate with the Procurement Unit of the Logistics Section for sanitation service during an emergency.

☐ Support clean-up and recovery operations during disaster events.

☐ Clear debris from waterways to prevent flooding. Drain flooded areas, as needed.

☐ Develop a debris removal plan to facilitate county clean-up operations.

☐ Identify the needs of Special Districts such as sanitation districts, water districts, utility districts, etc and coordinate requests for assistance.

☐ Coordinate use of Chester landfill for debris disposal (consider fee waivers, modification of landfill operating hours, and public concerns) with Plumas County Environmental Health.

☐ Coordinate with Environmental Health to prioritize debris removal activities and establish debris collection sites.

☐ Evaluation of potential recycling of debris.

SPECIAL FUNCTION - WATER UNIT

A special Water Unit under the direction of the Public Works Branch Manager may be activated based on the nature and needs of the disaster response. If activated, this unit should be staffed by Environmental Health personnel and should work closely with the Medical/Health Branch to ensure safe drinking water for affected areas and populations. Operational duties include:

☐ Coordinate with the Environmental Health Department, Special Districts and other water providers to assess impacts of incident on drinking water supply, including:
   o Cause and extent of water system damage
   o Estimated duration of system outage
   o Geographical area affected

        o   Population affected
        o   Actions taken to restore system
        o   Resources needed to reactivate system
        o   Emergency potable water needs (quantity and prioritized areas)

☐ Identify need for and prioritize locations for water distribution (include needs of critical facilities) or alternate sources as needed.

☐ Provide for water quality assurance.

☐ Provide information to the PIO for media releases as needed.

☐ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.

☐ Keep the Public Works Branch Manager advised of your Branch/Unit status and activity on any problem areas that now need or will require solutions.

☐ Provide periodic situation or status reports to your Branch Manager for updating information to the Planning/Intelligence Section.

☐ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

☐ Ensure that all your Branch/Unit personnel time and equipment records and record of expendable materials used are provided to your Branch Manager at the end of each operational period.

☐ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

SPECIAL FUNCTION-BUILDING AND SAFETY UNIT

For disasters which impact buildings or structures, the Building and Safety Unit can be activated. The purpose of this unit is to initiate safety assessments and post placards on structures as appropriate. Authority for determining whether a building is safe to occupy resides with the Building Official, so even if this unit is not activated, Branch coordination with the Building Official is essential. Operational duties include:

☐ Coordinate safety investigation and assessment of damage to buildings, structures and property within the County for the purpose of:
      ➢ Identifying life-threatening hazardous conditions for immediate abatement.
      ➢ Inspecting and identifying buildings and property for re-occupancy, posting and declaring unsafe conditions.
      ➢ Determining the approximate cost and percentage of damage to all buildings, structures and property.

☐ Begin the Safety Assessment process to allow for re-occupancy of key county facilities used by departments responsible for emergency response and recovery and other critical facilities:
  - ➢ EOC/DOCs
  - ➢ Sheriff's Dispatch Center
  - ➢ Fire Stations
  - ➢ *Hospitals
  - ➢ *Congregate care facilities (Including private schools, convalescent care facilities, board and care facilities, daycare centers, etc.)
  - ➢ *Public Schools
  - ➢ Public Works Facilities
  - ➢ Potential Hazmat facilities
  - ➢ Designated shelters
  - ➢ Unreinforced masonry buildings
  - ➢ Concrete tilt-up buildings
  - ➢ Multi-story structures-commercial, industrial and residential
  - ➢ *Mobile homes/modular homes
  - ➢ Single family dwellings

*Note: Certain facilities may fall under the jurisdiction of State or City of Portola 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 manner during the initial stages of the emergency/disaster.

☐ Impose emergency building regulations as determined based on inspection of structures. The County Building Official is the ultimate authority in determining whether or not a building is inhabitable or safely accessible, and necessary orders to vacate or unlawful to occupy will be enforced by the Building Department in coordination with the Sheriff's Department as needed.

☐ Provide safety assessment information and statistics to the Recovery Planning Branch of the Planning/Intelligence Section.

☐ Provide policy recommendations to appropriate county officials for:
  - ➢ Emergency Building and Safety ordinances.
  - ➢ Expediting plan checking and permit issuance on damaged buildings.

☐ Ensure that the Safety/Damage Assessment plan is being carried out by field units.

☐ Obtain regular briefings from filed command post(s).

☐ Maintain contact with the City of Portola EOC to coordinate resources and response personnel.

☐ Direct field units to report pertinent information (casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc.) to the appropriate EOC Operations Branch.

☐ Keep the Public Works Branch Manager advised of your unit status and activity and on any problem areas that now need or will require solutions.

☐ Conduct periodic briefings for your unit. Ensure they are aware of priorities.

☐ Monitor your unit activities and adjust staffing and organization as appropriate to meet current needs.

☐ Ensure that all your unit personnel time and equipment records and record of expendable materials used are provided to your Section Manager at the end of each operational period.

☐ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

DEACTIVATION

☐ Ensure that all required forms or reports are completed prior to your release and departure.

☐ Be prepared to provide input to the After-Action/Corrective Report.

☐ Determine what follow-up to your assignment might be required before you leave.

☐ Deactivate the Public Works Branch position and close out when authorized by the Operations Section Manager or EOC Manager.

☐ Leave forwarding phone number where you can be reached.

OPERATIONS

MEDICAL/HEALTH BRANCH

PRIMARY: **MEDICAL/HEALTH OPERATIONAL AREA COORDINATOR**

ALTERNATE: **HEALTH OFFICER (or Designee)**

REPORTS TO: **OPS. SECTION MANAGER**

The Medical Health Operational Area Coordinator, in cooperation with the Health Officer, maintains responsibility throughout the entire disaster period, for the health and safety of all residents within Plumas County.

GENERAL DUTIES:

➢ Coordinate and manage all tactical operations resulting in patient triage, emergency medical care, and the treatment of sick/injured persons as the result of a local disaster or emergency.

➢ Provide evacuation assistance and support, especially for access and functional needs individuals as necessary, for the preservation of the health and safety of all Plumas County residents.

➢ Assess all casualty issues and address public health care needs, as they are presented throughout the entire pre-disaster/emergency and recovery period.

➢ Manage all communications and resources relevant to medical/health care facilities and shelters, and medical transport companies during the entire incident and recovery period.

➢ Assure continuity of patient care, and provide for adequate medical disaster recovery, consistent with current health care requirements and Action Plans.

➢ Coordinate with Environmental Health regarding general sanitation matters which may impact the public's health.

➢ Direct and assign duties as related to public health care needs within the field of operation, as defined by Section 8558 of the Government code, within the county.

➢ Oversee the movement and transport of all medically impacted individuals, and coordinate the deactivation of all casualty collection points (CCP) sites and temporary medical care shelter/facilities. Determine the possible health impact of the disaster on future public health. Assemble information regarding health issues/impacts for presentation during debriefings and utilization during recovery efforts.

YOUR RESPONSIBILITY:

Manage all pertinent medical personnel, equipment, and resources to protect and preserve the public's health from any public health hazard. Manage all public health resources and any additional resources or facilities necessary to provide support for public health and safety. Coordinate EMS services with service provider during an emergency or disaster.

> **READ ENTIRE CHECKLIST AT START-UP AND**
> **AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

☐ Check in upon arrival at the EOC.

☐ Report to the Operations Section Manager and obtain a briefing.

☐ Determine your personal operating location and set up as necessary.

☐ Review your position responsibilities.

☐ Obtain a briefing from the field command post(s) or appropriate DOC's (if activated) and brief the Operations Section Manager.

☐ Identify yourself as the Medical Health Operational Area Coordinator. Print your name on the EOC organization chart next to your assignment.

☐ Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)

☐ Clarify any issues regarding your authority and assignment and what others in the organization do.

☐ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

☐ Ensure that field units begin safety assessment of shelters and critical facilities and report status information to the Planning/Intelligence Section through the Operations Section.

☐ Determine 24-hour staffing requirement and request additional support as required.

☐ Ensure that all your incoming Branch/Unit personnel have received a briefing.

☐ Based on the situation as known or forecast, determine likely future Branch/Unit needs.

☐ Think ahead and anticipate situations and problems before they occur.

☐ Using the activity log (ICS 214), maintain all required records and documentation to support the After Action/Corrective Action Report and the history of the emergency/disaster. Document:

  ➢ Medical personnel, duty times and assignments.
  ➢ Support staff, duty times and assignments.
  ➢ Field assignments, personnel, positions and assignments.
  ➢ Resource requests and justifications.
  ➢ Decision justification and documentation.
  ➢ Actions taken and outcome.
    Precise information is essential to meet requirements for all possible reimbursements via State OES and FEMA.

GENERAL OPERATIONAL DUTIES

☐ Develop an Action Plan for your Branch/Unit operations in support of field operations. Assign specific duties/responsibilities.

☐ Obtain regular briefings from field command post(s) or DOCs. Communicate any projected plan changes or adjustments, as required by the situation.

☐ Constantly review the overall Medical/Health situation and relevant resources associated with your Branch/Unit. Maintain current status information and reports log. Assign staff as necessary to complete task.

☐ Conduct continuous briefings for your Branch/Unit, to provide an update for all levels of the Medical/Health and EOC Operation.

☐ Maintain contact with established DOCs and shelter work/control/dispatch centers, via telephone, fax or alternate means of communication as needed. This enables a continued coordination of resources and emergency medical response personnel.

☐ Keep the Operations Section Manager advised of your Branch/Unit status and activities. Submit daily activity reports, summarizing daily events and activities.

☐ Provide continuous situation and status reports to your Operations Section Manager to continue the flow of information to the Planning/Intelligence Section.

☐ Establish Operating Procedures within the Communications Branch of the Logistics Section, for use of available telephone, radio and data systems. Make any priorities or special requests known at this time, and provide telephone and pager numbers for all Branch staff.

☐ Review situation reports as they are received. Review carefully and verify information where questions exist. Make required changes or adjustments as necessary.

☐ Determine and anticipate your staff and resource requirements and relay needs to your Section Manager.

☐ Monitor your Branch/Unit activities and adjust staffing levels as conditions change.

☐ Use face-to-face communication in the EOC whenever possible, document all decisions and policy changes. Document agreements in the situation (SIT) reports.

☐ Ensure that all your Branch/Unit personnel and equipment time records and records of expendable materials used, are provided to your Section Manager at the end of each operational period.

☐ Brief your relief at shift-change time and provide essential record updates, necessary for continued operations. Ensure that in-progress activities are identified and follow-up requirements are known.

BRANCH/UNIT OPERATIONAL DUTIES

☐ Coordinate with the Care and Shelter Branch and arrange for emergency medical support and health care for all emergency shelter operations. Coordinate hospital care for disaster victims throughout the disaster period.

☐ Ensure a constant inventory of all necessary supplies and equipment, update resource availability and sources. Assign inventory and assessment duties to establish that adequate stock supply levels are maintained.

☐ Assess possible mutual aid needs and identify what assistance is available. Call for assistance as soon as possible from the Regional Disaster Medical Health Specialist (RDMHS) and Norcal EMS Agency. Request resource information relating to any available assistance programs, facilities, or transportation resources.

☐ Review the overall health care situation and problems, identify possible preventative measures needed to reduce health risks to the general public.

☐ Review patient transport issues (pre-agreements) pertaining to movement from Health Care facilities to Medical Care Shelters or "like" facilities, and the corresponding medical transport agencies involved in the transfer.

☐ Coordinate health information updates to all Medical/Health Care operations, including facilities and relevant State Operations Centers.

☐ Determine number and location of casualties that require hospitalization.

☐ Identify hospitals, nursing homes and other facilities that could be expanded into emergency treatment centers for disaster victims. This information should be forwarded to the California Department of Public Health and Norcal EMS Agency.

☐ Provide continued medical care for patients who cannot be moved when hospitals, nursing homes and other health care facilities are evacuated.

☐ Establish birthing centers in the event that the usual medical/hospital facility operations are interrupted.

☐ Establish and operate first aid stations for emergency workers as appropriate to the incident. Notify logistics and operations of available resources.

☐ Coordinate with the Personnel Unit of the Logistics Section to obtain additional health/medical personnel as required. Request assistance and mutual aid support from the RDMHS and Norcal EMS Agency as local resources become exhausted.

☐ Continue coordination with the Transportation Unit of the Logistics Section, for the transportation of all sick or injured persons, to appropriate treatment facilities.

☐ Coordinate with Law Enforcement/Dispatch. Provide information on the disaster routes established within the Action Plan to local hospitals, health care facilities, ambulance companies, etc.

☐ Provide the Public Information Officer the locations of shelters, first aid facilities, casualty collection points (CCPs), public health hazards and other public health information for consistent and accurate press releases and public information.

☐ Coordinate with Environmental Health and Public Works Branch to identify and protect sources of potable water and ensure sanitary sewage systems do not pose a public health hazard.

☐ Coordinate with Environmental Health to identify any possible sources of contamination that may pose a short or long term threat to the health of the community.

☐ Coordinate with the Care/Shelter Branch and Logistics Section to develop procedures to distribute medications to shelters and treatment areas as needed.

☐ Coordinate with Environmental Health regarding water purification, pest control, inspection of foodstuffs and other environmental health threats.

☐ Coordinate local medical staff with State and National Disaster Medical Teams (DMAT) responders as necessary.

☐ Notify hospitals of contaminated or exposed patients. Activate relevant precautionary measures as appropriate.

☐ Implement Radiological Protection Measures as needed.

☐ Determine if crisis counseling for emergency responders is necessary. Activate appropriate Mental Health Support Services as needed.

DEACTIVATION

☐ Ensure that all required forms and reports are completed prior to your release and departure.

☐ Be prepared to provide data for the After-Action/Corrective Action Report and any additional debriefings.

☐ Deactivate the Medical Branch position, and close out logs when authorized by the Operations Section Manager or the EOC Manager.

☐ Leave a forwarding telephone number where you can be reached for additional information and documentation problems.

OPERATIONS

CARE AND SHELTER BRANCH

PRIMARY: SOCIAL SERVICES DIRECTOR
                   (or Designee)

REPORTS TO: OPERATIONS SECTION MANAGER

The Care and Shelter Branch ensures that all shelter operation plans and support systems are in place to open and operate all general population shelter facilities during times of emergency or disaster. The Plumas County Department of Social Services has the responsibility for Care and Shelter operation and maintenance within the County.

The American Red Cross supports the Department of Social Services and will usually assume managerial responsibility for general population shelters within 72 hours of their activation. Thereafter, the Care and Shelter Branch will work closely with and coordinate the American Red Cross, Salvation Army, faith-based organizations, and any other volunteer service organization providing care and shelter assistance to disaster victims.

If the disaster is large enough, the American Red Cross of Northeastern California may request the assistance of the National American Red Cross.

POTENTIAL EVACUATION CARE AND SHELTER SITES

Potential care/shelter facilities should:

☐ Be pre-identified according to Functional Annex B.

☐ Care and Shelter Branch should coordinate with the American Red Cross of Northeastern California in identifying potential sites. Potential shelters should have the following, and meet all Americans with Disabilities Act (ADA) requirements:
  ➢ An open space suitable for cots, tables, etc.
  ➢ Adequate sanitation and hygiene facilities, as available.
  ➢ Be accessible for those with disabilities.

Community centers, schools and other publicly-owned facilities have become the most preferred facilities for shelter operations as they are public facilities and can usually accommodate large numbers of people. Churches are also appropriate as they are often large and have kitchen facilities on the premises. Because it is important that a community return to normal activities as

soon after a disaster as possible, schools should be used for short duration shelter operations, during the summer months, or when other resources are not available.

GENERAL DUTIES:

➢ Identify the care and shelter needs as determined by the emergency/disaster.
➢ Coordinate with the American Red Cross and other volunteer service organizations to identify, staff and maintain evacuation centers and mass care facilities for disaster victims.
➢ Identify and locate all necessary resources for the operation and maintenance of all shelter facilities.

YOUR RESPONSIBILITY:

Provide care and shelter for disaster victims and coordinate efforts with the American Red Cross and other volunteer agencies.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

☐ Check in upon arrival at the EOC.

☐ Report to the Operations Section Manager and obtain a briefing.

☐ Determine your personal operating location and set up as necessary.

☐ Review your position responsibilities.

☐ Obtain a briefing from the field command post(s) or appropriate DOC's (if activated) and brief the Operations Section Manager.

☐ Identify yourself as the Care and Shelter Branch Manager. Print your name on the EOC organization chart next to your assignment.

☐ Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)

☐ Ascertain if all key Care and Shelter personnel are in the EOC or have been notified.

☐ Clarify any issues regarding your authority and assignment and what others in the organization do.

☐ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

☐ Ensure that all Care and Shelter personnel have completed status check on equipment, facilities and operational capabilities.

☐ Ensure that field units begin safety assessment of shelters and critical facilities and report status information to the Planning/Intelligence Section through the Operations Section.

☐ Determine 24-hour staffing requirement and request additional support as required.

☐ Request additional resources through the Logistics Section or established ordering procedures, as needed.

☐ Ensure that all your incoming Branch/Unit personnel have proper identification and have received a briefing.

☐ Based on the situation as known or forecast, determine likely future Branch/Unit needs.

☐ Think ahead and anticipate situations and problems before they occur.

☐ Using activity log maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster. Document:
  ➢ Messages received
  ➢ Action taken
  ➢ Decision justification and documentation
  ➢ Requests filled
  ➢ EOC personnel, time on duty and assignments
    Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

GENERAL OPERATIONAL DUTIES

☐ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

☐ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.

☐ Obtain regular briefings from field command post(s) or DOC's, via field shelter liaison as appropriate, to coordinate needs, resources and personnel.

☐ Report situation information (health care needs, medical needs, casualties, evacuation status, chemical exposures, etc.) to the appropriate EOC Operations Branch.

☐ Keep the Operations Section Manager advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

☐ Provide periodic situation or status reports to your Section Manager for updating information to the Planning/ Intelligence Section.

☐ Obtain operating procedures from the Communications Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

☐ Review situation reports as they are received. Verify information where questions exist.

☐ Anticipate potential situation changes, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

☐ Determine and anticipate your support needs and forward to your Section Manager.

☐ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

☐ Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.

☐ Use face-to-face communication in the EOC whenever possible and document decisions and policy.

☐ Be prepared to participate in the Incident Action Planning meetings and policy decisions if requested.

☐ Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Manager at the end of each operational period.

☐ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

BRANCH/UNIT OPERATIONAL DUTIES

☐ If need is established, contact the American Red Cross and request a liaison for the Plumas County's EOC.

☐ Identify the care and shelter needs of the community, in coordination with the other Operations Branches.

☐ Determine the need for an evacuation center, mass care shelter, or special needs shelter. The American Red Cross must be contacted when considering opening a mass care facility.

☐ Identify and prioritize which designated mass care facilities will be needed and if they are functional.

☐ Ensure that Building & Safety Unit has inspected each shelter site prior to occupancy, as needed.

☐ If evacuation is ordered, open evacuation centers in low risk areas and inform public of locations.

☐ Ensure shelter management teams are organized and facilities are ready for occupancy, meeting all health, safety and ADA standards.

☐ Coordinate with the Personnel Unit of the Logistics Section to contact volunteer agencies and recall county staff to assist with mass care functions including basic first aid, shelter, feeding and sanitation needs of evacuees.

☐ Coordinate with the Medical/Health Branch for sheltering of residential care and special needs populations.

☐ Coordinate with Environmental Health to ensure the food safety and sanitation standards for all shelters.

☐ Coordinate with the Transportation Unit of the Logistics Section for the transportation needs of evacuees.

☐ Ensure shelter managers make periodic activity reports to the EOC including requests for delivery of equipment and supplies, any expenditures, damages, casualties and numbers and

☐ Coordinate with the American Red Cross to ensure adequate food, supplies, and equipment are provided to operate mass care facilities. Coordinate procurement and distribution through the Red Cross or the Procurement Unit of the Logistics Section if requested by Red Cross.

☐ Ensure the Social Services Department activates the Child Welfare Support CWS Disaster Response Plan.

☐ Contact Social Services to request authorizing the Disaster Supplemental Nutrition Assistance Program (SNAP) program as needed or appropriate.

☐ Coordinate with the Facilities Unit of the Logistics Section in the evacuation and relocation or shelter-in-place of any mass care facilities which may be threatened by any hazardous condition.

☐ Coordinate with the American Red Cross in the opening, relocating and closing of shelter operations. Also coordinate the above with adjacent communities if needed.

DEACTIVATION

☐ Ensure that all required forms or reports are completed prior to your release and departure.

☐ Be prepared to provide input to the After-Action/Corrective Action Report.

☐ Determine what follow-up to your assignment might be required before you leave.

☐ Deactivate the Care and Shelter Branch position and close out logs when authorized by the Operations Section Manager or EOC Manager.

☐ Leave forwarding phone number where you can be reached.

COUNTY OF PLUMAS

EMERGENCY OPERATIONS PLAN

PART II - PLANNING/INTELLIGENCE SECTION

PURPOSE

The Planning and Intelligence section of the EOP will allow Plumas County to respond to emergencies by planning and coordinating available resources. It is the policy of this section that the priorities of responses are:

- Protect life and property.
- Provide planning and direction for the emergency operations and optimize the management of resources.
- Support the other sections of the County's emergency response team.
- At the earliest possible opportunity restore essential services and systems.

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. This Section also provides anticipatory appraisals and develops plans necessary to cope with changing field events. During a disaster/emergency, other department heads will advise the Planning/Intelligence Manager on various courses of action from their departmental level perspective.

OBJECTIVES

The Planning/Intelligence Section ensures that damage assessment information is compiled, assembled and reported to the County EOC and to Regional or State Emergency Operations Centers as appropriate. The Planning/Intelligence Section is also responsible for the detailed recording (Documentation Branch) 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:

1. Collect initial situation and safety/damage assessment information.

2. Display situation and operational information in the Emergency Operations Center (EOC) using maps and visual aids.

3. Disseminate intelligence information to the EOC Management Team.

4. Conduct mapping and recording operations.

5. Prepare summary safety/damage assessment reports for dissemination to other sections, County departments, State OES, FEMA and the Plumas County EOC.

6. Prepare required reports identifying the extent of damage and financial losses.

7. Determine the County's post-event condition.

8. Ensure accurate recording and documentation of the incident.

9. Initiate the County's Incident Action Plan.

10. Initiate the County's After-Action/Corrective Action Plan.

11. Prepare a post-disaster recovery plan.

12. Maintain proper and accurate documentation of all actions taken to ensure that all required records are preserved for future use and State OES and FEMA filing requirements.

CONCEPT OF OPERATIONS

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

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- All existing County and departmental operating procedures will be adhered to unless modified by the Board of Supervisors or EOC Manager.
- All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with their respective department policy with regard to disaster service workers and state law.
- While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 8:00 a.m. and 8:00 p.m. Operational periods should be event driven.

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.

SECTION ACTIVATION PROCEDURES

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

When to Activate

The Planning/Intelligence Section may be activated when the County's Emergency Operations Center (EOC) is activated or upon the order of the EOC Manager.

When to Report

Staff is required to report when the EOC is activated and notice is given to the individual staff. During more immediate disaster situations staff are to contact the EOC Manager 283-6982 or the Plumas County Dispatch Center at 283-6300 for the emergency directions, reporting location and time, and other emergency information.

Where to Report

The EOC is located on the second floor of the Plumas County Health and Human Services Building located at 270 County Hospital Road, Quincy. Alternate locations may be assigned as emergency situations dictate.

ACTION PLANS

An Action Plan is an essential part of SEMS and NIMS at all levels. An Action Planning (AP) is an effective management tool involving two essential items:

- A process to identify objectives, priorities and assignments related to emergency response or recovery actions.
- Plans which document the priorities, objectives, tasks and personnel assignments associated with meeting the objectives.

An Action Plan (AP) is used for an activated EOC. This differs from an Incident Action Plan (IAP) but sometimes the terms are used interchangeably.   An IAP is typically a field document and oriented to tactical response while the AP is oriented to strategic management and support.

An AP is required for each operational period. (An operational period is the length of time scheduled for the execution of a given set of operational actions as specified in the AP.) Action Plans will be prepared for hard copy distribution rather than distributed verbally.

A recommended AP template is included in Planning Section binder in the EOC. Other templates are available and can be used provided they contain all necessary action planning information.

While completing the AP is the responsibility of the Planning and Intel Section, coordination and cooperation with other branches and units within the EOC is necessary. The establishment of priorities and distribution of resources cannot be done by any one person or any one department; a concerted effort on the part of many individuals in many agencies or departments will be required.

AFTER ACTION/CORRECTIVE ACTION REPORTS

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

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

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

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

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

It may be useful to coordinate the After-Action/Corrective 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/Corrective Action Reports when appropriate and feasible. For example, an operational area may take the lead in coordinating the development of an After-Action/Corrective Action Report which involves several jurisdictions. If appropriate, jurisdictional reports may become part of an overall operational area report.

SEMS ORGANIZATION CHART

RESPONSIBILITIES

EOC Manager (Management Section)

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

Operations Section

Responsible for coordinating all tactical operations in support of the emergency response through implementation of the county's Incident Action Plan.

Planning/Intelligence Section

Responsible for collecting, evaluating and disseminating information; developing the county's EOC Incident Action Plan in coordination with other sections; initiating and preparation of the county's After-Action/Corrective Active Report and maintaining documentation.

Logistics Section

Responsible for providing communications, facilities, services, personnel, equipment, supplies and materials.

Finance Section

Responsible for financial activities and other administrative aspects.

PLANNING/INTELLIGENCE SECTION STAFF

The County Assessor will typically fill the position of Planning/Intelligence Section Manager. The Public Health Director will serve as the primary alternate, or an alternate can be assigned by the EOC Manager based on the specifics of the emergency.

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

- Situation Analysis Unit
- Documentation Unit
- Damage Assessment Unit
- Recovery/Demobilization Unit
- Technical Specialist

The Planning/Intelligence Section Manager may activate any, all, or additional branches/groups/units as necessary to fulfill an expanded role.

Planning/Intelligence Section Manager

The Planning/Intelligence Section Coordinator, a member of the EOC Manager 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.

Situation Status/Analysis Unit

The Situation Status/Analysis Unit is responsible for the collection and organization of incident status and situational information. The Unit is also responsible for the evaluation, analysis and display of information for use by EOC staff. Ideally this unit will receive situational updates (status) from various sources. That information is then consolidated and combined with situational projections (analysis) to produce a situational report and supporting documentation (data, maps, etc.).

Advance Planning Unit

The Advance Planning Unit is responsible for identifying potential response and recovery related issues likely to occur beyond the next operational period. The Advance Planning Unit will review all available reports and documentation to develop recommendations with regard to response and recovery actions to be taken. An Advance Plan will be developed and distributed to the EOC Manager and all Section Managers.

Documentation Unit

The Documentation Unit is responsible for initiating and preparing the County's Action Plans and After-Action/Corrective Action Reports; maintaining accurate and complete incident files; establishing and operating an EOC Message Center; providing copying services to EOC personnel and preserving incident files for legal, analytical and historical purposes; maintaining detailed records of safety/damage assessment information.

Recovery Planning/Demobilization Unit

The Recovery/Demobilization Unit is responsible for ensuring that the Operational Area receives all emergency assistance and disaster recovery costs for which it is eligible. The Unit is also responsible for all initial recovery operations and for preparing the EOC organization for transition to a recovery operations organization to restore the County to pre-disaster condition as quickly and effectively as possible. The Recovery/Demobilization Unit is responsible for preparing a Demobilization Plan to ensure an orderly, safe and cost-effective release of personnel and equipment. On larger incidents the Recovery Planning and Demobilization Unit may function as two separate units.

Technical Specialist

Technical Specialists are advisors with special skills needed to support a field or function not addressed elsewhere or by any other discipline. Technical Specialists (which may or may not be an employee of a public or private agency) may report to the Planning/Intelligence Section Manager; may function within an existing unit such as the Situation Status Unit; form a separate unit if required or be reassigned to other parts of the organization, i.e. Operations, Logistics, or Finance/Administration.

PLANNING/INTELLIGENCE

PLANNING/INTELLIGENCE SECTION MANAGER

PRIMARY: **ASSESSOR**

ALTERNATE: **DIRECTOR OF PUBLIC HEALTH**

REPORTS TO: **EOC MANAGER**

GENERAL DUTIES:

Ensure that the Planning/Intelligence function is performed consistent with SEMS/NIMS guidelines, including:

➢ Collecting, analyzing and displaying situation information.
➢ Preparing periodic situation reports.
➢ Initiating and documenting the Incident Action Plan and After-Action/Corrective Action Report.
➢ Advance planning.
➢ Planning for demobilization.
➢ Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
➢ Be prepared to form additional branches/groups/units as dictated by the situation.
➢ Exercise overall responsibility for the coordination of branch/group/unit activities within the Section.
➢ Report to the EOC Manager on all matters pertaining to Section activities.

YOUR RESPONSIBILITY:

Collect, evaluate, forecast, formulate, disseminate and use of information about the development of the incident and status of resources.

READ ENTIRE CHECKLIST AT START-UP AND

AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

☐ Check in upon arrival at the EOC.

☐ Report to the EOC Manager.

☐ Obtain a briefing on the situation.

☐ Set up your Section work station, including maps and status boards. Use your EOC Section materials and on-site supplies.

☐ Review your position responsibilities.

☐ Identify yourself as the Planning/Intelligence Section Manager. Print your name on the EOC organization chart next to your assignment.

☐ Clarify any issues you may have regarding your authority and assignment and what others in the organization do.

☐ Review organization in place at the EOC. Know where to go for information or support.

☐ Determine if other Section staff are at the EOC.

☐ Confirm that all key Planning/Intelligence Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.

☐ Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements:
> ➢ Situation Analysis Unit
> ➢ Documentation Unit
> ➢ Recovery Planning/Demobilization Unit
> ➢ Technical Specialist

☐ Request additional personnel for the Section to maintain a 24-hour operation as required.

☐ Brief incoming Section personnel prior to their assuming their duties. Briefings should include:
> ➢ Current situation assessment.
> ➢ Identification of specific job responsibilities.

❯ Identification of co-workers within the job function and/or geographical assignment.
❯ Availability of communications.
❯ Location of work area.
❯ Identification of eating and sleeping arrangements as appropriate.
❯ Procedural instructions for obtaining additional supplies, services and personnel.
❯ Identification of operational period work shifts.

☐ Inform the EOC Manager and General Staff when your Section is fully operational.

☐ Open and maintain Section logs.

☐ Using activity log, maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster. Document:
❯ Messages received
❯ Action taken
❯ Decision justification and documentation
❯ Requests filled
❯ EOC personnel, time on duty and assignments
Precise information is essential to meet requirements for possible reimbursement by the State OES and FEMA.

☐ Review responsibilities of branches/groups/units in your Section. Develop plan for carrying out all responsibilities.

☐ Prepare work objectives for Section staff and make staff assignments.

☐ Meet with other activated Section Managers.

☐ Review major incident reports and additional field operational information that may pertain to or affect Section operations.

☐ Obtain and review major incident reports and other reports from adjacent areas that have arrived at the EOC.

☐ Direct the Situation Analysis Unit leader to initiate collection and display of significant disaster events.

☐ Direct the Documentation Unit leader to initiate collection and display of disaster information.

☐ Based on the situation as known or forecast, determine likely future Planning/Intelligence Section needs.

☐ Think ahead and anticipate situations and problems before they occur.

☐ Request additional resources through the appropriate Logistics Section Unit, as needed.

GENERAL OPERATIONAL DUTIES

☐ Carry out responsibilities of the Planning/Intelligence Section branches/groups/units that are not currently staffed.

☐ 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.

☐ Make a list of key issues currently facing your Section to be accomplished within the next operational period.

☐ Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.

☐ Brief the EOC Manager on major problem areas that need or will require solutions.

☐ Establish operating procedure with the Communications Branch of the Logistics Section for use of telephone, data and radio systems. Make any priorities or special requests known.

☐ Determine status of transportation system into and within the affected area in coordination with the 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.

☐ Ensure that your Section logs and files are maintained.

☐ Monitor your Section activities and adjust Section organization as appropriate.

☐ Ensure internal coordination between branch/group/unit leaders.

☐ Update status information with other sections as appropriate.

☐ Resolve problems that arise in conducting your Section responsibilities.

☐ Anticipate potential situation changes, in all Section planning. Develop a backup plan for all plans and procedures requiring off-site communications.

☐ Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.

☐ Use face-to-face communication in the EOC whenever possible and document decisions and policy.

☐ Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).

☐ Participate in the Action Planning meetings.

☐ Ensure that all your Section personnel and equipment time records and record of expendable materials used are provided to the Time and Cost Analysis Units of the Finance/Administration Section at the end of each operational period.

☐ Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

SECTION OPERATIONAL DUTIES

☐ Assess the impact of the disaster/emergency on Plumas County, including the initial safety/damage assessment by field units.

☐ Develop situation analysis information on the impact of the emergency from the following sources:
  ➢ Fire Departments
  ➢ County Sheriff's Department
  ➢ Public Works Department
  ➢ Shelter Coordinator
  ➢ School Districts
  ➢ City of Portola
  ➢ Media

☐ Ensure that pertinent disaster/emergency information is disseminated through appropriate channels to response personnel, County EOC section staff, City departments.

☐ Review and approve reconnaissance, County status and safety/damage assessment reports for transmission by the Situation Analysis Unit to the Plumas County EOC.

☐ Working with the EOC Management Team and the Documentation Unit, initiate an Incident Action Plan to identify priorities and objectives.

☐ In coordination with other EOC sections, develop written forecasts for future time periods as requested. These should include any or all of the following:
  ➢ Best estimate of likely situation in 36 to 72 hours given the current direction and policy.
  ➢ Determine top priorities for actions and resources.
  ➢ Identify and recommended changes to EOC policy, organization or procedures to better address the possible situation.

➢ Identify any issues and constraints that should be addressed now in light of the probable situation in 36 to 72 hours.

☐ Periodically evaluate the operational situation and make recommendations on priority response and recovery actions.

☐ Assemble information on alternative strategies and identify the need for special resources.

☐ Coordinate periodic briefings with the EOC Manager and General Staff, including analysis and forecast of incident potential.

☐ Begin planning for recovery.

DEACTIVATION

☐ Authorize deactivation of organizational elements within your Section when they are no longer required.

☐ Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.

☐ Ensure that any required forms or reports are completed prior to your release and departure.

☐ Be prepared to provide input to the After-Action/Corrective Action Report.

☐ Deactivate your Section and close out logs when authorized by the EOC Manager.

☐ Leave forwarding phone number where you can be reached.

PLANNING/INTELLIGENCE

SITUATION ANALYSIS UNIT

PRIMARY: **ASSIGNED AS NEEDED**

REPORTS TO: **Planning/Intelligence Section Manager**

GENERAL DUTIES:

➢ Collect, organize and analyze situation information from EOC sources.

➢ Provide current situation assessments based on analysis of information received from a variety of sources and reports.

➢ Develop situation reports for dissemination to Planning/Intelligence Section Manager, EOC Manager and other section managers to initiate the Incident Action planning process.

➢ Transmit approved reports to the Plumas County EOC.

➢ Develop and maintain current maps and other displays (locations and types of incidents).

➢ Assess, verify and prioritize situation information into situation intelligence briefings and situation status reports.

➢ Seek from any verifiable source available information which may be useful in the development of current situation assessments of the affected area.

➢ Evaluate the content of all incoming field situation and major incident reports. Provide incoming intelligence information directly to appropriate EOC Sections, summarize and provide current information on central maps and displays.

➢ Monitor and ensure the orderly flow of disaster intelligence information within the EOC.

YOUR RESPONSIBILITY:

Collect and organize incident status and situation information and evaluate, analyze and display information for use by EOC staff.

READ ENTIRE CHECKLIST AT START-UP AND

AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

☐ Check in upon arrival at the EOC.

☐ Report to the Planning/Intelligence Section Manager.

☐ Obtain a briefing on the situation.

☐ Review your position responsibilities.

☐ Identify yourself as the Situation Analysis Unit/Branch leader. Print your name on the EOC organization chart next to your assignment.

☐ Clarify any issues regarding your authority and assignment and what others in the organization do.

☐ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

☐ Determine 24-hour staffing requirement and request additional support as required. Request additional resources through the appropriate Logistics Section Unit, as needed.

☐ Ensure that all your incoming Branch/Unit personnel are fully briefed.

☐ Based on the situation as known or forecast, determine likely future Branch/Unit needs.

☐ Think ahead and anticipate situations and problems before they occur.

☐ Using activity log maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster. Document:
  ➢ Messages received
  ➢ Action taken
  ➢ Decision justification and documentation
  ➢ Requests filled
  ➢ EOC personnel, time on duty and assignments
  Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

GENERAL OPERATIONAL DUTIES

☐ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

☐ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.

☐ Keep the Planning/Intelligence Section Manager advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

☐ Provide periodic situation or status reports to your Section Manager.

☐ Establish operating procedure with the Communications Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

☐ Review situation reports as they are received. Verify information where questions exist.

☐ Anticipate potential situation changes, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

☐ Determine and anticipate your support needs and forward to your Section Manager.

☐ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

☐ Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.

☐ Use face-to-face communication in the EOC whenever possible and document decisions and policy.

☐ Be prepared to participate in the Incident Action Planning meetings and policy decisions if requested.

☐ Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.

☐ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

BRANCH OPERATIONAL DUTIES

☐ Direct the collection, organization and display disaster events status according to the format that the Documentation Unit is utilizing, including:
> ➢ Location and nature of the disaster/emergency.
> ➢ Special hazards.
> ➢ Number of injured persons.
> ➢ Number of deceased persons.
> ➢ Road closures and disaster routes.
> ➢ Structural property damage (estimated dollar value).
> ➢ Personal property damage (estimated dollar value).
> ➢ Plumas County's resources committed to the disaster/emergency.
> ➢ Plumas County's resources available.
> ➢ Assistance provided by outside agencies and resources committed.
> ➢ Shelters, type, location and number of people that can be accommodated.

☐ Prepare and maintain EOC displays.

☐ Post to the significant events log casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, etc.

☐ Develop sources of information and assist the Planning/Intelligence Section Manager in collecting, organizing and analyzing data from the EOC Management Team.

☐ Provide for an authentication process in case of conflicting status reports on events.

☐ Meet with the Planning/Intelligence Section Manager and the EOC Manager to determine needs for planning meetings and briefings.

☐ Meet with the PIO to determine best methods for exchanging information and providing the PIO with Situation Analysis Unit information.

☐ Provide information to the PIO for use in developing media and other briefings.

☐ Establish and maintain an open file of situation reports and major incident reports for review by other sections/units.

☐ Keep up-to-date weather information and forecasts posted.

☐ Identify potential problem areas along evacuation routes; i.e., weight restrictions, narrow bridges, road sections susceptible to secondary effects of an incident, etc.

☐ In coordination with the Operations Section, estimate the number of people who will require transportation out of the risk areas. Coordinate with the Transportation Unit of the Logistics Section on transportation methods.

☐ As needed, develop methods for countering potential impediments (physical barrier, time, lack of transportation resources, etc.) to evacuation.

☐ Prepare an evaluation of the disaster situation and a forecast on the potential course of the disaster event(s) at periodic intervals or upon request of the Planning/Intelligence Section Manager.

☐ Prepare written situation reports at periodic intervals at the direction of the Planning/Intelligence Section Manager.

☐ Assist at planning meetings as required. Provide technical assistance.

DEACTIVATION

☐ Ensure that all required forms or reports are completed prior to your release and departure.

☐ Be prepared to provide input to the After-Action/Corrective Action Report.

☐ Determine what follow-up to your assignment might be required before you leave.

☐ Deactivate the Situation Analysis Unit position and close out logs when authorized by the Planning/Intelligence Section Manager or EOC Manager.

☐ Leave forwarding phone number where you can be reached.

PLANNING/INTELLIGENCE

ADVANCE PLANNING UNIT

PRIMARY: ASSIGNED AS NEEDED

REPORTS TO: Planning/Intelligence Section Manager

GENERAL DUTIES:

➢ Develop an Advance Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period, generally 36 to 72 hours.

➢ Review all available status reports, Action Plans, and other significant documents. Determine potential future impacts of the emergency; particularly issues which might modify the overall EOC objectives.

➢ Provide periodic briefings for the EOC Manager and General Staff addressing Advance Planning issues.

YOUR RESPONSIBILITY:

Review all available reports and documentation to develop recommendations for response and recovery actions to be taken beyond the next operational period. Oversee the development of an Advance Plan and distribute to the EOC Manager and all Section Managers.

> **READ ENTIRE CHECKLIST AT START-UP AND**
>
> **AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

☐ Check in upon arrival at the EOC.

☐ Report to the Planning/Intelligence Section Manager.

☐ Obtain a briefing on the situation.

☐ Determine your personal operating location and set up as necessary.

☐ Review your position responsibilities.

☐ Identify yourself as the Advance Planning Unit leader. Print your name on the EOC organization chart next to your assignment.

☐ Clarify any issues regarding your authority and assignment and what others in the organization do.

☐ Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.

☐ Determine 24-hour staffing requirement and request additional support as required.

☐ Request additional resources through the appropriate Logistics Section Unit, as needed. Obtain necessary equipment and supplies (forms, paper, pens, date/time stamp, copy machine, computer, software, etc.).

☐ Ensure that all your incoming Branch/Unit personnel are fully briefed.

☐ Based on the situation as known or forecast, determine likely future Unit needs.

☐ Think ahead and anticipate situations and problems before they occur.

☐ Using activity log, maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster. Document:
  ➢ Messages received
  ➢ Action taken
  ➢ Decision justification and documentation
  ➢ Requests filled
  ➢ EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

GENERAL OPERATIONAL DUTIES

☐ Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.

☐ Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.

☐ Keep the Planning/Intelligence Section Manager advised of your Unit status and activity and on any problem areas that now need or will require solutions.

☐ Provide periodic situation or status reports to your Section Manager.

☐ Establish operating procedure with the Communications Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

☐ Review situation reports as they are received. Verify information where questions exist.

☐ Anticipate potential situation changes, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

☐ Determine and anticipate your support needs and forward to your Section Manager.

☐ Conduct periodic briefings for your Unit. Ensure they are aware of priorities.

☐ Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.

☐ Use face-to-face communication in the EOC whenever possible and document decisions and policy.

☐ Be prepared to participate in the Incident Action Planning meetings and policy decisions if requested.

☐ Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Manager at the end of each operational period.

☐ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

UNIT OPERATIONAL DUTIES

☐ Meet individually with the general staff and determine the best estimates for future direction and outcomes of the emergency.

☐ Contact local government EOC's and determine issues and concerns related to the operational area advance planning effort.

☐ Use the most current information to develop an Advance Plan identifying future policy related issues, social and economic impacts, significant response or recovery resource needs, and any other key issues likely to affect EOC operations within a 36 to 72 hour time frame.

☐ Submit the Advance Plan to the Planning/Intel. Section Manager for review and approval prior to conducting briefings for the General Staff and EOC Manager.

☐ Review objectives submitted by each section for the next operational period. With input from the General Staff recommend a transition strategy to the EOC Manager when EOC activity shifts predominately to recovery operations.

DEACTIVATION

☐ Ensure that all required forms or reports are completed prior to your release and departure.

☐ Be prepared to provide input to the After-Action/Corrective Action Report.

☐ Determine what follow-up to your assignment might be required before you leave.

☐ Deactivate the Advance Planning Unit position and close out logs when authorized by the Planning/Intelligence Section Manager or EOC Manager.

☐ Leave forwarding phone number where you can be reached.

PLANNING/INTELLIGENCE

DOCUMENTATION UNIT

PRIMARY: ASSIGNED AS NEEDED

REPORTS TO: Planning/Intelligence Section Manager

GENERAL DUTIES:

➢ Maintain an accurate and complete record of significant disaster events.

➢ Assist other parts of the EOC organization in setting up and maintaining files, journals and special reports.

➢ Collect and organize all written forms, logs, journals and reports at completion of each shift from all sections.

➢ Establish and operate a Message Center at the EOC, and assign appropriate internal and external message routing.

➢ Provide documentation and copying services to EOC staff.

➢ Maintain and preserve disaster/emergency files for legal, analytical and historical purposes.

➢ Compile, copy and distribute the Action Plans as directed by the Section Managers.

➢ Compile, copy and distribute the After-Action/Corrective Action Report with input from other sections/units.

YOUR RESPONSIBILITY:

Compile and distribute the County's Incident Action Plans and After-Action/Corrective Action Reports; maintain accurate and complete incident files; establish and operate an EOC Message Center; provide copying services to EOC personnel and preserve incident files for legal, analytical and historical purposes.

READ ENTIRE CHECKLIST AT START-UP AND

AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

☐ Check in upon arrival at the EOC.

☐ Report to the Planning/Intelligence Section Manager.

☐ Obtain a briefing on the situation.

☐ Determine your personal operating location and set up as necessary.

☐ Review your position responsibilities.

☐ Identify yourself as the Documentation Unit/Branch leader. Print your name on the EOC organization chart next to your assignment.

☐ Clarify any issues regarding your authority and assignment and what others in the organization do.

☐ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

☐ Determine 24-hour staffing requirement and request additional support as required.

☐ Request additional resources through the appropriate Logistics Section Unit, as needed. Obtain necessary equipment and supplies (forms, paper, pens, date/time stamp, copy machine, computer, software, etc.).

☐ Ensure that all your incoming Branch/Unit personnel are fully briefed.

☐ Based on the situation as known or forecast, determine likely future Branch/Unit needs.

☐ Think ahead and anticipate situations and problems before they occur.

☐ Using activity log, maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster. Document:
  - ➢ Messages received
  - ➢ Action taken
  - ➢ Decision justification and documentation
  - ➢ Requests filled
  - ➢ EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

GENERAL OPERATIONAL DUTIES

☐ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

☐ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.

☐ Keep the Planning/Intelligence Section Manager advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

☐ Provide periodic situation or status reports to your Section Manager.

☐ Establish operating procedure with the Communications Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

☐ Review situation reports as they are received. Verify information where questions exist.

☐ Anticipate potential situation changes, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

☐ Determine and anticipate your support needs and forward to your Section Manager.

☐ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

☐ Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.

☐ Use face-to-face communication in the EOC whenever possible and document decisions and policy.

☐ Be prepared to participate in the Incident Action Planning meetings and policy decisions if requested.

☐ Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Manager at the end of each operational period.

☐ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

UNIT OPERATIONAL DUTIES

☐ Meet with the Planning/Intelligence Section Manager to determine what EOC materials should be maintained for official records.

☐ Contact other EOC sections and units and inform them of the requirement to maintain official records. Assist them as necessary in setting up a file records system.

☐ Coordinate documentation with the Situation Analysis Unit.

☐ Following planning meetings, assist in the preparation of any written action plans or procedures.

☐ Ensure that the Action Plans and After-Action/Corrective Action Report are compiled, approved, copied and distributed to EOC Sections and Units.

☐ Ensure distribution and use of message center forms to capture a written record of actions requiring application of resources, requests for resources or other directions/information requiring use of the message center form.

☐ Ensure the development of a filing system to collect, log and compile copies of message center forms according to procedures approved by the Planning/Intelligence Section Manager.

☐ Identify and establish a "runner" support system for collecting, duplicating journals, logs and message center forms throughout the EOC.

☐ Establish copying service and respond to authorized copying requests.

☐ Establish a system for collecting all section and unit journal/logs at completion of each operational period.

☐ Periodically collect, maintain and store messages, records, reports, logs, journals and forms submitted by all sections and units for the official record.

☐ Prepare an overview of the documented disaster events at periodic intervals or upon request from the Planning/Intelligence Section Manager.

DEACTIVATION

☐ Ensure that all required forms or reports are completed prior to your release and departure.

☐ Be prepared to provide input to the After-Action/Corrective Action Report.

☐ Determine what follow-up to your assignment might be required before you leave.

☐ Deactivate the Documentation Unit position and close out logs when authorized by the Planning/Intelligence Section Manager or EOC Manager.

☐ Leave forwarding phone number where you can be reached.

PLANNING/INTELLIGENCE

RECOVERY PLANNING/DEMOBILIZATION UNIT

PRIMARY: ASSIGN AS NEEDED

REPORTS TO: Planning/Intelligence Section Manager

GENERAL DUTIES:

➢ Ensure that Plumas County receives all emergency assistance and disaster recovery costs for which it is eligible.

➢ Ensure that Plumas County is prepared to participate jointly with FEMA, State OES, and non-profit organizations to expedite disaster assistant for individuals, families, businesses, public entities and others entitled to disaster assistance.

➢ Ensure that required and/or approved mitigation measures are carried out.

➢ Develop demobilization strategy and plan with Section Managers.

➢ Prepare written demobilization plan or procedures for all responding departments and agencies if necessary.

➢ Follow through on the implementation of the plan and monitor its operation

YOUR RESPONSIBILITY:

Ensure that the County receives all emergency assistance and disaster recovery costs for which it is eligible; conduct all initial recovery operations and prepare the EOC organization for transition to restoring the County to pre-disaster conditions as quickly and effectively as possible. Prepare a Demobilization Plan to ensure the orderly, safe and cost effective release of personnel and equipment.

READ ENTIRE CHECKLIST AT START-UP AND

AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

☐ Check in upon arrival at the EOC.

☐ Report to the Planning/Intelligence Section Manager.

☐ Obtain a briefing on the situation.

☐ Determine your personal operating location and set up as necessary.

☐ Review your position responsibilities.

☐ Identify yourself as the Recovery Planning/Demobilization Branch leader. Print your name on the EOC organization chart next to your assignment.

☐ Clarify any issues regarding your authority and assignment and what others in the organization do.

☐ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

☐ Determine 24-hour staffing requirement and request additional support as required.

☐ Request additional resources through the appropriate Logistics Section Unit, as needed.

☐ Ensure that all your incoming Branch/Unit personnel are fully briefed.

☐ Based on the situation as known or forecast, determine likely future Branch/Unit needs.

☐ Think ahead and anticipate situations and problems before they occur.

☐ Using activity log, maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster. Document:
  ➢ Messages received
  ➢ Action taken
  ➢ Decision justification and documentation
  ➢ Requests filled
  ➢ EOC personnel, time on duty and assignments
    Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

GENERAL OPERATIONAL DUTIES

☐ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

☐ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.

☐ Keep the Planning/Intelligence Section Manager advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

☐ Provide periodic situation or status reports to your Section Manager.

☐ Establish operating procedure with the Communications Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

☐ Review situation reports as they are received. Verify information where questions exist.

☐ Anticipate potential situation changes, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

☐ Determine and anticipate your support needs and forward to your Section Manager.

☐ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

☐ Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.

☐ Use face-to-face communication in the EOC whenever possible and document decisions and policy.

☐ Be prepared to participate in the Action Planning meetings and policy decisions if requested.

☐ Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Manager at the end of each operational period.

☐ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

BRANCH OPERATIONAL DUTIES

☐ Identify issues to be prioritized by the EOC Manager on restoration of services to the County.

☐ Maintain contact with State OES and FEMA sources for advice and assistance in obtaining maximum eligible funds for disaster costs.

☐ In coordination with the Public Works Branch of the Operations Section, establish criteria for temporary entry of "posted" buildings so owners/occupants may retrieve business/personal property.

☐ In coordination with the Public Works Branch of the Operations Section, establish criteria for reoccupancy of "posted" buildings. Posting includes, as a minimum, the categories of "Inspected", "Restricted Access" and "Unsafe"

☐ In coordination with Public Works Branch of the Operations Section, 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.

☐ Ensure that buildings considered for demolition that come under "Historical Building" classification follow the special review process.

☐ With Section Managers, develop a plan for initial recovery operations.

☐ Coordinate with the field level Demobilization Unit Leader.

☐ Review the Incident and current staffing to determine the likely size and extent of demobilization effort.

☐ Request the General Staff to assess long-term staffing needs within their sections and provide listings of positions and personnel for release by priority.

☐ Coordinate with the Agency Representative to determine:
> ➢ Agencies not requiring formal demobilization
> ➢ Personnel and safety needs
> ➢ Coordination procedures with cooperating/assisting agencies.

☐ Evaluate logistics and transportation capabilities to support the demobilization effort.

☐ Prepare a Demobilization Plan to include the following:
> ➢ Release Plan strategies and general information.
> ➢ Priorities for release.

- ➢ Phase over or transfer of authorities.
- ➢ Completion and submittal of all required documentation.

☐ Obtain approval of the Demobilization Plan from the Planning/Intelligence Manager.

☐ Ensure that all sections and branches/groups/units understand their specific demobilization responsibilities.

☐ Supervise execution of the Demobilization Plan.

☐ Brief the Planning/Intelligence Section Manager on demobilization progress.

☐ Prepare the EOC organization for transition to Recovery Operations.

DEACTIVATION

☐ Ensure that all required forms or reports are completed prior to your release and departure.

☐ Be prepared to provide input to the After-Action/Corrective Action Report.

☐ Determine what follow-up to your assignment might be required before you leave.

☐ Deactivate the Recovery Planning/Demobilization Unit position and close out logs when authorized by the Planning/Intelligence Section Manager or EOC Manager.

☐ Leave forwarding phone number where you can be reached.

PLANNING/INTELLIGENCE

TECHNICAL SPECIALIST

PRIMARY: ASSIGN AS NEEDED

REPORTS TO: Planning/Intelligence Section Manager

GENERAL DUTIES:

Provide technical expertise to the Planning/Intelligence Section and others as required.

YOUR RESPONSIBILITY:

Provide support specific to a field or function not addressed elsewhere or by any other discipline. A Technical Specialist may or may not be an employee of a public or private agency.

READ ENTIRE CHECKLIST AT START-UP AND

AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

☐ Check in upon arrival at the EOC.

☐ Report to the Planning/Intelligence Section Manager.

☐ Obtain a briefing on the situation.

☐ Determine your personal operating location and set up as necessary.

☐ Review your position responsibilities.

☐ Identify yourself as Technical Specialist. Print your name on the EOC organization chart next to your assignment.

☐ Clarify any issues regarding your authority and assignment and what others in the organization do.

☐ Determine 24-hour staffing requirement and request additional support as required.

☐ Request additional resources through the appropriate Logistics Section Unit, as needed.

☐ Based on the situation as known or forecast, determine likely future needs.

☐ Think ahead and anticipate situations and problems before they occur.

☐ Using activity log , maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - ➢ Messages received
  - ➢ Action taken
  - ➢ Decision justification and documentation
  - ➢ Requests filled
  - ➢ EOC personnel, time on duty and assignments
    Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

GENERAL OPERATIONAL DUTIES

☐ Develop a plan for operations and support of field operations as requested. Assign specific responsibilities.

☐ Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.

☐ Keep the Planning/Intelligence Section Manager advised of your position status and activity and on any problem areas that now need or will require solutions.

☐ Provide periodic situation or status reports to your Section Manager.

☐ Establish operating procedure with the Communications Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

☐ Review situation reports as they are received. Verify information where questions exist.

☐ Anticipate potential situation changes, in all position planning. Develop a backup plan for all plans and procedures requiring off-site communications.

☐ Determine and anticipate your support needs and forward to your Section Manager.

☐ Use face-to-face communication in the EOC whenever possible and document decisions and policy.

☐ Be prepared to participate in the Incident Action Planning meetings and policy decisions if requested.

☐ Ensure that all your personnel time and equipment records and record of expendable materials used are provided to your Section Manager at the end of each operational period.

☐ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

BRANCH OPERATIONAL DUTIES

☐ Act as a resource to members of the EOC staff in matters relative to your technical specialty.

DEACTIVATION

☐ Ensure that all required forms or reports are completed prior to your release and departure.

☐ Be prepared to provide input to the After-Action/Corrective Action Report.

☐ Determine what follow-up to your assignment might be required before you leave.

☐ Deactivate the Technical Specialist position and close out logs when authorized by the Planning/Intelligence Section Manager or EOC Manager.

☐ Leave forwarding phone number where you can be reached.

COUNTY OF PLUMAS

EMERGENCY OPERATIONS PLAN

PART II - LOGISTICS SECTION

PURPOSE

To enhance Plumas County's capability to respond to emergencies by establishing logistics protocols in managing personnel and equipment. It is the purpose of this section that the priorities of responses are to be:

- Protect life and property.
- Provide operational and logistical support for emergency response personnel and optimize the utilization of resources.
- Provide support to the other sections of the County's emergency response team.
- Support the restoration of essential services and systems.

OVERVIEW

The Logistics Section's primary responsibility is to ensure the acquisition, transportation and 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 purchasing support. Methods for obtaining and using facilities, equipment, supplies, services and other resources to support emergency response at all operational sites during emergency/disaster conditions will be the same as that used during normal operations unless authorized by the EOC Manager or emergency orders of the Board of Supervisors.

OBJECTIVES

The Logistics Section ensures that all other sections are supported for the duration of the incident. Any personnel, equipment, supplies or services required by the other sections will be ordered through the Logistics Section.

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

- Collect information from other sections to determine needs and prepare for expected operations.

- Coordinate provision of logistical support with the EOC Manager.
- Prepare required reports identifying the activities performed by the Logistics Section.
- Determine the County's logistical support needs and plan for both immediate and long-term requirements.
- 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 State 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 Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- All existing County and departmental operating procedures will be adhered to unless modified by the Board of Supervisors or EOC Manager.
- All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with the Plumas County's Personnel rules and state law as it applies to Disaster Service Workers and County employees.
- While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 8:00 a.m. and 8:00 p.m. Operational periods should be event driven.
- Available and accessible resources from neighboring jurisdictions, military installations, the state and federal levels of government, the private sector and volunteer organizations will be accessed through the County's own resources and private sector resources. Non-fire and non-law mutual aid will be accessed through the Plumas County Operational Area via the California Office of Emergency Services (or the Regional or State Emergency Operating Center).

SECTION ACTIVATION PROCEDURES

The EOC Manager is authorized to activate the Logistics Section.

When to Activate

The Logistics Section may be activated when the County's Emergency Operations Center (EOC) is activated or when directed to by the EOC Manager.

When to Report

Staff is required to report when the EOC is activated and notice is given to the individual staff. During more immediate disaster situations staff are to contact the EOC Manager 283-6982 or the Plumas County Dispatch Center at 283-6300 for the emergency directions, reporting location and time, and other emergency information.

Where to Report

The EOC is located on the second floor of the Plumas County Health and Human Services Building located at 270 County Hospital Road, Quincy. Alternate locations may be assigned as emergency situations dictate.

SEMS ORGANIZATION CHART

RESPONSIBILITIES

EOC Manager (Management Section)

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

Operations Section
Responsible for coordinating all tactical operations in support of the emergency response through implementation of the county's Incident Action Plan.

Planning/Intelligence Section
Responsible for collecting, evaluating and disseminating information; developing the county's EOC Incident Action Plan in coordination with other sections; initiating and preparation of the county's After-Action/Corrective Action Report and maintaining documentation.

Logistics Section
Responsible for providing communications, facilities, services, personnel, equipment, supplies and materials.

Finance Section
Responsible for financial activities and other administrative aspects.

LOGISTICS SECTION STAFF

The Logistics Section Manager 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:

➢ Resources Processing Unit
➢ Communications Unit
➢ Transportation Unit
➢ Personnel Unit
➢ Facilities Unit
➢ Mess/Lodging Unit

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

Logistics Section Manager

The Logistics Section Manager, a member of the EOC Manager's General Staff, is responsible for supporting the response effort and the acquisition, transportation and mobilization of resources. Information is needed to:

➢ Understand the current situation.
➢ Predict probable resource needs.
➢ Prepare alternative strategies for purchasing and resources management.

Resources Processing Unit

The Resources Processing Unit is responsible for maintaining detailed tracking records of resources allocation and use (resources already in place, resources requested but not yet on scene and estimates of future resource needs); for maintaining logs and invoices to support the documentation process and for resources information displays in the EOC; 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. It cooperates closely with the Operations Section (to determine resources currently in place and resources needed) and with the Planning/Intelligence Section (to provide resources information to the EOC Incident Action Plan).

Communications Unit

The Communications Unit is responsible for managing all radio, data, and telephone needs of the EOC staff.

Transportation Unit

The Transportation Unit is responsible for transportation of emergency personnel, equipment and supplies. The Unit will also identify the safest and most appropriate corridor for moving supplies to and from a disaster area.

Personnel/Volunteers Unit

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

Facilities Unit

The Facilities 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.

Mess/Lodging Unit

The Mess/Lodging unit is responsible for obtaining food and lodging for incident staff, and agency representatives providing mutual aid to Plumas County.

LOGISTICS

LOGISTICS SECTION MANAGER

PRIMARY: **FACILITIES SERVICES DIRECTOR**

ALTERNATE: **FAIR MANAGER**

REPORTS TO: **EOC MANAGER**

GENERAL DUTIES:

Ensure the logistics function is carried out consistent with SEMS/NIMS guidelines, including:

➢ Resources management and tracking.

➢ Managing all radio, data and telephone needs of the EOC.

➢ Coordinating transportation needs and resolve transportation issues.

➢ Managing personnel issues and registering volunteers as Disaster Services Workers.

➢ Obtaining all materials, equipment and supplies to support emergency operations.

➢ Coordinating management of facilities used during disaster response and recovery.

➢ Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.

➢ Be prepared to form additional branches/groups/units as dictated by the situation.

➢ Exercise overall responsibility for the coordination of branch/group/unit activities within the section.

➢ Coordinate the provision of logistical support for the EOC.

➢ Report to the EOC Manager on all matters pertaining to Section activities.

YOUR RESPONSIBILITY:

Support the response effort and oversee the acquisition, transportation and mobilization of resources.

READ ENTIRE CHECKLIST AT START-UP AND

AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

☐ Check in upon arrival at the EOC.

☐ Report to the EOC Manager.

☐ Obtain a briefing on the situation.

☐ Set up your Section work station, including maps and status boards. Use your EOC Section materials and on-site supplies.

☐ Review your position responsibilities

☐ Identify yourself as the Logistics Section Manager. Print your name on the EOC organization chart next to your assignment.

☐ Clarify any issues you may have regarding your authority and assignment and what others in the organization do.

☐ Review organization in place at the EOC. Know where to go for information or support.

☐ Determine if other section staff is needed at the EOC.

☐ 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.

☐ Activate organizational elements within your section as needed and designate leaders for each element or combination of elements:
  ➢ Communications Unit
  ➢ Resource Processing
  ➢ Transportation Unit
  ➢ Personnel Unit
  ➢ Facilities Unit
  ➢ Mess/Lodging

☐ Request additional personnel for the Section to maintain a 24-hour operation as required.

☐ Brief incoming Section personnel prior to their assuming their duties. Briefings should include:
- ➢ Current situation assessment.
- ➢ Identification of specific job responsibilities.
- ➢ Identification of co-workers within the job function and/or geographical assignment.
- ➢ Availability of communications.
- ➢ Location of work area.
- ➢ Identification of eating and sleeping arrangements as appropriate.
- ➢ Procedural instructions for obtaining additional supplies, services and personnel.
- ➢ Identification of operational period work shifts.

☐ Inform the EOC Manager and General Staff when your Section is fully operational.

☐ Open and maintain Section logs.

☐ Using activity log maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster. Document:
- ➢ Messages
- ➢ Action taken
- ➢ Decision justification and documentation
- ➢ Requests filled
- ➢ EOC personnel, time on duty and assignments
Precise information is essential to meet requirements for possible reimbursement by the State OES and FEMA.

☐ Review responsibilities of branches/groups/units in your Section. Develop plan for carrying out all responsibilities.

☐ Prepare work objectives for Section staff and make staff assignments.

☐ Meet with other activated Section Managers.

☐ From Planning/Intelligence Section Manager, obtain and review major incident reports and additional field operational information that may pertain to or affect your Section operations. Provide information to appropriate branches/units.

☐ Based on the situation as known or forecast, determine likely future Logistics Section needs.

☐ Think ahead and anticipate situations and problems before they occur.

☐ Request additional resources through the appropriate Logistics Unit, as needed.

GENERAL OPERATIONAL DUTIES

☐ Carry out responsibilities of the Logistics Section branches/groups/units that are not currently staffed

☐ 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.

☐ Make a list of key issues currently facing your Section to be accomplished within the next operational period.

☐ Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.

☐ Brief the EOC Manager on major problem areas that need or will require solutions.

☐ Provide situation and resources information to the Situation Status Unit of the Planning/Intelligence Section on a periodic basis or as the situation requires.

☐ Provide briefing to the General Staff on operating procedure for use of telephone, data and radio systems.

☐ 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. Provide information to other Sections.

☐ Ensure that your Section logs and files are maintained.

☐ Update status information with other sections as appropriate.

☐ Resolve problems that arise in conducting your Section responsibilities.

☐ Anticipate potential situation changes, in all section planning. Develop a backup plan for all plans and procedures requiring off-site communications.

☐ Conduct periodic briefings for your section. Ensure that all organizational elements are aware of priorities.

☐ Use face-to-face communication in the EOC whenever possible and document decisions and policy.

☐ Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).

☐ Participate in the EOC Manager's incident action planning meetings.

☐ Ensure that all your Section personnel and equipment time records and a record of expendable materials used are provided to the Time Unit and Cost Unit of the Finance/Administration Section at the end of each operational period.

☐ Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

SECTION OPERATIONAL DUTIES

☐ Meet with Finance/Administration Section Manager and review financial and administration support needs and procedures. Determine level of purchasing authority to be delegated to Logistics Section.

☐ Following Incident Action planning meetings, ensure that orders for additional resources necessary to meet known or expected demands have been placed and are being coordinated within the EOC and field units.

DEACTIVATION

☐ Authorize deactivation of organizational elements within your Section when they are no longer required.

☐ Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.

☐ Ensure that any required forms or reports are completed prior to your release and departure.

☐ Be prepared to provide input to the After-Action/Corrective Action Report.

☐ Deactivate your section and close out logs when authorized by the EOC Manager.

☐ Leave forwarding phone number where you can be reached.

LOGISTICS

RESOURCES PROCESSING UNIT

PRIMARY: **ASSIGN AS NEEDED**

REPORTS TO: **Logistics Section Manager**

GENERAL DUTIES:

➢ Prepare and maintain displays, charts and lists which reflect the current status and location of controlled resources, transportation and support vehicles.

➢ Establish a resources reporting system for field and EOC units.

➢ Prepare and process resource status change information.

➢ Provide information to assist the Situation Status and Documentation Units of the

   Planning/Intelligence Section in strategy planning and briefing presentations.

➢ Coordinate and oversee the purchasing, allocation and distribution of resources not normally obtained through existing mutual aid resources, fuels, heavy and special equipment and other supplies and consumables.

➢ Provide supplies for field operations and other necessary facilities.

➢ Determine the appropriate supply houses, vendors or contractors who can supply the item, product or commodity.

➢ Coordinate with the Finance/Administration Section on actions necessary to purchase or contract for items.

➢ Arrange for the delivery of the items requisitioned, contracted for or purchased.

➢ Maintain records to ensure a complete accounting of supplies procured and monies expended.

➢ Support activities for restoration of disrupted services and utilities.

YOUR RESPONSIBILITY:

Maintain detailed tracking records of resources allocation and use (resources already in place, resources requested but not yet on scene and estimates of future resource needs); logs and invoices to support the documentation process and resources information displays in the EOC. Obtain all non-fire and non-law enforcement mutual aid material, equipment and supplies to support emergency operations and arrange for delivery of those resources. Cooperate closely with the Operations Section (to determine resources currently in place and resources needed) and with the Planning/Intelligence Section (to provide resources information to the EOC Incident Action Plan).

READ ENTIRE CHECKLIST AT START-UP AND

AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

☐ Check in upon arrival at the EOC.

☐ Report to the Logistics Section Manager.

☐ Obtain a briefing on the situation.

☐ Determine your personal operating location and set up as necessary.

☐ Review your position responsibilities.

☐ Identify yourself as the Resources Unit/Branch leader. Print your name on the EOC organization chart next to your assignment.

☐ Clarify any issues regarding your authority and assignment and what others in the organization do.

☐ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

☐ Determine 24-hour staffing requirement and request additional support as required.

☐ Request additional resources through the appropriate Logistics Unit, as needed.

☐ Ensure that all your incoming Branch/Unit personnel are fully briefed.

☐ Based on the situation as known or forecast, determine likely future Branch/Unit needs.

☐ Think ahead and anticipate situations and problems before they occur.

☐ Using activity log maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster. Document:
  ➢ Messages received
  ➢ Action taken
  ➢ Decision justification and documentation
  ➢ Requests filled
  ➢ EOC personnel, time on duty and assignments
    Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

GENERAL OPERATIONAL DUTIES

☐ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

☐ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.

☐ Keep the Logistics Section Manager advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

☐ Provide periodic situation or status reports to your Section Manager for updating information to the Planning/Intelligence Section.

☐ Review situation reports as they are received. Verify information where questions exist.

☐ Anticipate potential situation changes in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

☐ Determine and anticipate your support needs and forward to your Section Manager.

☐ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

☐ Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.

☐ Use face-to-face communication in the EOC whenever possible and document decisions and policy.

☐ Refer all media contacts to your Section Manager.

☐ Be prepared to participate in the EOC Manager's action planning meetings and policy decisions if requested.

☐ Ensure that all your Branch/Unit personnel and equipment time records and a record of expendable materials used are provided to your Section Manager at the end of each operational period.

☐ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

UNIT OPERATIONAL DUTIES

☐ Develop a system to track resources deployed for disaster response.

☐ Establish a reporting procedure for resources at specified locations.

☐ Direct the collection, organization and display status of incident resources to include allocation, deployment and staging areas.

☐ Maintain a master list of all resources reported.

☐ Provide for an authentication system in case of conflicting resources status reports.

☐ Provide a resources overview and summary information to the Situation Status Unit of the Planning/Intelligence Section as requested and written status reports on resources allocations as requested by the Section Manager.

☐ Assist in strategy planning based on the evaluation of the resources allocation, resources en route and projected resources shortfalls.

☐ Ensure that available resources are not overlooked by the Operations Section staff.

☐ Make recommendations to the Logistics Section Manager of resources that are not deployed or should be deactivated.

☐ Meet and coordinate activities with Finance/Administration Manager and determine purchasing authority to be delegated to the resource/processing unit. Review emergency purchasing and contracting procedures.

☐ Review, verify and process requests from other sections for resources.

☐ Determine availability and cost of resources from private vendors.

☐ Issue purchase orders for needed items within dollar limits of authority delegated to the unit.

☐ Request that the Procurement Unit of the Finance/Administration Section develop necessary agreements for all purchases.

☐ Arrange for delivery of purchased resources. Coordinate with the Transportation Unit.

☐ Identify to the Logistics Section Manager any significant resource requests which cannot be met through local action. Suggest alternative methods to solve the problem if possible.

☐ Assemble resource documents which will allow for agency, vendor and contractor contacts.

☐ Update communications availability information with the Communications Unit.

☐ Begin disaster documentation and record tracking of disaster related requests for expenditures of equipment, supplies, personnel, funds, etc.

☐ Provide updated reports on resource status to Resource/Processing Unit.

☐ Identify and maintain a list of available and accessible equipment and supplies to support response and recovery efforts.

☐ Arrange for storage, maintenance and replenishment or replacement of equipment and materials.

☐ Purchase and coordinate water resources for consumption, sanitation and firefighting if requested.

☐ Coordinate resource requests with relief agencies (American Red Cross, etc.), as needed.

☐ Assist Health Officer, if requested, with obtaining medical supplies and equipment.

☐ Ensure the organization, management, coordination and channeling of donations of goods.

DEACTIVATION

☐ Ensure that all required forms or reports are completed prior to your release and departure.

☐ Be prepared to provide input to the After-Action/Corrective Action Report.

☐ Determine what follow-up to your assignment might be required before you leave.

☐ Deactivate the Resources Unit position and close out logs when authorized by the Logistics Section Manager or EOC Manager.

☐ Leave forwarding phone number where you can be reached.

LOGISTICS

COMMUNICATIONS UNIT

PRIMARY: ASSIGN AS NEEDED

REPORTS TO: Logistics Section Manager

GENERAL DUTIES:

➤ Notify support agencies and oversee the installation, activation and maintenance of all radio, data and telephone communications services inside of the EOC and between the EOC and outside agencies.

➤ Determine the appropriate placement of all radio transmitting equipment brought to the EOC to support operations. Approve all radio frequencies to minimize interference conditions.

➤ Provide necessary communication system operators, and ensure effective continuous 24-hour operation of all communications services.

➤ Copy and log incoming radio, data and telephone reports on situation reports, major incident reports, resource requests and general messages.

➤ Make special assignment of radio, data and telephone services as directed by the EOC Manager.

➤ Organize, place and oversee the operation of amateur radio services working in support of the EOC.

YOUR RESPONSIBILITY:

Manage all radio, data, and telephone needs of the EOC staff.

READ ENTIRE CHECKLIST AT START-UP AND

AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

☐ Check in upon arrival at the EOC.

☐ Report to the Logistics Section Manager.

☐ Obtain a briefing on the situation.

☐ Determine your personal operating location and set up as necessary.

☐ Review your position responsibilities.

☐ Identify yourself as the Information Systems Branch leader. Print your name on the EOC organization chart next to your assignment.

☐ Clarify any issues regarding your authority and assignment and what others in the organization do.

☐ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

☐ Determine 24-hour staffing requirement and request additional support as required.

☐ Request additional resources through the appropriate Logistics Unit, as needed.

☐ Ensure that all your incoming Branch/Unit personnel are fully briefed.

☐ Based on the situation as known or forecast, determine likely future Branch/Unit needs.

☐ Think ahead and anticipate situations and problems before they occur.

☐ Using activity log, maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster. Document:
> ➢ Messages received
> ➢ Action taken
> ➢ Decision justification and documentation
> ➢ Requests filled
> ➢ EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

GENERAL OPERATIONAL DUTIES

☐ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

☐ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.

☐ Keep the Logistics Section Manager advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

☐ Provide periodic situation or status reports to your Section Manager for updating information to the Planning/Intelligence Section.

☐ Establish operating procedure for use of telephone, radio and data systems and provide to other units.

☐ Review situation reports as they are received. Verify information where questions exist.

☐ Anticipate potential situation changes in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

☐ Determine and anticipate your support needs and forward to your Section Manager.

☐ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

☐ Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.

☐ Use face-to-face communication in the EOC whenever possible and document decisions and policy.

☐ Refer all media contacts to your Section Manager.

☐ Be prepared to participate in the EOC Manager's Incident Action planning meetings and policy decisions if requested.

☐ Ensure that all your Branch/Unit personnel and equipment time records and a record of expendable materials used are provided to your Section Manager at the end of each operational period

☐ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

UNIT OPERATIONAL DUTIES

☐ Coordinate with all sections and branches/groups/units on operating procedures for use of telephone, data and radio systems. Receive any priorities or special requests.

☐ Monitor operational effectiveness of EOC communications systems. Obtain additional communications capability as needed.

☐ Coordinate frequency and network activities for the Plumas County Operational Area.

☐ Provide communications briefings as requested at Incident Action planning meetings.

☐ Coordinate all communication activities.

☐ Coordinate with all operational units and the EOC to minimize communication issues that includes radio, data and telephone needs utilizing established communications, the private sector, amateur radio and volunteers.

☐ Coordinate with volunteer and private sector organizations to supplement communication needs.

☐ Establish a plan to ensure staffing and repair of communications equipment.

☐ Support activities for restoration of computer services as needed.

DEACTIVATION

☐ Ensure that all required forms or reports are completed prior to your release and departure.

☐ Be prepared to provide input to the After-Action/Corrective Action Report.

☐ Determine what follow-up to your assignment might be required before you leave.

☐ Deactivate the Information Systems Branch position and close out logs when authorized by the Logistics Section Manager or EOC Manager.

☐ Leave forwarding phone number where you can be reached.

LOGISTICS

TRANSPORTATION UNIT

PRIMARY: **ASSIGN AS NEEDED**

REPORTS TO: **Logistics Section Manager**

GENERAL DUTIES:

➢ Coordinate the transportation of emergency personnel and resources within the County by all available means.

➢ Coordinate all public transportation resources.

YOUR RESPONSIBILITY:

Transportation of emergency personnel, equipment and supplies.

READ ENTIRE CHECKLIST AT START-UP AND

AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

☐ Check in upon arrival at the EOC.

☐ Report to the Logistics Section Manager.

☐ Obtain a briefing on the situation.

☐ Determine your personal operating location and set up as necessary.

☐ Review your position responsibilities.

☐ Identify yourself as the Transportation Unit/Branch leader. Print your name on the EOC organization chart next to your assignment.

☐ Clarify any issues regarding your authority and assignment and what others in the organization do.

☐ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

☐ Determine 24-hour staffing requirement and request additional support as required.

☐ Request additional resources through the appropriate Logistics Unit, as needed.

☐ Ensure that all your incoming Branch/Unit personnel are fully briefed.

☐ Based on the situation as known or forecast, determine likely future Branch/Unit needs.

☐ Think ahead and anticipate situations and problems before they occur.

☐ Using activity log, maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster. Document:
  ➢ Messages received
  ➢ Action taken
  ➢ Decision justification and documentation
  ➢ Requests filled
  ➢ EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

GENERAL OPERATIONAL DUTIES

☐ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

☐ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.

☐ Keep the Logistics Section Manager advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

☐ Provide periodic situation or status reports to your Section Manager for updating information to the Planning/Intelligence Section.

☐ Review situation reports as they are received. Verify information where questions exist.

☐ Anticipate potential situation changes in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

☐ Determine and anticipate your support needs and forward to your Section Manager.

☐ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

☐ Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.

☐ Use face-to-face communication in the EOC whenever possible and document decisions and policy.

☐ Refer all media contacts to your Section Manager.

☐ Be prepared to participate in the EOC Manager's Incident Action planning meetings and policy decisions if requested.

☐ Ensure that all your Branch/Unit personnel and equipment time records and a record of expendable materials used are provided to your Section Manager at the end of each operational period.

☐ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

UNIT OPERATIONAL DUTIES

☐ Coordinate with the Planning/Intelligence and Operations Sections to determine which disasters routes are available for emergency use.

☐ Coordinate use of disaster routes with the Operations Section.

☐ Coordinate with other sections and branches/groups/units to identify transportation priorities.

☐ Establish a transportation plan for movement of:
> ➢ Personnel, supplies and equipment to the EOC, field units, shelters and Casualty Collection Points.
> ➢ Individuals to medical facilities.
> ➢ Emergency workers and volunteers to and from risk area.

☐ Coordinate with the Operations Section on the movement of disabled and elderly persons.

☐ Coordinate transportation of animals, as required.

☐ Activate Agreement with Plumas Transit for busses and drivers as needed. Coordinate with Senior Services transportation and school district to establish availability of resources for use in evacuations and other operations as needed.

☐ As reports are received from field units and EOC sections and as sufficient information develops, analyze the situation and anticipate transportation requirements.

DEACTIVATION

☐ Ensure that all required forms or reports are completed prior to your release and departure.

☐ Be prepared to provide input to the After-Action/Corrective Action Report.

☐ Determine what follow-up to your assignment might be required before you leave.

☐ Deactivate the Transportation Branch/Unit position and close out logs when authorized by the Logistics Section Manager or EOC Manager.

☐ Leave forwarding phone number where you can be reached.

LOGISTICS

PERSONNEL/VOLUNTEERS UNIT

PRIMARY: **HUMAN RESOURCES DIRECTOR**

ALTERNATE: **Assigned by Logistic Section Manager**

REPORTS TO: **Logistics Section Manager**

GENERAL DUTIES:

➢ Coordinate all personnel support requests received at the EOC.

➢ Identify sources and maintain an inventory of personnel support and volunteer resources.

➢ Ensure that all Disaster Service Workers and volunteers are registered and integrated into the emergency response system.

➢ Assign personnel within the EOC as needs are identified.

YOUR RESPONSIBILITY:

Obtain, coordinate and allocate all non-fire and non-law enforcement mutual aid personnel support requests received; register volunteers as Disaster Services Workers and manage EOC personnel issues and requests.

READ ENTIRE CHECKLIST AT START-UP AND

AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

☐ Check in upon arrival at the EOC.

☐ Report to the Logistics Section Manager.

☐ Obtain a briefing on the situation.

☐ Determine your personal operating location and set up as necessary.

☐ Review your position responsibilities.

☐ Identify yourself as the Personnel Unit/Branch leader. Print your name on the EOC organization chart next to your assignment.

☐ Clarify any issues regarding your authority and assignment and what others in the organization do.

☐ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

☐ Determine 24-hour staffing requirement and request additional support as required.

☐ Request additional resources through the appropriate Logistics Unit, as needed.

☐ Ensure that all your incoming Branch/Unit personnel are fully briefed.

☐ Based on the situation as known or forecast, determine likely future Branch/Unit needs.

☐ Think ahead and anticipate situations and problems before they occur.

☐ Using activity log maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster. Document:
  ➢ Messages received
  ➢ Action taken
  ➢ Decision justification and documentation
  ➢ Requests filled
  ➢ EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

GENERAL OPERATIONAL DUTIES

☐ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

☐ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.

☐ Keep the Logistics Section Manager advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

☐ Provide periodic situation or status reports to your Section Manager for updating information to the Planning/Intelligence Section.

☐ Review situation reports as they are received. Verify information where questions exist.

☐ Anticipate potential situation changes in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

☐ Determine and anticipate your support needs and forward to your Section Manager.

☐ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

☐ Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.

☐ Use face-to-face communication in the EOC whenever possible and document decisions and policy.

☐ Refer all media contacts to your Section Manager.

☐ Be prepared to participate in the EOC Manager's Incident Action planning meetings and policy decisions if requested.

☐ Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Manager at the end of each operational period.

☐ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

UNIT OPERATIONAL DUTIES

☐ 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.

☐ Develop a system for tracking personnel/volunteers processed by the Unit. Maintain sign in/out logs. Control must be established for the accountability of personnel used in the response effort. ***Personnel/volunteers relieved from assignments will be processed through the Demobilization Unit.***

☐ Maintain information regarding:
  ➢ Personnel/volunteers processed.
  ➢ Personnel/volunteers allocated and assigned by agency/location.
  ➢ Personnel/volunteers on standby.
  ➢ Special personnel requests by category not filled.

☐ Ensure training of assigned response staff and volunteers to perform emergency functions. Coordinate with Safety Officer to ensure that training for personnel includes safety and hazard awareness and is in compliance with OSHA requirements.

☐ Obtain crisis counseling for emergency workers.

☐ Establish a plan for child care for County employees as needed. Coordinate with Facilities Unit for suitable facilities.

☐ Assist and support employees and their families who are also disaster victims.

☐ Develop a plan for communicating with those agencies having personnel resources capable of meeting special needs.

☐ Ensure the recruitment, registration, mobilization and assignment of volunteers.

☐ Establish Disaster Service Worker and Volunteer registration and interview locations. Assign staff to accomplish these functions.

☐ Issue identification cards to Disaster Service Workers as needed.

☐ Coordinate transportation of personnel and volunteers with the Transportation Unit.

☐ If the need for a call for volunteers is anticipated, coordinate with the PIO and provide the specific content of any broadcast item desired.

☐ 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.

☐ Ensure the organization, management, coordination and channeling of the services of individual citizens and volunteer groups during and following the emergency.

☐ Request technical expertise resources not available within the jurisdiction (hazardous materials, environmental impact, structural analysis, geotechnical information, etc.) through established channels, mutual aid channels or coordinating requests to the State Office of Emergency Services through the Logistics Branch Manager.

DEACTIVATION

☐ Ensure that all required forms or reports are completed prior to your release and departure.

☐ Be prepared to provide input to the After-Action/Corrective Action Report.

☐ Determine what follow-up to your assignment might be required before you leave.

☐ Deactivate the Personnel Unit position and close out logs when authorized by the Logistics Section Manager or EOC Manager.

☐ Leave forwarding phone number where you can be reached.

LOGISTICS

FACILITIES UNIT

PRIMARY: ASSIGN AS NEEDED

REPORTS TO: Logistics Section Manager

GENERAL DUTIES:

➢ Coordinate and oversee the management of and support to the EOC, emergency shelters, recovery centers and other essential facilities and sites used during disaster operations.
➢ Coordinate with other EOC branches/groups/units for support required for facilities.
➢ Support activities for restoration of disrupted services and utilities to facilities.
➢ Coordinate with Finance/Administration Section on any claims or fiscal matters relating to facilities operations.
➢ Close out each facility when no longer needed.

YOUR RESPONSIBILITY:

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 configure the facility in a manner adequate to accomplish the mission.

READ ENTIRE CHECKLIST AT START-UP AND

AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

☐ Check in upon arrival at the EOC.

☐ Report to the Logistics Section Manager.

☐ Obtain a briefing on the situation.

☐ Determine your personal operating location and set up as necessary.

☐ Review your position responsibilities.

☐ Identify yourself as the Facilities Unit/Branch leader. Print your name on the EOC organization chart next to your assignment.

☐ Clarify any issues regarding your authority and assignment and what others in the organization do.

☐ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

☐ Determine 24-hour staffing requirement and request additional support as required.

☐ Request additional resources through the appropriate Logistics Unit, as needed.

☐ Ensure that all your incoming Branch/Unit personnel are fully briefed.

☐ Based on the situation as known or forecast, determine likely future Branch/Unit needs.

☐ Think ahead and anticipate situations and problems before they occur.

☐ Using activity log , maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster. Document:
  ➢ Messages received
  ➢ Action taken
  ➢ Decision justification and documentation
  ➢ Requests filled
  ➢ EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

GENERAL OPERATIONAL DUTIES

☐ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

☐ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.

☐ Keep the Logistics Section Manager advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

☐ Provide periodic situation or status reports to your Section Manager for updating information to the Planning/Intelligence Section.

☐ Review situation reports as they are received. Verify information where questions exist.

☐ Anticipate potential situation changes in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

☐ Determine and anticipate your support needs and forward to your Section Manager.

☐ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

☐ Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.

☐ Use face-to-face communication in the EOC whenever possible and document decisions and policy.

☐ Refer all media contacts to your Section Manager.

☐ Be prepared to participate in the EOC Manager's Incident Action planning meetings and policy decisions if requested.

☐ Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Manager at the end of each operational period.

☐ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

UNIT OPERATIONAL DUTIES

☐ Maintain information in the Unit regarding:
- ➢ Facilities opened and operating.
- ➢ Facility managers.
- ➢ Supplies and equipment at the various locations.
- ➢ Specific operations and capabilities of each location.

☐ As the requirement for emergency-use facilities is identified, coordinate the acquisition of required space to include any use permit, agreement or restriction negotiations required.

☐ In coordination with the Operations Section, provide support to facilities used for disaster response and recovery operations; i.e., staging areas, shelters, etc.

☐ Identify communications requirements for facilities with the Communications Branch.

☐ Identify equipment, material and supply needs to the Procurement Unit.

☐ Identify personnel needs with the Personnel Unit.

☐ Identify transportation requirements with the Transportation Unit. Coordinate evacuation schedules and identify locations involved.

☐ Identify security requirements to the Law Branch of the Operations Section.

☐ 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.

☐ Coordinate the receipt of incoming resources to facilities.

☐ Ensure that operational capabilities are maintained at facilities.

☐ Oversee the distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities.

DEACTIVATION

☐ Ensure that all required forms or reports are completed prior to your release and departure.

☐ Be prepared to provide input to the After-Action/Corrective Action Report.

☐ Determine what follow-up to your assignment might be required before you leave.

☐ Deactivate the Facilities Unit position and close out logs when authorized by the Logistics Section Manager or EOC Manager.

☐ Leave forwarding phone number where you can be reached.

LOGISTICS

MESS & LODGING UNIT

PRIMARY: ASSIGN AS NEEDED

REPORTS TO: Logistics Section Manager

GENERAL DUTIES:

➢ Coordinate and oversee the purchasing, allocation and distribution of resources not normally obtained through existing mutual aid sources, such as food, potable water and lodging for mutual aid service workers.

➢ Provide meals for the EOC.

➢ If requested, provide meals for county field operations and other necessary facilities.

➢ Maintain all paperwork regarding incident together for reconciliation purposes.

YOUR RESPONSIBILITY:

Contact vendors to purchase and secure necessary meals and lodging for mutual aid service workers, meals for the EOC staff and field operations, if requested.

Follow county purchasing policy

Receive approval for large expenditures through the Logistics Manager.

READ ENTIRE CHECKLIST AT START-UP AND

AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

☐ Check in upon arrival at the EOC

☐ Report to the Logistics Section Manager

☐ Obtain a briefing on the situation from the EOC Manager

☐ Review your position responsibilities

☐ Identify yourself as the Mess/Lodging Branch leader.

☐ Clarify any issues regarding your authority and assignment.

☐ Activate elements of your Branch/Unit, establish work area if necessary, assign duties and ensure log is open.

☐ Determine 24-hour staffing requirement and request additional support as required.

☐ Request additional resources through the appropriate Logistics Unit, as needed.

☐ Ensure that all your incoming Branch/Unit personnel are fully briefed.

☐ Based on the situation as known or forecast, determine likely future Branch/Unit needs.

☐ Think ahead and anticipate situations and problems before they occur.

☐ Using activity log, maintain all required records and documentation to support the After Action/Corrective Action Report and the history of the emergency/disaster. Document :
  ➢ Messages
  ➢ Action taken
  ➢ Decision justification and documentation
  ➢ Requests filled
  ➢ EOC personnel, time on duty and assignments
  Precise information is essential to meet requirements for possible reimbursements by State OES and FEMA.

GENERAL OPERATIONAL DUTIES

☐ Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.

☐ Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.

☐ Keep the Finance Section Manager advised of your Unit status and activity and on any problem areas that now need or will require solutions.

☐ Provide periodic situation or status reports to your Section Manager for updating information to the Planning/Intelligence Section.

☐ Establish operating procedure with the Communications Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

☐ Review situation reports as they are received. Verify information where questions exist.

☐ Anticipate potential situation changes, such as a disaster (i.e., fire, power failure, earthquake, etc.), in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

☐ Determine and anticipate your support needs and forward to your Section Manager.

☐ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

☐ Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.

☐ Use face-to-face communication in the EOC whenever possible and document decisions and policy.

☐ Be prepared to participate in the EOC Manager's Incident Action planning meetings and policy decisions if requested.

☐ Ensure that all your Branch/Unit personnel time records are provided to your Section Manager at the end of each operational period.

☐ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

UNIT OPERATIONAL DUTIES

☐ Coordinate and oversee the purchasing, allocation and distribution of emergency food and potable water needs.

☐ Coordinate lodging for mutual aid service workers assisting with the disaster from outside the county.

☐ Maintain a fiscal record of all mess and lodging expenditures related to the emergency/disaster.

☐ Prepare and provide periodic cost summaries for the Finance Section Manager and the EOC Manager.

☐ Maintain cumulative emergency/disaster cost records.

☐ Ensure that all financial obligation documents are accurately prepared.

☐ Make recommendations for cost savings to the Finance Section Manager.

DEACTIVATION

☐ Ensure that all required forms or reports are completed prior to your release and departure.

☐ Be prepared to provide input to the After-Action/Corrective Action Report.

☐ Determine what follow-up to your assignment might be required before you leave.

☐ Deactivate the Mess and Lodging Unit position and close out logs when authorized by the Logistics Section Manager or EOC Manager.

☐ Leave forwarding phone number where you can be reached.

COUNTY OF PLUMAS

EMERGENCY OPERATIONS PLAN

PART II - FINANCE SECTION

PURPOSE

To enhance the fiscal accounting and recovery of Plumas County, to respond to emergencies by providing appropriate financial management, fiscal support, coordination in support of County emergency operations, and the recovery of costs as allowed by Federal and State law. It is the policy of this Section that the priorities are as follows:

- Protect life and property.
- Provide a continuity of financial management, coordination, and support from the onset of the disaster throughout the entire recovery period.
- Complete disaster related documentation related to all County disaster expenditures/costs.
- Cooperate/Communicate with all other branches/sections during the County's emergency response effort.
- Develop and maintain adequate disaster accounting for the County in its dealings with the State and Federal Government.
- Secure maximum recovery for all eligible costs.

OVERVIEW

The Finance 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

This Section is also responsible for supervising the negotiation and administration of vendor and supply contracts and procedures.

The level of the disaster/emergency will determine the extent to which the Finance Section will mobilize. In a low-level emergency, only part of the section shall mobilize. In the event of

wide-spread disaster the entire section may need to mobilize. During any declared state or federal disaster, Finance Section support staffing levels may be augmented by emergency extra-hire staffing as deemed necessary by the Section Manager, in an effort to adequately support the required disaster fiscal obligations and mandates set forth by the state and/or federal government.

OBJECTIVES

The Finance Section acts in a support role during all disasters/emergencies, ensuring that all required county financial records are preserved for future use and all State OES and FEMA filing requirements are supported through proper and accurate documentation of all labor and equipment related actions taken during the disaster/emergency.

The Finance Section will accomplish the following objectives during all declared disasters/emergencies:

1. Notify all County departments or other branches/sections that the Disaster Accounting System is activated and must be used during the declared disaster/emergency.

2. Determine the working capability of the County treasury, in regard to their ability to continue current and future financial transactions throughout the disaster period.

3. Maintain the financial continuity of the County (payroll, payments and revenue collection).

4. Disseminate information regarding the Disaster Accounting System requirements to all county departments or branches/sections as necessary.

5. Immediately following the declaration of a disaster/emergency by the State and/or Federal Governments, coordinate with County OES and the County Administrator/Board Chair to initiate the recovery process of County cost reimbursement with the appropriate disaster assistance agencies as determined by the disaster/emergency.

6. Coordinate with all County departments or branches/sections to collect and adequately document all costs pertaining to the disaster/emergency. Utilize Disaster Invoice payment approval and labor records.

7. Coordinate with the relevant disaster assistance agencies/officials for the required inspections, documentation, audits and other necessary work in order to adequately recover disaster costs.

For disasters/emergencies where the County's computer systems and treasury are accessible and usable:

- Inform all county departments or branches/sections, that the payroll and payments processing will be handled on a "business-as-usual" basis, except that the Disaster Accounting System will be used for all disaster/emergency related costs.

- Continue with objectives 4 through 7 above.

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

- Inform all County departments or all other branches/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.

- Continue with objectives 3 through 7 above.

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

- Inform all County departments or all other branches/sections that Disaster Accounting procedures will be necessary to cover the next payroll and all future critical payments.

- Activate other Finance Section Units as necessary.

- Continue with objectives 3 through 7 above.

CONCEPT OF OPERATIONS

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

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) shall be followed.

- All existing County and departmental fiscal operating procedures will be adhered to, except as modified by the County Auditor or the EOC Manager.

- For declared disasters/emergencies that leave the accounting systems accessible and usable, normal working hours will be retained for all but the Cost Recovery Unit. This unit will function on a schedule as required to perform and complete Section objectives.

- For declared 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 as determined by the Finance Section Manager. This can include 12 hours shifts. These shifts normally run 8:00 a.m. to 8:00 p.m.

SECTION ACTIVATION PROCEDURES

The EOC Manager is authorized to request Finance Section activation, in order to provide adequate financial response and recovery during any declared disaster/emergency.

When to Activate

The Finance Section will be activated, whenever the EOC Manager determines that the County is involved, or may soon be involved, in a declared disaster/emergency that will require a county wide finance response. The Finance Section's Cost Recovery Unit may continue to function in the event that the EOC is not activated.

The Finance Section Manager will activate appropriate units of the Finance Section as the disaster/emergency situation develops. All units may be placed on an alert basis in the event of an impending or developing disaster/emergency.

In the event a major, widespread disaster/emergency disrupts normal communication channels, all units in the Finance Section shall assume activation and all Section personnel shall report to their pre-assigned emergency duty locations.

When to Report

Staff is required to report when the EOC is activated and notice is given to the individual staff. During more immediate disaster situations staff are to contact the EOC Manager 283-6982 or the Plumas County Dispatch Center at 283-6300 for the emergency directions, reporting location and time, and other emergency information.

Where to Report

The location to which Finance Section personnel will report is dependent on the extent of unit activation and the severity of the disaster/emergency. If the EOC is activated the Finance Section Manager and the Cost Recovery Unit Manager shall report to their assigned emergency locations and communicate with all other units as required by the disaster /emergency. The EOC is located on the second floor of the Plumas County Health and Human Services Building located at 270 County Hospital Road, Quincy. Alternate locations may be assigned as emergency situations dictate.

SEMS ORGANIZATION CHART

RESPONSIBILITIES

EOC Manager (Management Section)

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

Operations Section

Responsible for coordinating all tactical operations in support of the emergency response through implementation of the county's Incident Action Plan.

Planning/Intelligence Section

Responsible for collecting, evaluating and disseminating information; developing the county's EOC Action Plan in coordination with other sections; initiating and preparation of the county's After-Action/Corrective Active Report and maintaining documentation.

Logistics Section

Responsible for providing communications, facilities, services, personnel, equipment, supplies and materials.

Finance Section

Responsible for all fiscal activities and any other relevant financial administrative duties to include:

- Activation and maintenance of the Disaster Accounting System.
- Providing the financial resources required for recovery through appropriate Board of Supervisors Actions.
- Coordination of all County payroll and payment requirements.
- Verification and processing of all County related claims.
- Obtaining all disaster documentation and records required for maximum cost recovery.
- Coordination with the various disaster assistance agencies required during cost recovery efforts.

FINANCE SECTION STAFF

The Auditor/Controller shall serve as the Finance Section Manager. The Assistant Auditor shall serve as the first alternate.

Finance Section Manager

The Finance Section Manager is responsible for activating the Disaster Accounting System. They oversee and coordinate, with Unit management staff, the overall fiscal response and recovery effort throughout the entire disaster/emergency, and ensure that the payroll and revenue collection process continues to function as required during the disaster/emergency.

The Finance Section Manager shall determine, based on available situation requirements, the need for establishing specific and/or specialized branches/groups/units within the Section. The following units should be activated as needed, supported by designated county staff or emergency extra-hire staff:

- ➢ Cost Unit
- ➢ Time Recording
- ➢ Compensation/Claims Unit
- ➢ Procurement

Cost Unit

This Unit is responsible for maintaining the Disaster Accounting System and maintaining procedures required to capture and document all costs relating to disasters/emergencies, in coordination with other relevant departments/branches/sections. The Unit also acts as liaison with the various disaster assistance agencies and coordinates the recovery of costs as allowed by law. The Unit must ensure that all 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. Maintenance of records in such a manner that will pass audit is an extremely important task of this Unit. Accurate and timely documentation is essential to financial recovery.

Time Unit

The Time 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 comply with the county's time policy. The Time 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 Damage Survey Reports.

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 maintained. Time and equipment use records must be compiled in appropriate format for cost recovery purposes.

Compensation/Claims Unit

The Compensation/Claims Unit is responsible for managing the investigation and compensation of physical injuries and property damage claims involving the County arising out of an emergency/disaster. This includes completing all forms required by worker's compensations programs and local agencies, maintaining a file of injuries and illnesses associated with the incident and for providing investigative support of claims and upon settlement of claims.

Procurement

The Procurement Unit is responsible for administering all financial matters pertaining to vendor contracts, leases, and fiscal agreements. The Procurement Unit will coordinate with jurisdictions on plans and supply sources. The Unit will prepare and authorize contracts, land use agreements and memorandums of understanding.

FINANCE

FINANCE SECTION MANAGER

PRIMARY: COUNTY AUDITOR

ALTERNATES: ASSIGN AS NEEDED

REPORTS TO: EOC MANAGER

GENERAL DUTIES:

Ensure that the Finance function is performed consistent with SEMS/NIMS Guidelines, including:

➢ Implementing a Disaster Accounting System.

➢ Maintaining financial records of the emergency.

➢ Tracking and recording of all agency staff time.

➢ Processing worker's compensation claims received at the EOC.

➢ Handling travel and expense claims.

➢ Providing administrative support to the EOC.

➢ Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.

➢ Be prepared to form additional branches/groups/units as dictated by the situation.

➢ Exercise overall responsibility for the coordination of branch/group/unit activities within the Section.

➢ Keep the EOC Manager updated on all significant financial developments.

YOUR RESPONSIBILITY:

Supervise the financial support, response and recovery for the disaster/emergency; ensure that the payroll and revenue collection process continues and activate the Disaster Accounting System.

READ ENTIRE CHECKLIST AT START-UP AND

AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

☐ Check in upon arrival at the EOC. Obtain required staff identification and note your name on the EOC organizational chart as required.

☐ Report to the EOC Manager to obtain a briefing on the situation.

☐ Review your position responsibilities. Review the county EOC organizational structure. Establish appropriate information, support, and resource contact areas.

☐ Set up your Section work station, including charts and status boards. Use your EOC Section materials and on-site supplies. Identify equipment requirements and available resources.

☐ Confirm that all key Finance Section personnel or alternates have been notified. Recall the required staff members necessary for the emergency. Determine Section staff the locations and the estimated time of arrival (ETA).

☐ Submit a list of Section staff requiring special access permits/identification to restricted areas.

☐ Activate organizational elements within your Section as required, designate leaders for each element or combination of elements.
   ➢ Cost Unit
   ➢ Time Unit
   ➢ Compensation and Claims Unit
   ➢ Procurement

☐ Review the responsibilities of the branches/groups/units in your Section. Develop a work plan to meet the established responsibility requirements.

☐ Request additional personnel for the Section to maintain a 24-hour operation as required, utilize Finance Support Teams.

☐ Brief incoming Section personnel prior to assuming their duty assignments. Briefings should include:
> ➢ Current situation description and summary.
> ➢ Section/Branch/Command staffing structure
> ➢ Section priorities, goals, and objectives.
> ➢ Specific job roles and responsibilities.
> ➢ Identification of working teams within the job categories and/or geographical assignments.
> ➢ Shift schedules/rotations.
> ➢ Work area locations.
> ➢ Eating and sleeping arrangements.
> ➢ Procedural communication requirements.
> ➢ Procedural instructions for resource procurement.
> ➢ Identification of operational period work shifts.

☐ Document initial activation time and inform the EOC Manager when your Section is fully operational.

☐ Open and maintain Section logs. Using activity logs maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster. Document:
> ➢ Messages received
> ➢ Action taken
> ➢ Decision justification and documentation
> ➢ Requests filled
> ➢ EOC personnel, time on duty and assignments
> ***Precise information is essential to meet requirements for possible reimbursement by the State OES and FEMA.***

☐ Obtain and review major incident reports and additional field operational information that may pertain to, or affect your Section operations. Provide appropriate information and recommendations to the relevant branches/units.

☐ Think ahead and anticipate situations and problems before they occur. Based on the situation as known or forecast, determine future Finance Section requirements.

☐ Request additional resources through the appropriate Logistics Section Unit, as required.

GENERAL OPERATIONAL DUTIES

☐ Carry out responsibilities of the Finance Section branches/groups/units that are not currently staffed.

☐ Make a list of key issues currently facing your Section to be accomplished within the next operational period.

☐ Keep up to date on situation and resources associated with your Section. Provide a status report to the Planning/Intelligence Section as the situation requires.

☐ Brief the EOC Manager on major problem areas that will require Board of Supervisors policy decision making.

☐ Determine status of transportation system into and within the affected area in coordination with the Transportation/ Equipment 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.

☐ Monitor your Section work load levels and activities; adjust the Sections organizational structure as appropriate.

☐ Anticipate potential situation changes, such as a disaster (i.e., fire, power failure, earthquake, etc.), in all Section planning. Develop a backup plan for all plans and procedures requiring off-site communications.

☐ Conduct periodic briefings for your Section. Ensure that all organizational level elements are aware of current/future priorities. Document all newly identified objectives.

☐ Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).

☐ Participate in the EOC Managers Incident Action planning meetings. Provide input in all planning sessions on finance and cost analysis matters.

☐ Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

SECTION OPERATIONAL DUTIES

☐ Authorize use of the Disaster Accounting System.

☐ Ensure that the payroll process continues.

☐ Ensure that the revenue collection process continues.

☐ Collect your Section personnel and equipment time records and record of expendable materials used and provide copies to the Time and Cost Analysis Units at the end of each operational period.

☐ Ensure that all personnel and equipment time records and record of expendable materials used are received from other Sections and submitted to the Time and Cost Analysis Units at the end of each operational period.

☐ Meet with assisting and cooperating agency representatives as required.

☐ Organize, manage, coordinate and channel the donations of money received during and following the emergency from individual citizens and volunteer groups.

☐ Ensure that all obligation documents initiated during the emergency/disaster are properly prepared and completed.

☐ Keep Management and General Staff apprised of overall financial situation and all necessary actions. During a declared emergency, a memorandum to the Board of Supervisors should be considered.

DEACTIVATION

☐ Authorize deactivation of organizational elements within your Section when they are no longer required.

☐ Ensure that any open actions are handled by your Section or transferred to other EOC elements or Auditor's Office as appropriate.

☐ Ensure that any required forms or reports are completed prior to the EOC operations deactivation.

☐ Be prepared to provide input to the After-Action/Corrective Action Report.

☐ Deactivate your Section and close out logs when authorized by the EOC Manager and transfer to Auditor's Office.

☐ Leave forwarding phone number where you can be reached. Develop a memorandum to County departments regarding change in procedures from the EOC.

FINANCE

COST UNIT

PRIMARY: **ASSIGN AS NEEDED**

REPORTS TO: **Finance Section Manager**

GENERAL DUTIES:

➢ Document information for reimbursement from the state and federal governments.

➢ Activate and maintain Disaster Accounting System.

➢ Coordinate documentation of costs with all other departments or branches/sections.

➢ Coordinate required cost recovery activities with the appropriate disaster assistance agencies/officials.

YOUR RESPONSIBILITY:

Maintain the Disaster Accounting System and procedures required to capture and document costs relating to a disaster/emergency in coordination with other sections and departments; act as

liaison with the disaster assistance agencies and coordinate the recovery of costs as allowed by law and maintain records in such a manner that will pass audit. Provide cost analysis data for the incident to help the planning and recovery efforts. 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 Unit should be activated upon the onset of any disaster/emergency. Complete, Accurate, and timely documentation is essential to financial recovery and maximum disaster reimbursement.

READ ENTIRE CHECKLIST AT START-UP AND

AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

☐ Check in upon arrival at the EOC, or pre-designated Section operational area.

☐ Report to the Finance Section Manager to obtain a situation briefing.

☐ Determine your personal operating location and establish Section set-up requirements, obtain required resources and equipment. Request additional resources through the appropriate Logistics Section Unit, as needed.

☐ Review your position responsibilities. Clarify any issues regarding your authority, assignments, and organizational command structure .

☐ Activate the individual elements of your Branch/Unit, establish work areas, assign duties, and ensure Branch/Unit journals/logs are opened.

☐ Determine 24-hour staffing requirements and obtain additional support as required.

☐ Ensure that all your incoming Branch/Unit personnel are properly briefed. Establish proper relief personnel briefings/debriefings.

☐ Think ahead and anticipate situations and problems before they occur. Based on the situation as known or forecast, determine likely future Branch/Unit needs.

☐ Using the activity log, maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster. Document:
  ➢ Messages received
  ➢ Action taken
  ➢ Decision justification and documentation
  ➢ Requests filled
  ➢ EOC personnel, time on duty and assignments
    Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

GENERAL OPERATIONAL DUTIES

☐ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific duties/ responsibilities.

☐ Keep the Finance Section Manager advised of your Branch/Unit status, activity, and problem areas that may require upper level review for solutions.

☐ Provide periodic situation or status reports to your Section Manager for updating by the Planning/Intelligence Section.

☐ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Identify and relay priorities/special requests.

☐ Review all situation reports as they are received. Verify information where questions exist.

☐ Anticipate potential situation changes, such as a disaster (i.e., fire, power failure, earthquake, etc.), in all Branch/Unit planning. Develop a backup plan for procedures requiring off-site communications.

☐ Determine and anticipate your support needs and forward all requirement requests to your Section Manager.

☐ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

☐ Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.

☐ Use face-to-face communication in the EOC whenever possible and document decisions and policy.

☐ Refer all media contacts to your Section Coordinator.

☐ Be prepared to participate in the EOC Manager's Incident Action Planning meetings and policy decisions if requested.

☐ Ensure that all pertinent Branch/Unit personnel and equipment time records, and records of expendable materials used are provided to your Section Manager at the end of each operational period

☐ Brief your relief at every shift-change. Ensure in-progress activities are identified and all follow-up requirements are known.

BRANCH OPERATIONAL DUTIES

☐ Activate and maintain the Disaster Accounting System and any procedures required to capture and document costs relating to the disaster/emergency, in coordination with other sections and departments.

☐ Inform all sections and departments that the Disaster Accounting System is to be used.

☐ Coordinate cost documentation and make decisions on costs codes and items to be tracked by the Disaster Accounting System.

☐ Act as liaison with the disaster assistance agencies and coordinate the recovery of costs as allowed by law.

☐ Prepare all required state and federal documentation as necessary to recover all allowable disaster costs.

☐ Coordinate with the Documentation Unit of the Planning/Intelligence Section.

☐ Provide analyses, summaries and estimates of costs for the Finance Section Manager, EOC Manager and the Plumas County Operational Area as required for financial reimbursement.

☐ Work with EOC sections and appropriate departments to collect all required documentation.

☐ Receive and allocate payments.

☐ Organize and prepare records for final audit.

☐ Prepare recommendations as necessary.

DEACTIVATION

☐ Ensure that all required forms or reports are completed prior to your release and departure.

☐ Be prepared to provide input to the After-Action/Corrective Action Report.

☐ Determine what follow-up to your assignment might be required before you leave.

☐ Deactivate the Cost Recovery Unit position and close out logs when authorized by the Finance Section Manager or EOC Manager.

☐ Leave forwarding phone number where you can be reached.

FINANCE

TIME RECORDING UNIT

PRIMARY: **ASSIGN AS NEEDED**

REPORTS TO: **Finance Section Manager**

GENERAL DUTIES:

➢ Track, record and report staff time for all personnel/volunteers working at the emergency/disaster.

➢ Establish and maintain a file for all personnel working at the emergency/disaster.

➢ Ensure that daily personnel time recording documents are prepared and are in compliance with specific County, OES and FEMA time recording policies.

➢ Track, record and report equipment use and time.

YOUR RESPONSIBILITY:

Track all hours worked by paid personnel, volunteers, contract labor, mutual aid and all others. Ensure that daily personnel time recording documents are prepared and are in compliance with the agency's time policy. Ensure that Time and Equipment Use Records identify scope of work, and site-specific work location.

Personnel time and equipment use records should be collected and processed for each operational day or as otherwise requested. Records must be verified for accuracy and posted according to the existing operational policy. Overtime hours worked must be determined and maintained in separate logs. Time and Equipment Use records must be compiled in appropriate formats for cost recovery purposes.

READ ENTIRE CHECKLIST AT START-UP AND

AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

☐ Check in upon arrival at the EOC. Obtain required staff identification.

☐ Report to the Finance Section Manager to obtain a situation briefing.

☐ Determine your personal operating location and set up as necessary.

☐ Review your position responsibilities.

☐ Identify yourself as the Time Unit/Branch Manager. Print your name on the EOC organization chart next to your assignment.

☐ Clarify any issues regarding your authority and assignments, and establish the Finance Section .

☐ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

☐ Establish 24-hour staffing requirement and request additional support as required through the Finance Section Manager.

☐ Request additional resources through the appropriate Logistics Section Unit, obtain Personnel resource materials as required.

☐ Ensure that all your incoming Branch/Unit personnel are fully briefed on duty priorities and daily objectives.

☐ Based on the situation as known or forecast, determine likely future Branch/Unit needs. Think ahead and anticipate situations and problems before they occur.

☐ Using activity log, maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster. Document:
  ➢ Messages received
  ➢ Action taken
  ➢ Decision justification and documentation
  ➢ Requests filled
  ➢ EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

GENERAL OPERATIONAL DUTIES

☐ At the direction of the Finance Section Manager, develop an action plan for your Branch/Unit operations in support of field operations as requested. Assign specific duties and responsibilities.

☐ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.

☐ Keep the Finance Section Manager advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

☐ Provide periodic situation or status reports to your Section Manager and County Personnel Director for updating information to the Planning/Intelligence Section.

☐ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

☐ Review situation reports as they are received. Verify information where questions exist.

☐ Anticipate potential situation changes, such as a disaster in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

☐ Determine and anticipate your support needs and forward to your Section Manager.

☐ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities, and Incident Action Plan.

☐ Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.

☐ Use face-to-face communication in the EOC whenever possible and document decisions and policy.

☐ Refer all media contacts to your Section Manager.

☐ Be prepared to participate in the EOC Manager's Incident Action Planning meetings and policy decisions if requested.

☐ Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Manager at the end of each operational period.

☐ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

UNIT OPERATIONAL DUTIES
Personnel Time Recorder

☐ Determine specific requirements for the time recording function on disaster time reporting forms and labor records.

☐ Initiate, gather, or update a time report from all applicable personnel assigned to the emergency/disaster for each operational period.

☐ Ensure that all records identify scope of work and site-specific work location for tracking purposes.

☐ Post personnel travel and work hours, assignment to a specific incident (location by address when possible), transfers, and terminations to personnel time documents.

☐ Ensure that daily personnel time recording documents are accurate and prepared in compliance with County policy.

☐ Ensure that all employee identification information is verified to be correct on the time report.

☐ Ensure that time reports are signed.

☐ Maintain separate logs for overtime hours.

☐ Establish and maintain a file for employee time records within the first operational period for each person.

☐ Maintain records security.

☐ Close out time documents prior to personnel leaving emergency assignment.

☐ Keep records on each shift (Twelve-hour shifts recommended).

☐ Coordinate with the Personnel Unit of the Logistics Section.

UNIT OPERATIONAL DUTIES
Equipment Time Recorder

☐ Coordinate with sections and branches/groups/units in establishing a system for collecting equipment time reports for documentation, utilizing FEMA equipment cost rates and FEMA equipment record logs.

☐ Ensure that all records identify scope of work and site-specific work location. This information is essential for reimbursement.

☐ Establish and maintain a file of equipment time reports on all owned, rented, donated and mutual aid equipment used. Include all charges for fuel, parts, services, operator costs, and job site or area of usage.

DEACTIVATION

☐ Ensure that all required forms and reports are completed prior to your release/departure.

☐ Be prepared to provide Section activity documentation for the After-Action/Corrective Action Report.

☐ Determine any follow-up requirements for your assignment section.

☐ Deactivate remaining Time Unit positions, and close out logs as authorized by the Finance Section Manager and EOC Manager.

☐ Leave a forwarding phone number where you can be reached.

FINANCE

COMPENSATION/CLAIMS UNIT

PRIMARY: ASSIGN AS NEEDED

REPORT TO: Finance Section Manager

GENERAL DUTIES:
➢ Accept as agent for Plumas County all claims resulting from the emergency/disaster.

➢ Collects information for all forms required by Workers Compensation and local agencies.

➢ Maintain a file of injuries and illness associated with the personnel activity assigned to the disaster at the EOC and maintain a file of written witness statements on injuries.

➢ Manage and direct all compensation for injury specialists and claims specialists assigned to the emergency/disaster.

➢ Provide investigative support in areas of claims for bodily injury and property damage compensation presented to the County.

YOUR RESPONSIBILITY:
Manage the investigation and compensation of physical injuries and property damage claims involving the Plumas County arising out of an emergency/disaster. This includes completing all forms required by worker's compensations programs and local agencies, maintaining a file of injuries and illnesses associated with the incident, and providing investigative support of claims.

READ ENTIRE CHECKLIST AT START-UP AND

AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

☐ Check in upon arrival at the EOC.

☐ Report to the Finance Section Manager.

☐ Obtain a briefing on the situation.

☐ Determine your personal operating location and set up as necessary.

☐ Review your position responsibilities.

☐ Identify yourself as the Compensation/Claims Unit/Branch Manager. Print your name on the EOC organization chart next to your assignment.

☐ Clarify any issues regarding your authority and assignment and what others in the organization do.

☐ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

☐ Determine 24-hour staffing requirement and request additional support as required.

☐ Request additional resources through the appropriate Logistics Section Unit, as needed.

☐ Ensure that all your incoming Branch/Unit personnel are fully briefed.

☐ Based on the situation reports or forecasts, determine likely future Branch/Unit needs.

☐ Think ahead and anticipate situations and problems before they occur.

☐ Using activity log maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster. Document:
  ➢ Messages received
  ➢ Action taken
  ➢ Decision justification and documentation
  ➢ Requests filled
  ➢ EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

GENERAL OPERATIONAL DUTIES

☐ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

☐ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.

☐ Keep the Finance Section Manager advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

☐ Provide periodic situation or status reports to your Section Manager for updating information to the Planning/Intelligence Section.

☐ Establish operating procedure with the Information Technology/Communication Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

☐ Review situation reports as they are received. Verify information where questions exist.

☐ Anticipate potential situation changes, such as a disaster (i.e., fire, power failure, earthquake, etc.), in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

☐ Determine and anticipate your support needs and forward to your Section Manager.

☐ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

☐ Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.

☐ Use face-to-face communication in the EOC whenever possible and document decisions and policy.

☐ Refer all media contacts to your Section Manager.

☐ Be prepared to participate in the EOC Manager's Incident Action planning meetings and policy decisions if requested.

☐ Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Manager at the end of each operational period

☐ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

UNIT OPERATIONAL DUTIES

☐ Coordinate with the Safety Officer, Liaison Officer, Agency Representatives, Personnel Unit of the Logistics Section and ICS Field Level Compensation/Claims Unit Leader.

☐ Maintain a log of all injuries occurring during the disaster/emergency.

☐ Develop and maintain a log of potential and existing claims.

☐ Prepare claims relative to damage to County property and notify and file the claims with insurers.

☐ Periodically review all logs and forms produced by Unit to ensure:
   ➢ Work is complete
   ➢ Entries are accurate and timely
   ➢ Work is in compliance with County of Plumas requirements and policies.

☐ Determine if there is a need for Compensation-for-Injury and Claims Specialists and order personnel as needed.

☐ Ensure that all Compensation-for-Injury and Claims logs and forms are complete and routed to the appropriate department for processing.

☐ Ensure the investigation of all accidents, if possible.

☐ Ensure that the Personnel Unit of the Logistics Section completes claims for any injured personnel or volunteers working at the emergency.

☐ Provide report of injuries and coordinate with the Safety Officer for mitigation of hazards.

☐ Obtain all witness statements pertaining to claims and review for completeness.

DEACTIVATION

☐ Ensure that all required forms or reports are completed prior to your release and departure.

☐ Be prepared to provide input to the After-Action/Corrective Action Report.

☐ Determine what follow-up to your assignment might be required before you leave.

☐ Deactivate the Compensation/Claims Unit position and close out logs when authorized by the Finance Section Manager or EOC Manager.

☐ Leave forwarding phone number where you can be reached.

FINANCE

PROCUREMENT UNIT

PRIMARY: ASSIGN AS NEEDED

REPORTS TO: Finance Section Manager

GENERAL DUTIES:

➢ Responsible for administering all vendor contracts, leases and fiscal agreements.

➢ Coordinate with local jurisdictions on procurement plans and supply sources.

➢ Prepare and authorize contracts, land use agreements and memorandum of understandings.

YOUR RESPONSIBILITY:

Ensure all resources obtained through the EOC are done so in compliance with local, state and federal requirements.

READ ENTIRE CHECKLIST AT START-UP AND

AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

☐ Check in upon arrival at the EOC.

☐ Report to the Finance Section Manager.

☐ Obtain a briefing on the situation.

☐ Determine your personal operating location and set up as necessary.

☐ Review your position responsibilities.

☐ Identify yourself as the Procurement Unit/Branch Manager. Print your name on the EOC organization chart next to your assignment.

☐ Clarify any issues regarding your authority and assignment and what others in the organization do.

☐ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

☐ Determine 24-hour staffing requirement and request additional support as required.

☐ Request additional resources through the appropriate Logistics Section Unit, as needed.

☐ Ensure that all your incoming Branch/Unit personnel are fully briefed.

☐ Based on the situation as known or forecast, determine likely future Branch/Unit needs.

☐ Think ahead and anticipate situations and problems before they occur.

☐ Using activity log maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster. Document:
   ➢ Messages received
   ➢ Action taken
   ➢ Decision justification and documentation
   ➢ Requests filled

➢ EOC personnel, time on duty and assignments
Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

GENERAL OPERATIONAL DUTIES

☐ Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.

☐ Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.

☐ Keep the Finance Section Manager advised of your Unit status and activity and on any problem areas that now need or will require solutions.

☐ Provide periodic situation or status reports to your Section Manager for updating information to the Planning/Intelligence Section.

☐ Establish operating procedure with the Communications Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

☐ Review situation reports as they are received. Verify information where questions exist.

☐ Anticipate potential situation changes, such as a disaster (i.e., fire, power failure, earthquake, etc.), in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

☐ Determine and anticipate your support needs and forward to your Section Coordinator.

☐ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

☐ Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.

☐ Use face-to-face communication in the EOC whenever possible and document decisions and policy.

☐ Refer all media contacts to your Section Manager.

☐ Be prepared to participate in the EOC Manager's Incident Action planning meetings and policy decisions if requested.

☐ Ensure that all your Branch/Unit personnel time records are provided to your Section Manager at the end of each operational period.

☐ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

UNIT OPERATIONAL DUTIES

☐ Maintain a fiscal record of all expenditures related to the emergency/disaster.

☐ Prepare and provide periodic cost summaries for the Finance Section Manager and the EOC Manager.

☐ Maintain cumulative emergency/disaster cost records.

☐ Ensure that all financial obligation documents are accurately prepared.

☐ Prepare resources-use cost estimates.

☐ Maintain accurate information on the actual cost for the use of all assigned resources.

☐ With the Time Unit, ensure that all pieces of equipment under contract and dedicated personnel are properly identified.

☐ Make recommendations for cost savings to the Finance Section Manager.

DEACTIVATION

☐ Ensure that all required forms or reports are completed prior to your release and departure.

☐ Be prepared to provide input to the After-Action/Corrective Action Report.

☐ Determine what follow-up to your assignment might be required before you leave.

☐ Deactivate the Procurement Unit position and close out logs when authorized by the Finance Section Manager or EOC Manager.

☐ Leave forwarding phone number where you can be reached.

COUNTY OF PLUMAS

EMERGENCY OPERATIONS PLAN

PART II - RECOVERY OPERATIONS

OVERVIEW

In the aftermath of a disaster, restoring infrastructure systems and essential services will mark the beginning of recovery operations. Plumas County and its governmental and volunteer agencies can help individuals, families and businesses recover from emergencies by ensuring that these services and resources for assistance are made available. Recovery occurs in two phases: short-term and long-term.

Short-Term Recovery

The goal of short-term recovery is to restore local government to at least a minimal capacity.

Short-term recovery includes:

- Utility restoration; electric, gas, water, propane, telephone service, etc.
- Expanded social, medical, and mental health services
- Re-establishment of Plumas County government operations
- Reopen transportation routes
- Debris removal and cleanup operations
- Abatement and demolition of hazardous structures.

Each jurisdiction will coordinate its efforts to restore utility systems and services during recovery operations. Medical services may need to operate from temporary facilities, as necessary. The County and City of Portola will ensure that debris removal and cleanup operations are expedited to provide for public health and safety. Structures that pose a public safety concern will be demolished.

Long-Term Recovery

The goal of long-term recovery is to restore facilities to pre-disaster conditions. Long-term recovery includes restoration or reconstruction of public facilities, disaster response cost recovery and hazard mitigation activities. Affected jurisdictions are responsible for development and addressing mitigation. The major objectives of long-term recovery operations include:

- Restoring facilities to pre-disaster condition
- Coordinated delivery of social and health services
- Re-establishing the local economy to pre-disaster levels
- Recovery of disaster response costs
- Improved land use planning
- Effective integration of mitigation strategies into recovery planning and operations
- Review and revision of the EOP

Public information during the recovery process may be handled independently by each agency or jurisdiction or may be coordinated through a Joint Information Center (JIC) for comprehensive review and disbursement.

RECOVERY ORGANIZATION

Recovery operations will begin shortly after response efforts. This will require a coordinated effort from the Recovery Planning Unit within the Planning/Intel Branch and the Finance Branch. Information acquired and created during response activities forms the basis for recovery documentation. To obtain maximum reimbursement for disaster-related expenditures, it is critical that the Operational Area and local government and jurisdictions:

- Implement a disaster documentation system during a disaster
- Ensure disaster-related expenditures are easily distinguished from on-going activities
- Maintain accurate accounting records including:
  - ➢ Force account labor (timesheets) and equipment
  - ➢ Invoices for rented equipment, materials and purchases
  - ➢ Photographs of damage and repair
  - ➢ Insurance information
  - ➢ Environmental and historical preservation issues
  - ➢ Records of donated goods and supplies
- These records must be maintained for three years after the last action on the disaster application (State OES will notify when three year-time frame begins)

ASSESSMENTS AND DOCUMENTATION

DURING RECOVERY

Safety Assessment Program

Immediately following a disaster, it is imperative that the safety of public and private structures be determined. The Safety Assessment Program (SAP) provides for the use of Plumas County

staff under the direction of the County Building Official as well as volunteers and/or mutual aid resources, to determine use and occupancy of homes, buildings and infrastructure. The Building Official will coordinate work with the County Environmental Health staff when assessing public health and sanitation aspects of building safety. Evaluators may be deputized by the County Building Official as needed to post warnings, cards or notices on affected buildings or facilities. SAP evaluators are typically Plumas County Building Department inspection staff, or volunteers with backgrounds of registered engineers, licensed architects or certified building officials or inspectors. All volunteer evaluators must be designated as Disaster Service Workers and are covered under California's worker's compensation and liability protection laws. If Plumas County needs additional building inspectors to perform safety assessments they can be requested by the Logistics Section through the Regional Emergency Operations Center (Emergency Management Mutual Aid).

Damage Assessments

When requesting state or federal disaster assistance, local government **must** provide information to support the request. The chart below describes the mechanisms required to document damages and determine needed assistance in the impacted area.

Report Title	Responsible Party	Description Needed	Purpose of Report
Initial Damage Estimate (IDE)	Local jurisdiction (typically completed by EOC Manager or Planning Section if activated)	Initial description of damage including: • type and extent of public and private sector damage • basic repair and emergency response costs • any acute public health issues • number of homes and businesses not insured or underinsured.	Provides information for State OES to determine if state and/or federal disaster assistance is warranted and to what external resources are needed. An IDE should be provided concurrently with request for assistance. Not providing this information promptly can delay assistance.
Preliminary Damage Assessment (PDA)	Planning Section staff assisted by OES regional staff, local, state and/or federal government staff	Preliminary detailed damage report including: • facility types (e.g., school, road, private residences) and location • facility insurance and/or maintenance records • damage description and repair estimates • local government budget reports • destroyed/damaged residences, personal property, businesses • any identified environmental or historical issues	Provides information for State OES to determine extent and type of state and/or federal disaster assistance. This information is also used by FEMA to prepare a regional analysis of the request for consideration by FEMA headquarters.
Damage Assessment by other Federal Agencies	Small Business Administration (SBA) --------------------- U.S. Dept. of Agriculture (USDA) and/or local Agricultural Commissioner	Includes the number of private homes and businesses damaged or destroyed and estimated uninsured losses. It also may include documentation showing economic injury to businesses. ------------------------------ Includes cause, type and value of crop/livestock losses.	Ensures minimum damage criteria have been satisfied to implement the Physical or Economic Injury Disaster Loan Program. -- Provides USDA with justification to implement emergency loan program.

[1]**IDE**: This report is available via the online Cal EOC data management tool located on the State OES Web site at: http://www.caloes.ca.gov.

Debris Removal

The California Disaster Assistance Act governs the eligibility rules for disaster debris removal and funding. Although the Public Works Branch of the Operations Section will initiate the debris removal function, their actions will need to be coordinated with an individual or unit that monitors reimbursable costs. Additional information can be gathered from State OES Recovery Operations.

RECOVERY DISASTER ASSISTANCE

Emergency Proclamations/Declarations

If the local government or Operational Area requires state or federal assistance, it is important to know if a local proclamation of an emergency is a prerequisite to obtaining the assistance. The chart below provides an overview of the available programs and indicates proclamation/declaration requirements.

Please Note: If a local emergency proclamation is required, it must be issued within 10 days of the event.

Program Name	Type of Assistance	Local Proclamation Required?	State of Emergency Required?	Federal Declaration or Designation Required?
Safety Assessment Program (SAP)	Provides professional evaluators to determine safety, use and occupancy of homes and buildings	No	No	No
Fire Management Assistance Grant (FMAG)	Reimbursement of emergency response costs for fire suppression	No	No	Yes
State Public Assistance (PA) under an OES Director's Concurrence	Funding to restore public infrastructure	Yes	No	No
State Public Assistance (PA) under a Governor's proclamation of state of emergency	Reimbursement of local emergency response costs, debris removal and funding to restore public infrastructure	Yes	Yes	No
Federal Public	Reimbursement of local	Yes	Yes	Yes

Assistance (PA) (major Disaster declaration)	emergency response costs, debris removal and funding to restore public and allowable private-non-profit infrastructure			
Federal Public Assistance (PA) (emergency declaration)	Reimbursement of local emergency response costs	Yes	Yes	Yes
Individuals and Household Program (IHP)	Grants for unmet recovery needs to individuals and families	Yes	Yes	Yes
State Supplemental Grant Program (SSGP)	Supplemental grants for individuals for recovery may be available only when maximum IHP has been reached	Yes	Yes	Yes
SBA Economic Injury Disaster Loan Program	Working capital loans for small businesses that have suffered an economic loss	No	No	Yes
SBA Physical Disaster Loan Program	Loans for individuals, families and businesses that have lost real and personal property	No	No	Yes
USDA Disaster Designation	Loans for farmers and ranchers for physical and crop production losses	No	No	Yes
Crisis Counseling Programs	Referral/resource services and short term counseling for emotional and mental health problems caused by the disaster	Yes	Yes	Yes
Disaster Unemployment Assistance	Weekly unemployment benefits and job finding services due to a disaster	Yes	Yes	Yes

How to Access Assistance

When disaster strikes and damages exceed local capabilities, the Operational Area may request state and/or federal disaster assistance. A local proclamation of an emergency may be a prerequisite for the assistance requested. If a request for assistance is necessary, the Operational Area should:

- Include the following information in the request:
  - ➢ Copy of the local proclamation (if required)
  - ➢ Initial Damage Estimate (IDE)
  - ➢ Written request/resolution by designated official
  - ➢ Type of disaster
  - ➢ Date of occurrence and whether situation is continuing
  - ➢ Areas affected
  - ➢ Type of assistance needed;
- Submit the request to:
  - ➢ Operational Area (local governments & jurisdictions)
  - ➢ OES REOC;
- Submit the request by the deadlines mentioned in the tables that follow; and
- Submit the request separately by a city *only* if the Op. Area has not already submitted the same request.

Local Assistance Centers

Local Assistance Centers (LAC's) may be established to provide a centralized location for services and resource referrals for the unmet needs of disaster victims. State funding may be available for eligible LAC operations. Historically, LACs have proven to be a key factor for a successful recovery. LAC characteristics generally include:

- Resource facility for recovery information, services and programs;
- Community-based service facilities;
- Managed by local government; and
- Staffed by PNPs, local, state and federal government, as appropriate.

Disaster Recovery Centers (DRC's)

Disaster Recovery Centers (DRC's) may also be activated by key federal agencies to provide convenient locations for victims and private non-profit organizations to obtain information about FEMA and SBA programs. DRC characteristics generally include:

- Fixed or mobile resource facility for FEMA and SBA recovery information
- Managed by federal government; and
- Staffed by FEMA, Cal EMA, SBA and other federal, state and local agencies as appropriate.

Disaster Assistance Programs

The following tables are designed to provide local emergency managers a quick reference to disaster assistance programs administered or coordinated by the Disaster Assistance Division of Cal OES. The tables are grouped by potential recipients and indicate general program implementation criteria, including key deadlines.

Public Assistance through State Office of Emergency Services (Cal OES)

Public agencies include state agencies and departments, cities, counties, city and county, school districts, community college districts, special districts and certain private non-profit agencies. The following table describes implementation criteria for the five main public assistance disaster programs administered by Cal EMA: Director's Concurrence, Governor's Proclamation of a State of Emergency, Fire Management Assistance Program (FMAG), Presidential Declaration of an Emergency, and Presidential Declaration of a Major Disaster.

Type of Assistance	Program Name and Authority	Cost Share Requirements	Implementation Criteria
Funding to restore damaged public infrastructure (e.g. roads, buildings, utilities)	State Public Assistance CDAA -- Director's Concurrence with local emergency	75% State 25% Local	Local agency must proclaim an emergency and request a "Director's Concurrence" within 10 days of an event. A Governor's proclamation of a state of emergency is not required for the OES Director to provide CDAA funding to repair damaged public facilities.
Reimbursement of local emergency response costs, debris removal, and funding to restore damaged public infrastructure	State Public Assistance CDAA– Governor's Proclamation of a State of Emergency	75% State 25% Local	Local agency must proclaim an emergency and request the Governor to proclaim a state of emergency within 10 days of an event. The request should include dates of the event, an IDE, areas affected, and appropriate type of assistance needed.
Reimbursement for fire suppression costs	FMAG Stafford Act	75% Federal 25% Local	Responsible fire agency must request FMAG assistance while the fire is still burning out of control. Neither local nor state emergency proclamations are necessary for the implementation of this program.
Reimbursement of local emergency response and debris removal costs	Federal and State Public Assistance Stafford Act and CDAA -- Presidential Declaration of an Emergency	75% Federal 18.75% State 6.25% Local	Local agency must proclaim an emergency and request the Governor to proclaim a state of emergency within 10 days of an event. The Governor has 5 days to request federal assistance. Local government should provide detailed information including dates of the event, an IDE, areas affected, appropriate type of assistance needed.
Funding to restore public infrastructure* and reimbursement of emergency response and	Federal and State Public Assistance Stafford Act and CDAA	75% Federal 18.75% State 6.25% Local	Local agency must proclaim an emergency and request the Governor to proclaim a state of emergency within 10 days of an event. The Governor has 30 days to request federal

debris removal costs	-- Presidential Declaration of a Major Disaster		assistance. Local government should provide detailed information including dates of the event, an IDE, areas affected, and appropriate type of assistance needed. *Funding beyond what is necessary to restore a facility may also be approved for hazard mitigation measures to ensure that future similar damage will not occur. These mitigation projects include cost-effective improvements to the current design and capacity of the existing facility.
Funding to provide crisis counseling services	FEMA Crisis Counseling Program Stafford Act	75% Federal 25% State	This program is funded by FEMA and administered through the state Department of Mental Health. Benefits may be short term or long-term (up to 9 months).

Public Assistance through Other Agencies

The following table describes the implementation criteria for disaster assistance programs available to public entities through federal agencies other than FEMA. Through CDAA, the state may also cost share with these federal programs.

Type of Assistance	Program Name/Lead Federal Agency and Authority	Cost Share Requirements	Implementation Criteria
Watershed restoration	Emergency Watershed Program /NRCS Division of the U.S. Department of Agriculture Section 216, P.L. 81-516 and Sections 403-405, P.L. 95-334	75% NRCS 18.75% State 6.25% Local	Eligible activities include providing financial and technical assistance to remove debris from streams, protect destabilized stream banks, establish cover on critically eroding lands, repair conservation practices, and the purchase of flood plain easements. This program does not require a Presidential disaster declaration before it is implemented. However, in order for the sponsoring agency to be eligible for state cost share, the Governor must have proclaimed a state of emergency for the event. For additional information refer to: www.nrcs.usda.gov
Emergency flood and post-flood activities	USACE Emergency Operations /USACE Flood Control and Coastal Emergencies Act (P.L. 84-99)	100% USACE (US Army Corps of Engineers)	The USACE may provide manpower, supplies, and equipment for flood-fighting, debris clearance and temporary levee repairs during the emergency period and up to a maximum of 10 days thereafter. This program does not require a Presidential disaster declaration before it is implemented. For additional information refer to: www.usace.army.mil
Restoration of publicly sponsored flood control structures	USACE Rehabilitation Program/USACE Flood Control and Coastal Emergencies Act (P.L. 84-99)	100% USACE	The USACE Rehabilitation program provides assistance for permanent repairs to federal system levees. Although USACE covers the repair costs, the local sponsoring agency may be required to purchase additional soil and must sign "Hold Harmless" agreements and other applicable assurances before work can begin. This program does not require a Presidential disaster declaration before it is implemented. For additional information refer to: www.usace.army.mil
Emergency repairs to federal roads and	FHWA Emergency Relief (ER) Program/FHW	100% FHWA if performed within 180 days of an	This program may be implemented upon a Presidential Declaration or by special request from the Governor when a state of emergency has been proclaimed. The FHWA ER program is administered through Caltrans. For additional information refer to:

highways	A Title 23, U.S.C., Section 125	event. (Federal Highway Administration	http://www.fhwa.dot.gov/programadmin/erelief.cfm
Permanent restoration of damaged federal aid highways	FHWA ER Program / FHWA Title 23, U.S.C., Section 125	88.53% FHWA 8.6% State 2.87% Local	FHWA funds 88.53 percent of repairs upon a Presidential Declaration or by special request from the Governor when a state of emergency has been proclaimed. The FHWA program is administered through Caltrans in close coordination with OES. For additional information refer to: http://www.fhwa.dot.gov/programadmin/erelief.cfm
Long-term economic redevelop-ment	HUD Disaster Recovery Initiative/HUD Section 122 of the Housing and Community Act of 1974, as amended	75% Federal 18.75% State 6.25 % Local	Funds earmarked for certain HUD projects may be transferred to emergency projects if not covered by FEMA and are in the best interest of the post-disaster stricken community. California Department of Housing and Community Development administers this program. For additional information refer to: https://www.hud.gov/info/disasterresources

Individual and Family Assistance

The following table describes the implementation criteria for programs that are available to assist businesses, families and individuals, and Private non-Profit (PNPs) agencies in recovering from a disaster.

Type of Assistance	Program Name and Authority	Loan/Grant Maximum*	General Implementation Criteria
Low interest loans for losses to real property (primary residences) which may include mitigation measures	SBA Physical Disaster Loan Program 13 CFR Ch. 1 Part 123	$200,000	The SBA Physical loan program may be implemented upon a Presidential declaration of an emergency or major disaster. Victims are required to first seek loan assistance through SBA before they can be considered for a federal grant through FEMA. SBA also has the authority to independently (without a Presidential declaration) implement the program when at least 25 homes and/or businesses suffer 40% uninsured losses of their estimated fair market or pre-disaster fair market value, whichever is lower. In this case, a request for SBA declaration must be requested through OES within 60 days of the occurrence.
Low interest loans for losses to personal property	SBA Physical Disaster Loan Program 13 CFR Ch. 1 Part 123	$40,000	Same as above.
Grants to cover temporary housing needs, home repairs, losses to personal property, transportation expenses, funeral and medical expenses, etc.	Individual and Households Program (IHP) Robert T. Stafford Act Disaster Relief and Assistance Act, 44 CFR Ch. 1, Part 206, Subpart D, Sect. 206.110	$25,600	This is a federal grant program managed and administered by FEMA upon a Presidential Declaration of an Emergency or Major Disaster. Victims who are found to be ineligible for an SBA loan are referred to FEMA's IHP program.
Grants to individuals and families that have received the maximum IHP grant but still have unmet needs	State Supplemental Grant Program California Department of Social Services W/I 13600-13601	$10,000	This program is administered through the state Department of Social Services. It is only implemented when FEMA has activated the IHP. The state has no authority to activate the SSGP independent of a federal declaration.
Disaster Unemployment Assistance	DUA U.S. Department of Labor, 20 CFR, Part 625 44 CFR, part 206.141	N/A	This program may be implemented by the Department of Labor upon a Presidential declaration. It allows those unemployed due to a disaster up to 26 weeks of unemployment benefits.

*Please note that these amounts were current as of March 1, 2004. They are adjusted annually based on the consumer price index.

Businesses, Ranchers and PNP Assistance

The following table describes the implementation criteria of programs that are available to assist businesses, ranchers, and Private non-Profit (PNP's) agencies in recovering from a disaster.

Type of Assistance	Program Name and Authority	Loan Maximum*	Implementation Criteria
Low interest loans to businesses and PNPs, for losses to real property	SBA Physical Disaster Loan Program 13 CFR Ch. 1 Part 123	$1.5 Million	The SBA Physical loan program may be implemented upon a Presidential declaration of an emergency or major disaster. SBA also has the authority to independently implement the program when at least 25 homes and/or 3 businesses have suffered 40% uninsured losses due to a disaster. Typically, when SBA declares a disaster for a county, contiguous counties are also eligible.
Low interest loans to businesses and to help cover working capital	SBA EIDL 13 CFR Ch. 1 Part 123	$1.5 Million	SBA also has the authority to independently implement the program with certification by the OES Director that at least five small business concerns in a disaster area have suffered economic injury and are in need of financial assistance not otherwise reasonably available. The SBA may provide economic injury assistance for a disaster determined by the Secretary of Agriculture. Under these designations, SBA makes economic injury assistance available to eligible small businesses. EIDL loans become available under all SBA physical declarations. The maximum SBA loan assistance is $1.5 Million, whether it is a Physical Disaster Loan, an EIDL loan, or a combination of both programs.
Low interest loans to farmers, ranchers and aqua culturists for physical and/or crop production losses resulting from an unusual natural occurrence (weather Pattern, pest, etc.)	Secretarial Designation-Agricultural disaster U.S. Department of Agriculture, Farm Services Agency 7 CFR, Ch 18, part 1945, Subpart A	$500,000	Emergency loans are made to farmers and ranchers who have suffered at least a 30-percent loss in crop production or a physical loss to livestock products, real estate or chattel property. The Secretary of Agriculture can implement this program when requested by OES on behalf of a local agricultural commissioner or local government authority, or implemented automatically when the President declares a major disaster or emergency. When requested on its own authority, supporting documentation to the types of crops and level of damage must be submitted. A proclamation of local or state emergency is not required for this program.

*Please note that these amounts were current as of March 1, 2004. They are adjusted annually based on the consumer price index.

AFTER-ACTION REPORTS

The Standardized Emergency Management System (SEMS) regulations require any city, city and county, or county declaring a local emergency for which the Governor proclaims a State of Emergency, to complete and transmit an After-Action Report to Cal EMA within 90 days of the close of the incident period. The After-Action Report will provide, at a minimum, the following:

- Response actions taken;
- Application of SEMS;
- Suggested modifications to SEMS;
- Necessary modifications to plans and procedures;
- Training needs; and
- Recovery activities to date.

The After-Action Report will include an overview of the incident, including enclosures, and will address specific areas of the response. It will provide information regarding coordinated efforts and activities. Hazard mitigation efforts may be included in the "recovery actions to date" portion of the after-action report as well as suggested planning efforts.

The After-Action Report will serve as a source for documenting the Plumas County Operational Area's emergency response activities, and actions. The report will identify areas of concern and provide information for addressing modifications of procedures and plans. It will also be utilized to develop a work plan for implementing modifications to the EOP and local government policy.

The Recovery Section is responsible for compiling the contents of the After-Action Report. The Plumas County Office of Emergency Services is responsible for the distributing and submitting the report to the State Office of Emergency Services, Inland Region, within the required 90 day period.

PART III - GLOSSARY OF TERMS

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

A

Activate: At a minimum, a designated official of the emergency response agency that implements SEMS as appropriate to the scope of the emergency and the agency's role in response to the emergency.

Aerial Reconnaissance: An aerial assessment of the damaged area which includes gathering information on the level and extent of damage and identifying potential hazardous areas for on-site inspections.

After Action Report: A report covering response actions, application of SEMS, modifications to plans and procedures, training need, 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: An agency is a division of government with specific function, or a non-governmental organization (e.g., private contractor, business, etc.) that offers a particular kind of assistance. In ICS, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation), or assisting and/or cooperating (providing resources and/or assistance). (See Assisting, Cooperating Agency and Multi-agency.)

Agency Assistance: Grants for projects or planning activities, loans, and all other forms of financial or technical assistance provided by the Agency.

Agency Dispatch: The agency or jurisdictional facility from which resources are allocated to incidents.

Agency Executive or Administrator: Chief executive officer (or designee) of the agency or jurisdiction that has responsibility for the incident.

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 at the incident, or to the Liaison Coordinator at SEMS EOC levels.

Air Operations Branch Director: The person primarily responsible for preparing and implementing the air operations portion of the Incident Action Plan. Also responsible for providing logistical support to helicopters operating on the incident.

Allocated Resources: Resources dispatched to an incident.

American Red Cross: A non-governmental volunteer organization (NGO) agency that provides disaster relief to individuals and families.

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.

Assigned Resources: Resources checked in and assigned work tasks on an incident.

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.

B

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 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. Branches are identified by the use of Roman Numerals or by functional name (e.g., medical, security, etc.). Branches area also used in the same sequences at the SEMS EOC Levels.

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.

C

Cache: A pre-determined complement of tools, equipment and/or supplies stored in a designated location, available for incident use.

California Emergency Council: The official advisory body to the Governor on all matters pertaining to statewide emergency preparedness.

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.

Casualty Collection Points (CCP): A location within a jurisdiction which is used for the assembly, triage (sorting), medical stabilization, and subsequent evacuation of casualties. It may be used for the receipt of incoming medical resources (doctors, nurses, supplies, etc. Preferably the site should include or be adjacent to an open area suitable for use as a helicopter pad.

Catastrophic Disaster: Although there is no commonly accepted definition of a catastrophic disaster the term implies an event or incident which produces severe and widespread damages of such a magnitude as to result in the requirement for significant resources from outside the affected area to provide the necessary response.

Catastrophic Disaster Response Group (CDRG): The national-level group of representatives from the Federal department and agencies under the Plan. The CDRG serves as a centralized coordinating group which supports the on-scene Federal response and recovery efforts. Its members have access to the appropriate policy-makers in their respective parent organizations to facilitate decisions on problems and policy issues.

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).

Checklist: A list of actions taken by an element of the emergency organization in response to a particular event or situation.

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

Civil Unrest: Any incident intended to disrupt community affairs that requires police intervention to maintain public safety including riots and mass demonstrations as well as terrorist attacks.

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

Code of Federal Regulations (CFR): "49 CFR" refers to Title 49, the primary volume regarding hazmat transportation regulations.

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 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.

Command Staff: The Command Staff at the SEMS Field level consists of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an assistant or assistants, as needed. These functions may also be found at the EOC levels in SEMS. At the EOC, they would report to the EOC Director but may be designated as Coordinators. At EOCs, the functions may also be established as Sections, or Branches to accommodate subsequent expansion.

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.

Community Right-to-Know: Legislation requiring the communicating of chemical formation to local agencies or the public.

Compact: Formal working agreements among agencies to obtain mutual aid.

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.

Complex: Two or more individual incidents located in the same general area which are assigned to a single Incident Commander or to a Unified Command.

Comprehensive Emergency Management (CEM): An integrated approach to the management of emergency programs and activities for all four emergency phases (mitigation, preparedness, response, and recovery), for all types of emergencies and disaster (natural, manmade, and attack), and for all levels of government (local, State, and Federal) and the private sector.

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 lines of succession for key decision makers.

Contingency Plan: A sub or supporting plan which deals with one specific type of emergency, its probable effect on the jurisdiction, and the actions necessary to offset these effects.

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 ,telephone company, etc.).

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

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

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.

D

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.

Dam Failure: Part or complete collapse of a dam causing downstream flooding.

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: An EOC 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. Department operations centers may be used at all SEMS levels above the field response level depending upon the impacts of the emergency.

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.

Designated Area: Any emergency or major disaster affected portion of a State that has been determined eligible for Federal assistance.

Designation: The action by the Associate Director, SLPSD, to determine the type of assistance to be authorized under the Stafford Act for a particular declaration; and the action by the FEMA Regional director to determine specifically what counties, or county equivalents, are eligible for such assistance.

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

Disaster Application Center: A facility jointly established by the Federal and State Coordinating Officers within or adjacent to an 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.

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 Field Office: A central facility established by the Federal Coordinating Office within or immediately adjacent to disaster impacted areas to be utilized as a point of coordination and control for state and federal governmental efforts to support disaster relief and recovery operations.

Disaster Recovery Manager (DRM): The person appointed to exercise the authority of a Regional Director for a particular emergency or disaster.

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 any member registered as an active fire fighting 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.

Disaster Support Area (DSA): A predesignated facility anticipated to be at the periphery of a disaster area, where disaster relief resources (manpower and material) can be received, accommodated or stockpiled, allocated, and dispatched into the disaster area. A separate portion of the area may be used for receipt and emergency treatment of casualty evacuees arriving via short-range modes of transportation (air and ground) and for the subsequent movement of casualties by heavy, long-rang aircraft, to adequate medical care facilities.

Disaster Welfare Inquiry (DWI): A service that provides health and welfare reports about relatives and certain other individuals believed to be in a disaster area and when the disaster caused dislocation or disruption of normal communications facilities precludes normal communications.

Dispatch: The implementation of a command decision to move a resource or resources from one place to another.

Dispatch Center: A facility from which resources are assigned to an incident.

Division: Division are used to divide an incident into geographical areas of operation. Divisions area 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.

Dose: Accumulated or total exposure to gamma radiation, commonly expressed in REM.

Dosimeter: An instrument for measuring and registering total accumulated exposure to gamma radiation.

E

Earthquake Advisory: A statement issued by the State of California Office of Emergency Services (OES), usually following a medium-sized earthquake, regarding scientific opinion that there is an enhanced likelihood for additional seismic activity within a specified period (usually three to five days).

Economic Stabilization: The intended result of governmental use of direct and indirect controls to maintain and stabilize the nation's economy during emergency conditions. Direct controls include such actions as the setting or freezing of wages, prices, and rents or the direct rationing of goods. Indirect controls can be put into effect by government through use of monetary, credit, tax, or other policy measures.

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: A system that enables the President and federal, state, and local governments to communicate through commercial radio and television broadcast stations with the general public in the event of a disaster.

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 Management Director (Emergency Services Director): The individual within each political subdivision that has overall responsibility for jurisdiction emergency management coordination efforts.

Emergency Management Preparedness Grant: Authorized under Section 201 of the Stafford Act. Annual matching awards are provided to States to improve or update their disaster assistance plans and capabilities.

Emergency Medical Services: Treatment of casualties necessary to maintain their vital signs prior to treatment at a medical center.

Emergency Medical Technician (EMT): A health-care specialist with particular skills and knowledge in pre-hospital emergency medicine.

Emergency Operations: Those actions taken during the emergency period to protect life and property, care for the people affected, and temporarily restore essential community services.

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 Period: A period which begins with the recognition of an existing, developing, or impending situation that poses a potential threat to a community. It includes the warning (where

applicable) and impact phase and continues until immediate and ensuing effects of the disaster no longer constitute a hazard to life or threat to property.

Emergency Plans: Those official and approved documents which describe principles, policies, concepts of operations, methods and procedures to be applied in carrying out emergency operations or rendering mutual aid during emergencies. These plans include such elements as continuity of government, emergency functions of governmental agencies, mobilization and application of resources, mutual aid, and public information.

Emergency Public Information (EPI): Information disseminated to the public by official sources during an emergency, using broadcast and print media. EPI includes: (1) instructions on survival and health preservation actions to take (what to do, what not to do, evacuation procedures, etc.), (2) status information on the disaster situation (number of deaths, injuries, property damage, etc.), and (3) other useful information (state/federal assistance available).

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

Emergency Response Personnel: Personnel involved with an agency's response to an emergency.

EOC Incident 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, police 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.).

Evacuee: An individual who moves or is moved from a hazard area to a less hazardous area with anticipation of return when the hazard abates.

Event: A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts or sporting events.

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).

Exercise Scenario: Background detail (domestic, international, political, military) against which an exercise is conducted.

Expedient Shelter: Any shelter constructed in an emergency or crisis period on a "crash basis" by individuals, single families, or small groups of families.

F

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 Agency (Federal Definition): Any department, independent establishment, government corporation, or other agency of the executive branch of the federal government, including the United States Postal Service, but not including the American Red Cross.

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 Insurance Administration (FIA): the government unit, a part of FEMA, that administers the National Flood Insurance Program.

FEMA-State Agreement: A formal legal document between FEMA and the affected State stating the understandings, commitments, and binding conditions for assistance applicable as the result of the major disaster or emergency declared by the President. It is signed by the FEMA Regional director, or designee, and the Governor.

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

Field Operations Guide: A pocket-size manual of instructions on the application of the Incident Command System.

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 Hazard Boundary Map (FHBM): the official map of a community that shows the boundaries of the flood plain and special flood hazard areas that have been designated. It is prepared by FEMA, using the best flood data available at the time a community enters the emergency phase of the NFIP. It is superseded by the FIRM after a more detailed study has been completed.

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.

G

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
> ➢ Finance/Administration Section Chief

Ground Support Unit: Functional unit within the Support Branch of the Logistics Section at the SEMS Field Response Level that is responsible for the fueling, maintaining and repairing of vehicles, and the transportation of personnel and supplies.

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.

H

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

Hazard Area: A geographically defined area in which a specific hazard presents a potential threat to life and property.

Hazardous Material: A substance or combination of substances which, because of quantity, concentration, physical chemical, radiological, explosive, or infectious characteristics, poses a substantial presents or potential danger to humans or the environment. Generally, such materials are classed as explosives and blasting agents, flammable and nonflammable gases, combustible liquids, flammable liquids and solids, oxidizers, poisons, disease-causing agents, radioactive materials, corrosive materials, and other materials including hazardous wastes.

Hazardous Material Incident (Stationary): Any uncontrolled release of material capable of posing a risk to health, safety, and property. Areas at risk include facilities that produce, process, or store hazardous materials well as all sites that treat, store, and dispose of hazardous material.

Hazardous Material Incident (Transportation): Any spill during transport of material that is potentially a risk to health and safety

Hazard Mitigation: An 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. Provides 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.

Helibase: The main location for parking, fueling, maintenance, and loading of helicopters operating in support of an incident. It is usually located at or near the incident base.

Helispot: Any designated location where a helicopter can safely take off and land. Some helispots may be used for loading of supplies, equipment, or personnel.

Hierarchy of Command: (See Chain of Command)

I

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: "Incident Action Plan" is the plan prepared at an Incident Command Post and in the EOC containing the emergency response objectives reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies.

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 function 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 Communication Center: The location of the Communications Unit and the Message Center.

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.

Initial Action: The Actions taken by resources which are the first to arrive at an incident.

Initial Response: Resources initially committed to an incident.

Intermediate-Term Prediction: A prediction of an earthquake that is expected within a period of a few weeks to a few years.

J

Joint Information Center (JIC): The physical location where public information staff involved in incident management activities can collocate to perform critical emergency information, crisis communications, and public affairs functions. In the case of a Unified Command, those contributing to joint public information management do not lose their individual identities or responsibilities. Rather, each entity contributes to the overall unified message.

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., police department, health department, etc.) (See Multi-jurisdiction.)

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

L

Landing Zone: (See Helispot)

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.

Lifelines: A general term including all systems for storing, treating, and distributing fuel, communications, water, sewage, and electricity.

Life-Safety: Refers to the joint consideration of both the life and physical well-being of individuals.

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 district as defined in California Code of Regulations, Title 19 Division 2, Chapter 5, NDAA,2900(y).

Local Government Advisory Committee (LGAC): Committees established by the Director of OES to provide a forum for the exchange of information among the cities and counties of a Mutual Aid region. The LGAC may develop a consensus of action and policy among local emergency managers on issues, policies, and programs of concern to local governments, and if necessary bring such concerns to the attention of OES Executive Management.

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.

Long-Term Earthquake Potential: No specific time frame. Can refer to decades, centuries or millennia.

Long-Term Prediction: A prediction of an earthquake that is expected within a few years up to a few decades.

M

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.

Marshaling Area: An area used for the completed mobilization and assemblage of personnel and resources prior to their being sent directly to the disaster affected area. Marshaling Areas area utilized particularly for disasters outside of the continental United States.

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 into 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.

Media: All means of providing information and instructions to the public, including radio, television, and newspapers.

Medical Unit: Functional unit within the Service Branch of the Logistics Section at SEMS Field levels responsible for the development of the Medical Emergency Plan, and for providing emergency medical treatment of incident personnel.

Message Center: The Message Center is part of the Incident or EOC Communications Center is collocated or placed adjacent to it. It receives, records, and routes information to appropriate locations at an incident or within an EOC.

Mitigation: Pre-event planning and actions which aim to lessen the effects of potential disaster. (See also Comprehensive Emergency Management).

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 area temporarily located pending assignment to incidents, release, or reassignment.

Medical Self-Help: The medical treatment provided for the sick and injured by citizens and emergency forces in the absence of professional care.

Multi-Agency Coordination: The functions and activities of representatives of involved agencies and/or jurisdictions who make decisions regarding the prioritizing of incidents and the sharing and allocations of critical resources.

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 Unified Command.

Multi-purpose Staging Area (MSA): A predesignated location such as a County/District Fairgrounds having a large parking areas and shelter for equipment and operator, 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 or emergency.

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 state 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 State Office of Emergency Services 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.

N

National Emergency Training Center (NETC): FEMA's campus in Emmitsburg, Maryland, composed of the United States Fire Administration (USFA) and the Emergency Management Institute (EMI).

National Incident Management System (NIMS): Developed and administered by the Secretary of Homeland Security at the direction of Homeland Security Presidential Directive – 5 issued February 28, 2003. NIMS provides a consistent nationwide template to enable all government, private sector, and nongovernmental organizations to work together during domestic incidents. The intent of NIMS is to be applicable across a full spectrum of potential incidents and hazard scenarios, regardless of size or complexity. It is also intended to improve coordination and cooperation between public and private entities in a variety of domestic incident management activities.

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 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.

Nuclear Incident (Fixed Facility): Any occurrence at a nuclear power plant resulting in a potential or actual release of radioactive material in sufficient quantity which threatens the health and safety of nearby populations.

O

Office of Emergency Services: At the State level refers to the Governor's Office of Emergency Services. At the Operational Area level refers to the County Office of Emergency Services. At the local level refers to a City or governmental agency Office of Emergency Services.

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, coroner's services, or emergency medical services.

Operational Area Satellite Information System (OASIS): A statewide emergency management system based on the operational area concept. An operational area is defined in law (Section 8559, California Government Code) as an organization (not a jurisdiction) whose boundaries are those of a county. This organization is not necessarily a county government; it could be several cities, or a city and a county, a county government or several county governments, willing to undertake to coordinate the flow of mutual aid and information within the defined area. The operational area concept is the backbone of the statewide emergency management system.

Operational Period: The period of 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. The Operations Section at the SEMS Field Response Level can include Branches, Divisions and/or Groups, Task Forces, Team, Single Resources and Staging Areas. At the EOC levels, the Operations Section would contain Branches or Divisions as necessary because of span of control considerations.

Out-of-Service Resources: Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.

P

Plan: As used by OES, a document which describes the broad, overall jurisdictional response to potential extraordinary emergencies or disasters.

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. On larger incidents, the planning meeting is a major element in the development of the Incident Action Plan. Planning meetings are also an essential activity at all SEMS EOC levels.

Planning Section: (Also referred to as Planning/Intelligence Section). 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. At the SEMS Field Response level, the Section will include the Situation, Resource, Documentation and Demobilization Units, as well as Technical Specialists. Other units may be added at the EOC level.

Planning Zone: A subdivision of a county consisting of: 1) a city; 2) a city and its sphere of influence in adjacent unincorporated areas; 3) a portion of the unincorporated area of a county; 4) a military installation; 5) a state facility such as a correctional institution. Zoning simplifies the process of collecting and compiling data according to geographical location.

Political Subdivision: Includes any city, city and county, county, district, or other local governmental agency or public agency authorized by law.

Procurement Unit: Functional unit within the Finance/Administration Section responsible for financial matters involving vendor contracts.

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 (PIO): A member of the Command Staff responsible for interfacing with the public and media or with other agencies requiring information directly from the incident. There is only one Public Information Officer per incident. The Public Information Officer may have assistants. This position is also referred to as Public Affairs Officer in some disciplines. At SEMS EOC levels, the information function may be established as a Coordinator or as a section or branch reporting directly to the EOC Director.

R

Radio Amateur Civil Emergency Services (RACES): An emergency services designed to make efficient use of skilled radio amateurs throughout the state in accordance with approved civil defense communications plans. Operators are registered with an OES agency to provide emergency communications support.

Radiological Protection: The organized effort, through warning, detection, and preventive and remedial measures, to minimize the effect of nuclear radiation on people and resources.

Radiological Officer: (RO) An individual assigned to a Emergency Management Staff who is responsible for radiological protection operations. The RO is the principal advisor to the Director/Coordinator and other officials on matters pertaining to radiological protection operations.

Radiological Monitor: An individual trained to measure, record, and report radiation exposure and exposure rates; provide limited field guidance on radiation hazards associated with operations to which he is assigned; and perform operator's checks and maintenance on radiological instrument.

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.

Recorders: Individuals within ICS or EOC organizational units who are responsible for recording information. Recorders may be found in Planning, Logistics and Finance/Administration Units.

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.

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 State OES Administrative Regions. REOCS are used to coordinate information and resources among operational areas and between the operational areas and the state level.

Remedial Movement: The post-attack or post-event movement of people to better protected facilities or less hazardous areas.

Remedial Operations: Actions taken after the onset of an emergency situation to offset or alleviate its effects.

Reporting Locations: Specific locations or facilities where incoming resources can check-in at the incident. (See Check-in)

Rescue Group: Two or more rescue teams responding as a unified group under supervision of a designated group leader.

Rescue Team: Four or more personnel organized to work as a unit. One member is designated team leader.

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

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 Federal Response Plan using a partial activation of selected ESS or full activation of all ESS to meet the needs of the situation.

S

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.

Search: Systematic investigation of area or premises to determine the presence and/or location of persons entrapped, injured, immobilized, or missing.

Search Dog Team: A skilled dog handler with one or more dogs trained especially for finding persons entrapped sufficiently to preclude detection by sight or sound. (NOTE: Search dogs are usually owned by their handler.)

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.

Self-Help: A concept describing self-reliance and sufficiency within an adverse environment and limited or nor external assistance.

Sensitive Facilities: Facilities in reception areas that will not normally be used as lodging facilities for relocation. The facilities area either considered unsuitable or are required for essential activities (food establishments, fire stations, banks, radio stations, etc.). However, if any of these facilities provide adequate protection against radioactive fallout, they may be used as fallout shelter.

Service: An organization assigned to perform a specific function during an emergency. It may be one department or agency if only that organization is assigned to perform the function, or it may be comprised of two or more normally independent organizations grouped together to increase operational control and efficiency during the emergency.

Service Branch: A Branch within the Logistics Section responsible for service activities at the incident. Includes the Communications, Medical and Food Units.

Shelter Complex: A geographic grouping of facilities to be used for fallout shelter when such an arrangement serves planning, administrative, an/or operation purposes. Normally, a complex will include a maximum of 25 individual shelter facilities, within a diameter of about ½ mile.

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

Short-Term Prediction: A prediction of an earthquake that is expected within a few hours to a few weeks. The short-term-prediction can be further described as follows:

Alert--Three days to a few weeks

Imminent Alert--Now to three days

Single Resource: An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work supervisor that can be used on an incident.

Situation 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.)

Standard Operating Procedures (SOPs): A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure. Standard operating procedures support an annex by indicating in detail how a particular task will be carried out.

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, State.

State Agency: Any department, division, independent establishment, or agency of executive branch of the state government.

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 the Governor's Office of Emergency Services at the state level in SEMS.

Stay-Put: A resident in a hazardous or potentially hazardous area who refuses to relocate during a directed relocation, or who is too ill or infirm to be evacuated.

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

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 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.

T

Tactical Direction: Direction given by the Operations Section Chief at the SEMS Field level which includes the tactics appropriate for the selected strategy, the selection and assignment of resources, tactics implementation, and performance monitoring for each operational period.

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

Team: (See Single Resource.)

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.

The Petris Bill #1841: As a result of the lessons learned from the disasters in Northern California, the State of California passed into law in September of 1992 the Petris Bill. This legislation directs the Office of Emergency Services to implement the use of the ICS and MACS throughout the State by no later than December 1, 1996.

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

Tort: An act that harms another. It occurs when a person commits an act, without right and as a result another is harmed.

Traffic Control Points (TCP): Places along movement routes that are manned by emergency personnel to direct and control the flow of traffic.

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.

Tsunami: Also called a seismic sea wave. It is a large oceanic wave generated by earthquakes, submarine volcanic eruptions, or large submarine landslides in which sudden forces are applied to the water mass. The fastest tsunami waves can move at speeds of hundreds of miles per hour in the open ocean. However, as the waves enter shallower waters in coastal area, wave velocity decreases and wave height can increase to 100 feet or more on impact at the shore line.

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

U

Unified Area Command: A Unified Area Command is established when incidents under an Area Command area multi-jurisdictional. (See Area Command and Unified Command.

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.

Urban Fire: Any instance of uncontrolled burning which results in structural damage to residential, commercial, industrial, institutional, or other properties in developed areas.

Urban Rescue: The complex process in which trained personnel use specialized equipment to locate and extricate victims trapped in collapsed buildings, and the mobilization and management of such personnel and equipment.

V

Volunteers: Individuals who make themselves available for assignment during an emergency. These people may or may not have particular skills needed during emergencies and may or may not be part of a previously organized group.

W

Wildfire: Any instance of uncontrolled burning in grasslands, brush, or woodlands.

Winter Storm (Severe): This includes ice storms, blizzards, and extreme cold. The National Weather service characterizes blizzards as combinations of winds in excess of 35 mph with considerable falling or blowing snow, frequently reducing visibility to 0.25 miles or less.