



CITY OF RIDGECREST

# CITY OF RIDGECREST Emergency Operations Plan

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**Prepared For:**

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*100 West California Ave*  
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*Kern County*

**June 2013**

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# *City of Ridgecrest*

# *Emergency Operations Plan*

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*City of Ridgecrest*  
*Emergency Operations Plan*

**RECORD OF CHANGES**

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DATE	PERSON	SECTION	PAGE	DESCRIPTION OF CHANGE

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## **INTRODUCTION**

### **Geography**

The City of Ridgecrest comprises approximately 14.7 square miles and has San Bernardino County for its eastern boundary. State Highway 178 passes directly through downtown Ridgecrest in a north-south direction. S. China Lake Blvd. intersects with State Highway 395 is within 5 miles of the southern City Limits. The City of Ridgecrest is approximately 2300 feet above sea level.

Kern County comprises approximately 6680 square miles and has San Luis Obispo County for the entire western boundary. County boundaries to the south are shared with Los Angeles County. To the north is Inyo County. To the east is San Bernardino County. Kern County has a north/south length of approximately 62 miles and an average east/west width of approximately 120 miles. The county is primarily mountainous, with elevations varying from sea level to almost 6,500 feet.

### **Population**

The City of Ridgecrest is the third largest urban community in Kern County. The community population is approximately 28,000 with an additional service district of approximately 15,000, based on surrounding un-incorporated areas.

### **Emergency Operations Plan**

The City of Ridgecrest Emergency Operations Plan (EOP) identifies the City's emergency planning, organization, policies, procedures, and response to extraordinary emergency situations associated with natural disasters, technological incidents, and national security emergencies. The plan also addresses integration and coordination with other governmental levels when required.

This Emergency Plan accomplishes the following:

- ❑ Establishes the emergency management organization required to mitigate any significant emergency or disaster affecting the emergency operational area.
- ❑ Identifies the responsibilities, policies and procedures required to protect the health and safety of Ridgecrest population, public and private property, and the environmental effects of natural and technological emergencies and disasters.
- ❑ Establishes the operational concepts and procedures associated with field response to emergencies, City Emergency Operations Center (EOC) activities, and the recovery process.

This plan is based on the functions and principles of the California Standardized Emergency Management System (SEMS), the California Incident Command System (ICS), and the National Incident Management System (NIMS) which identifies how the Ridgecrest emergency

operational system fits in the overall California emergency management system during response and recovery operations. **It is important to stress that this plan is based upon *Functions*, not the number of personnel.** One person may be called upon to perform all functions, as needed. In a major event, the duties of each function can be assigned to individuals as the staff size grows to respond appropriately to the event.

The plan addresses how the City of Ridgecrest will respond to extraordinary events or disasters, from preparation through recovery. A hazard analysis and probability matrix is also included in the plan. The responsibilities of each department are identified in matrices, which are based on each identified hazard or threat. The development of departmental Standard Operating Procedures (SOPs) is discussed, including what each department will include in its own SOPs.

The City's Office of Emergency Services (OES) is responsible for reviewing the entire plan on an annual basis, and coordinating the revision of the plan as required. Each department manager is responsible for reviewing its SOPs on an annual basis and coordinating the revisions of the procedures with the City's Office of Emergency Services. Special Districts and other agencies serving City of Ridgecrest are responsible for following this plan, and developing procedures to fulfill their stated responsibilities. The City's Office of Emergency Services will be responsible for maintaining records of revisions.

## **CONCEPT OF OPERATIONS**

The City of Ridgecrest response to disasters is based on four phases:

- Increased readiness;
- Initial response operations;
- Extended response operations; and
- Recovery operations.

During each phase, specific actions are taken to reduce and/or eliminate the threat of specific disaster situations. In coordination with the City and Incident Commanders, the Office of Emergency Services Coordinator will determine the phase and initiate the appropriate level of alert for response agencies, including the activation of the Emergency Operations Center (EOC) as required.

### **Increased Readiness**

Upon receipt of a warning or observation that an emergency situation is imminent or likely to occur soon, the City Office of Emergency Services will initiate actions to increase its readiness. Events that may trigger increased readiness activities include:

- Issuance of a credible long-term earthquake prediction;
- Receipt of a flood advisory or special weather statement;

- Conditions conducive to wildland fires, such as the combination of high heat, strong winds, and low humidity;
- An expansive hazardous materials incident;
- Information or circumstances indicating the potential acts of violence or civil disturbance; and
- Information or circumstances indicating breach of national security.

Increased readiness activities may include, but not limited to, the following activities:

- Briefing of the City Manager and key officials about the situation;
- Reviewing and updating of the emergency plan and related SOPs;
- Increasing public information efforts;
- Inspecting critical facilities and equipment; including testing warning and communication systems;
- Recruiting of additional staff and volunteers;
- Warning threatened elements of the population;
- Conducting precautionary evacuations in the potentially impacted area(s);
- Mobilizing personnel and pre-positioning resources and equipment; and
- Establishing or activating staging areas.

### **Initial Response Operations**

City of Ridgecrest initial response activities are primarily performed at the field response level. Emphasis is placed on minimizing the effects of the emergency or disaster. Field responders will use the Incident Command System (ICS) to organize response to the emergency or disaster, incorporating the functions, principles and components of ICS (i.e., unified command, action planning, span of control, hierarchy of command, etc.).

Examples of initial response activities include:

- Making all necessary notifications, including the California Emergency Management Agency (CalEMA);
- Disseminating warnings, emergency public information, and instructions to the citizens of the City of Ridgecrest;

- Conducting evacuations and/or rescue operations;
- Caring for displaced persons and treating the injured;
- Conducting initial damage assessments and surveys;
- Assessing need for mutual aid assistance;
- Restricting movement of traffic/people and unnecessary access to affected areas;
- Establishing Unified Commands;
- Coordinating with state and federal agencies working in the field; and
- Developing and implementing Incident Action Plans.

### **Extended Response Operations**

The City of Ridgecrest extended response activities are conducted in the field and the Emergency Operations Center (EOC). The primary Ridgecrest EOC is located in the Police Department at 100 W. California Ave., Ridgecrest CA.

Extended emergency operations involve the coordination and management of personnel and resources to mitigate an emergency and facilitate the transition to recovery operations. Field response personnel will continue to use the Incident Command System (ICS) to manage field operations. EOC staff support field response personnel in mitigating the effects of the disaster.

Examples of extended response activities include:

- Preparing detailed damage assessments;
- Operating mass care facilities;
- Conducting coroner operations (as directed by the Coroner's Office and OA)
- Procuring required resources to sustain operations;
- Documenting situation status;
- Protecting, controlling, and allocating vital resources;
- Restoring vital utility services;
- Conducting advance planning activities;
- Documenting expenditures;
- Developing and implementing Action Plans for extended operations;
- Disseminating of emergency public information;
- Declaration of a local emergency;
- Prioritizing resources allocation; and
- Assuring Inter/multi-agency coordination.

**SEMS/NIMS Functions:** EOC staff will be organized in accordance with the five Standard Emergency Management System (SEMS) functions: Management, Operations, Planning/Intelligence, Logistics, and Finance/Administration. The components and principles of SEMS will be used by the EOC staff to manage disaster operations. EOC staff will establish measurable and attainable objectives to be achieved for a given operational period.

**An EOC Action Plan Will Be Developed For Each Operational Period.**

When the EOC is activated, communications and coordination will be established between the Incident Commander(s) and the EOC. Communications and coordination will be established between the Kern Operational Area EOC, when activated, and the CalEMA Inland Region EOC. Multi-agency or inter-agency coordination will be used by EOC staff to facilitate decisions for overall local government level emergency response activities.

**Mutual Aid:** The City of Ridgecrest is within the California Emergency Management Agency (CalEMA) Mutual Aid Region V. The mutual aid region facilitates multi-agency and multi-jurisdictional coordination, particularly between CalEMA and the Operational Area, including state agencies, local governments and special districts, in emergency operations. The Mutual Aid System is the system that allows for the progressive mobilization of resources to/from emergency response agencies, local governments, Operational Areas, regions, and the state with the intent of providing adequate resources to requesting agencies. The City of Ridgecrest is located in CalEMA Inland Region and is part of Mutual Aid Region II for Law Enforcement, Coroner, Emergency Medical, and Fire Services. Within the framework of the California Disaster and Civil Defense Master Mutual aid Agreement, several discipline-specific mutual aid coordinators will operate from the City of Ridgecrest EOC, (i.e. fire and rescue, law enforcement, medical, public health, and public works). Mutual aid requests for these disciplines will be coordinated through the coordinators at the City of Ridgecrest EOC.

Once the City of Ridgecrest EOC is activated, communications will be established between the EOC and these discipline-specific Operational Area mutual aid coordinators.

All other requests for assistance will flow through the appropriate Operational Area SEMS function. The Operational Area, when requesting mutual aid will remain in charge and retain overall direction of personnel and equipment provided through mutual aid.

**Recovery Operations**

As the immediate threat to life, property, and the environment subsides, the rebuilding of City of Ridgecrest will begin through various recovery activities. Recovery activities involve the restoration of services to the public and rebuilding the affected area(s). Recovery activities may be both short-term and long-term, ranging from restoration of essential utilities such as water and power, to mitigation measures designed to prevent future occurrences of a given threat facing the operational area. Recovery Operations overview can be found in Part 1 of this plan. The Appendix covers the recovery process in detail, describing roles and responsibilities and

procedures for accessing the federal and state disaster assistance programs that are available to individuals, businesses, special districts, and the City.

Examples of recovery activities include:

- Restoring all utilities;
- Establishing and staffing Local Assistance Centers and Disaster Assistance Centers;
- Applying for state and federal assistance programs;
- Conducting hazard mitigation analysis;
- Identifying residual hazards; and
- Determining and recovering costs associated with response and recovery.

**CONTINUITY OF GOVERNMENT**

The concept of Continuity of Government is comprised of three elements: Standby Officers for the Governing Body, Temporary Seat of Government, and the Preservation of Vital records.

A major disaster could result in the death or injury of key government officials, the partial or complete destruction of established sets of government, and the destruction of public and private records essential to continued operations of government.

Government at all levels shall be responsible for providing continuity of effective leadership and authority, direction of emergency operations and management of recovery operations. To this end, it is particularly essential that the City of Ridgecrest, all Special Districts and Kern County continue to function as governmental entities. The California Government Code and the Constitution of California provide the authority for state and local government to reconstitute itself in the event incumbents are unable to serve.

**City of Ridgecrest Director of Emergency Services**

The City Council has appointed the Chief of Police as successor to the position of Director of Emergency Services. Should the Director of Emergency Services be unable to serve, individuals who hold permanent appointments to the following positions in government will automatically serve as Acting Director, in the order shown, and serve until a successor has been appointed by the Council, and seated. In the event that the Director is unable to serve, an individual serving as Acting Director will have the authority and powers of the Director.

Primary Successor: Chief of Police

1<sup>st</sup> Alternate: Director of Public Works

2<sup>nd</sup> Alternate: Director of Parks and Recreation

3<sup>rd</sup> Alternate: Director of Community Development

**Lines of Succession**

California Government Code Section § 8638, Article 15, Chapter 7, Division 1, Title 2 requires the appointment of up to three standby officers for each member of the governing body. This article also provides for the succession of officers who head departments responsible for maintaining law and order, or for furnishing public services relating to health and safety. Additionally, Article 15 outlines procedures to assure continued functioning of political subdivisions in the event the governing body, including standby officers, are unavailable to serve. The standby officers shall have the same authority and powers as the regular officers or department heads.

**City of Ridgecrest Lines of Succession**

<u>Department</u>	<u>Successor Title/Position</u>
City Manager	As Assigned
Police Chief	Police Captain
City Clerk	As Assigned
Administrative Services Director	As Assigned
Public Works Director	As Assigned
Community Development Director	As Assigned
Kern County Fire	Fire Department Assigned

**Reconstitution of the Governing Body**

California Government Code Section § 8635 et seq., Article 15, Chapter 7, Division 1, Title 2, establishes a method for reconstituting the governing body. It authorizes that, should all members, including all standby officers, be unavailable, temporary officers shall be appointed by the Chairman of the Board of the County in which the political subdivisions are located or by the Chairman of the Board of any other County within 150 miles.

California Government Code Section § 8642 of Article 15 authorizes local governing bodies to convene as soon as possible whenever a state of emergency or local emergency exists and a place not necessarily within the political subdivision. Under Article 15, the duties of a governing body during emergencies include ascertaining the damage to the jurisdiction and its personnel and property, reconstituting itself and any subdivisions, and performing functions in preserving law and order and furnishing local services.

California Government Code Section § 23600, Article 1, Chapter 4, Division 1, Title 3 provides that the City Council shall designate one or more alternative temporary city seats within or outside of City boundaries (The city cannot purchase real property for seats outside City boundaries). A resolution designating the alternative City seats must be filed in appropriate

City/County and in any alternative City/County. Additional seats may be designated subsequent to the original site designations of circumstances warrant.

The designation of a temporary alternative seat location of City government outside of City boundaries for the City of Ridgecrest is:

1<sup>st</sup> Alternate: Kern County Emergency Operations Center

2<sup>nd</sup> Alternate: Bakersfield City Hall

### **Preservation of Vital Records**

City of Ridgecrest City Clerk's Office is responsible for the preservation and protection of vital records. Each department within City of Ridgecrest will identify, maintain, and protect its vital records. Vital records are defined as those records that are essential to the rights and interests of individuals, governments, corporations and other entities, including vital statistics, land and tax records, license registers, and historical information.

Vital records also include those records essential for emergency response, recovery operations, including utility system maps, emergency supplies, equipment locations, emergency operation plans, procedures, and personnel rosters.

These vital records will be essential to the re-establishment of normal City of Ridgecrest government functions, serving to protect the rights and interests of government. These rights and interests may include the constitutions, charters, statutes, ordinances, court records, official proceedings and financial records of the City of Ridgecrest.

### **RELATIONSHIP TO THE STANDARDIZED EMERGENCY MANAGEMENT SYSTEM and THE NATIONAL INCIDENT MANAGEMENT SYSTEM**

The City of Ridgecrest is responsible for emergency response within its geographical boundaries. The *California Emergency Services Act* requires the City of Ridgecrest to manage and coordinate the overall emergency response and recovery activities within its jurisdiction. During disasters, it is required to coordinate emergency operations with CalEMA Inland Region and, in some instances, other Operational Areas and local governments.

Under the Standardized Emergency Management System (SEMS), the City has responsibilities at two levels: The **Field Response** and **Local Government** levels.

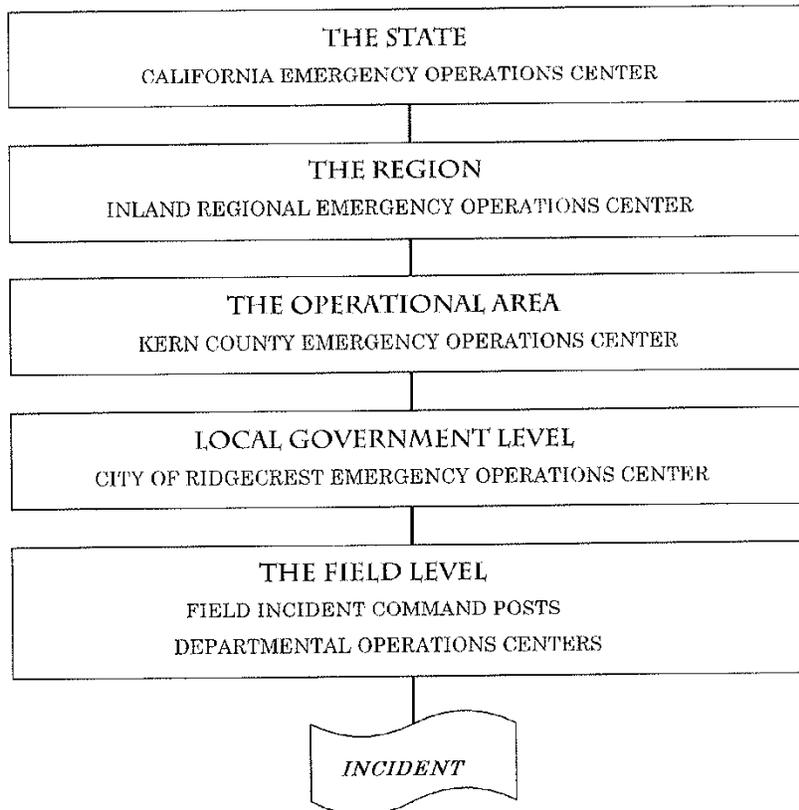
At the field response level, all agencies will use the Incident Command System (ICS) to standardize the emergency response.

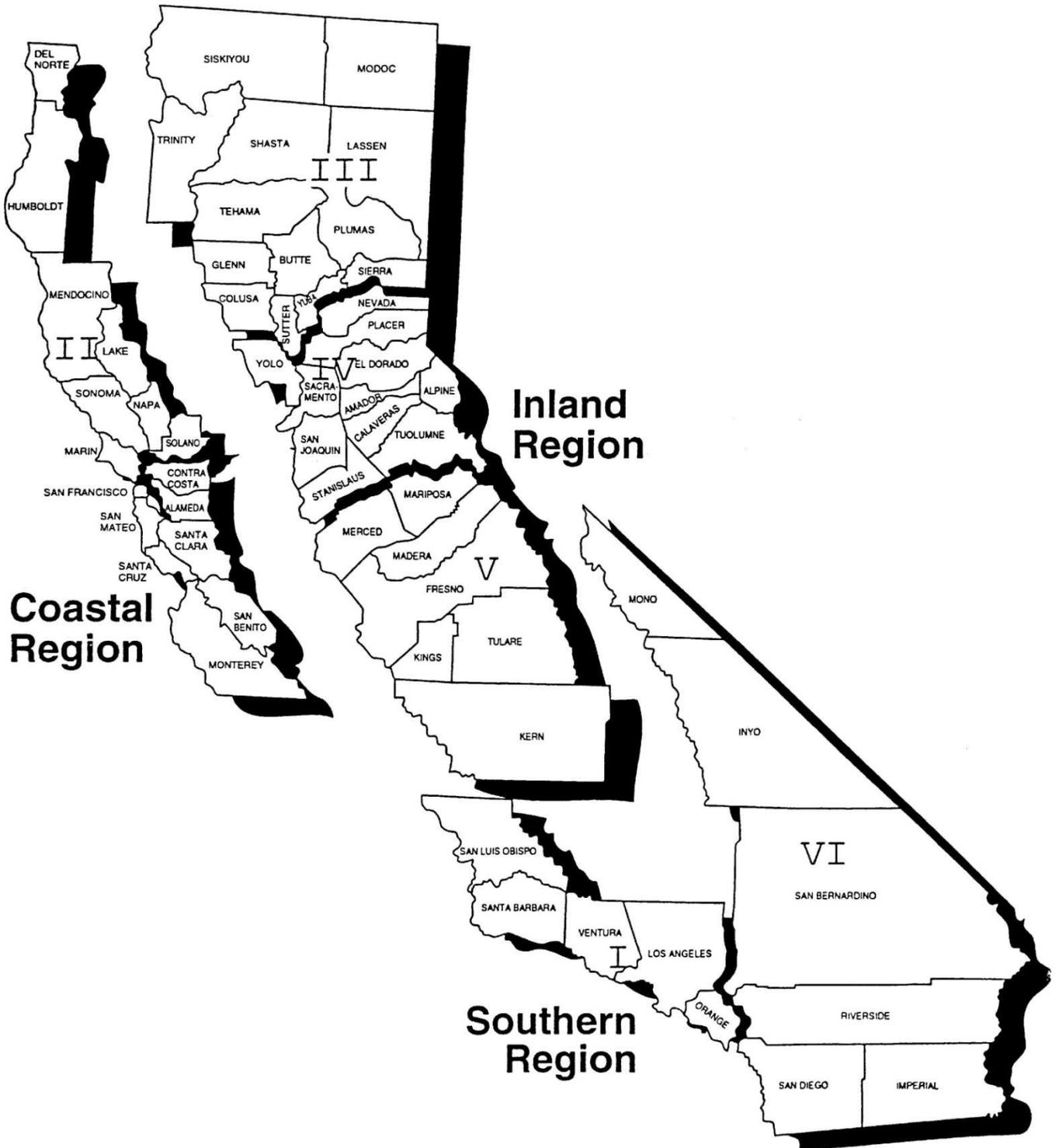
At the City of Ridgecrest level, a designated Emergency Operations Center (EOC) is used as the central location for gathering and disseminating information, coordinating all jurisdictional emergency operations, and coordinating with the CalEMA Inland Region EOC.

The following diagram depicts the relationship between local governments, special districts, the City of Ridgecrest Operational Area, and the CalEMA Inland Region Emergency Operations Center.

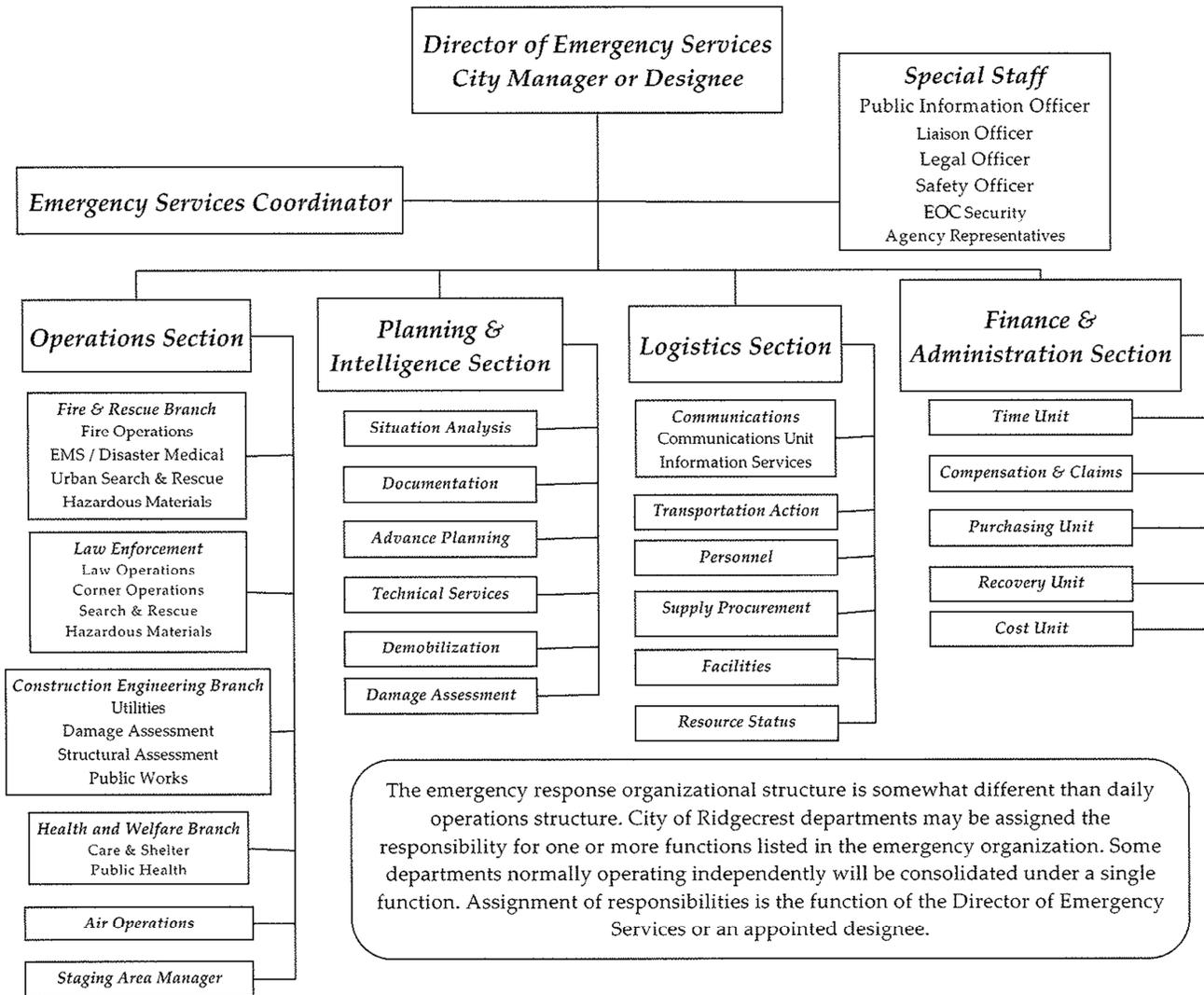
## STANDARD EMERGENCY MANAGEMENT SYSTEM

### FIVE LEVEL EMERGENCY RESPONSE ORGANIZATION





**CITY OF RIDGECREST  
EMERGENCY MANAGEMENT ORGANIZATION**



The emergency response organizational structure is somewhat different than daily operations structure. City of Ridgecrest departments may be assigned the responsibility for one or more functions listed in the emergency organization. Some departments normally operating independently will be consolidated under a single function. Assignment of responsibilities is the function of the Director of Emergency Services or an appointed designee.

**HAZARD ANALYSIS SUMMARIES**

A natural and technological analysis has been conducted for the City of Ridgecrest and Kern County Operational Area. The City of Ridgecrest recognizes that the planning process must address each hazard that threatens the City. There are three board categories of hazards: Natural, Technological (man-made), and National Security.

The analysis indicates that the City of Ridgecrest is subject, in varying degrees, to the following:

<b>Natural</b>	<b>Technological/National Security</b>
Earthquake	Transportation Accident
Public Health Emergency	Hazardous Material Incident
Extreme Weather	Interface Wildland Fire
Flooding/Flash Flooding	Energy Shortage
Landslides/Mud Flows	Nuclear Attack
	Civil Disturbance Activities
	Terrorist Activities

**EARTHQUAKE**

The primary, large-scale threat to the City of Ridgecrest and Kern County is earthquake. A major earthquake occurring could result in high casualties, extensive property damage, fires, flooding hazardous material incidents, and other ensuing hazards. The geology of the South Inland Region is distinct from the rest of California. Geologists and seismologists find the Inland region of special interest with the San Andreas Fault entering from the west Pacific Ocean at Santa Barbara County, and southern Kern County, where a major threat to the entire Central California region is the Kern Junction, where two plates, the Garlock and the San Andreas are in contact. Along with the Little Lake fault, which directly passes through the City of Ridgecrest, there are also the Sierra Nevada and Panamint Valley faults which introduce direct and collateral possibilities of earthquake activity.

California Inland Region specific hazards include:

- Ground failure in the Inland lowlands, resulting in damage to foundations and utility lines. Fire associated with damaged electrical and gas lines.
- Landslides, affecting transportation and communication routes.

- Ground rupture.
- Damage to bridges and overpasses.
- Damage to Wastewater and other treatment facilities

## **PUBLIC HEALTH EMERGENCY**

A Public Health Emergency can be a result of a natural hazard such as a pandemic flu/influenza or a human caused hazard such as a “bioterrorist” incident. The ability to respond and mitigate such an emergency will be dependent on the type/scope of the emergency and impacted by the limited medical resources and personnel as well as our isolated location away from supplies and additional personnel.

## **EXTREME WEATHER**

The City of Ridgecrest is susceptible to extreme weather/storm conditions. *An extreme weather/storm condition* is a generalized term used to describe thunderstorms, tornadoes, heavy precipitation, high winds, extreme heat or cold, and drought. Extreme weather may cause a variety of damage, depending upon the type of weather situation. Damage may range from temporary power and utility outages due to thunderstorm and high wind activity to the sometimes, although rare, destruction from a tornado. Extreme weather such as a drought can have long-term economic repercussions.

## **FLOODING/FLASH FLOODING**

The City of Ridgecrest is situated in the southern end of the Indian Wells Valley, surrounded by four mountain ranges: The Sierra Nevada on the west, the Cosos on the north, the Argus Range on the east, and the El Paso Mountains on the south. Runoff from the surrounding mountains forms three principal streams: Ridgecrest Wash, Bowman Wash, and the El Paso Wash. These streams empty into one of the three dry lakes in the area: Satellite Lake, Mirror Lake, and China Lake. Portions of southeast and north Ridgecrest are subject to flooding, primarily sheet flow, during 100-year storm conditions. The County is laced with numerous streams, creeks and drainages. These creeks and waterways are usually subject to some form of flooding during the annual wet, winter rain season. The degree of flooding is dependent upon topography, vegetation, the duration and intensity of rain and consequent storm water runoff. Winter storms can generate heavy action along the Inland areas, which either by itself or when combined with snow or high winds, can initiate flooding throughout the entire county area and along the neighboring counties.

## **TRANSPORTATION ACCIDENTS**

A major transportation emergency involving truck, bus, small plane, helicopter, a number of automobiles or any combination of vehicles can cause casualties and major road blockage. The time of day will compound the problems of traffic control and the ability of emergency response

teams to minimize suffering, disability, and death by treatment and transportation of victims to hospitals.

The main north/south transportation route that travels directly through downtown City of Ridgecrest is State Highway 178. State Highway 178 is heavily used most hours of the day and the control of vehicular traffic in and around would be a primary problem at any time. It will be essential to expedite the flow of emergency response vehicles through the area and divert nonessential traffic. In those cases where emergency traffic movement requirements exceed available road space, traffic must be rerouted with alternate routes and closure points.

## **HAZARDOUS MATERIALS**

The production of and use of hazardous materials has become a normal part of society. A hazardous material is any substance that may be explosive, flammable, poisonous, corrosive, reactive, radioactive, or any combination thereof, because of its quantity, concentration or characteristics. Hazardous materials require special care in handling because of the hazards they pose to public health, safety and the environment.

A hazardous materials incident involves the uncontrolled release of hazardous substance(s) during storage or use from a fixed facility or mobile transport. Releases of hazardous materials can be especially damaging when they occur in highly populated areas or along transportation routes used simultaneously by travelers and hazardous materials transports. Because of the multitude of hazardous substances being transported, incidents are more likely to occur along highways and railways. Fixed facilities do have occurrences of hazardous materials incidents, too. However, stringent facility safety requirements help limit these occurrences at fixed facilities. Fixed facilities include small chemical manufacturing or processing facilities, manufacturing and light industrial facilities.

The agricultural businesses in Kern County may also be a source of hazardous materials incidents. Accidental releases of pesticides, fertilizers and other agriculture chemicals may be harmful to the public health, safety and the environment. Another source of hazardous materials incidents is the illegal manufacturing of drugs in clandestine laboratories. In many instances, the residue and hazardous waste from these laboratories are illegally dumped, posing a public health and safety hazard and a threat to the environment. The State of California designates a CUPA (Certified Unified Program Agency) for each county and certain cities. The CUPA is responsible for writing and updating a Hazardous Materials Area Plan (for the public safety response in the jurisdiction) and providing guidelines for the Business Plan for local businesses designated as handlers of hazardous materials). In Kern County, the designated CUPA is the Department of Public Health, Environmental Division. Through a Joint-Powers-Agreement (JPA), the Kern County Fire Department Hazardous Incident Team (KCFDHIT) provides Hazardous Materials Team emergency response throughout Kern County and City of Ridgecrest. Hazardous material incidents in City of Ridgecrest would most likely occur on surface streets, State Highway 178 and State Highway 395. Ridgecrest Regional Hospital is located on SR178 (1051 N. China Lake Bl.) has a variety of hazardous materials, radioactive materials and solvents. The hospital maintains a current list of the hazardous materials in their facility.

## **ENERGY SHORTAGE**

Energy shortage has a high potential impact on the Kern Emergency Operational Area and the City of Ridgecrest. Disruption of current distribution systems for general petroleum products, natural gas, and electricity can impose restrictions on the general community. Medical issues addressing life support systems, emergency generator power systems and general response systems can be hampered. Long-term power failure can affect heating systems, cooling systems, and food supply including perishable items. The City of Ridgecrest's source of petroleum products is solely transported by ground transportation to local distribution points. In the event of a major situation causing a long-term closure of Interstate 14, State Highway 178 and 395, and/or restrictions on available petroleum products for the consumer is imposed, daily community activities would come to a stand still. During spring, summer, and fall months, daily population increases due to influx of travelers and tourists.

## **NUCLEAR ATTACK**

According to Federal authorities, the City of Ridgecrest is located in a high risk area with the respect to both the direct and indirect effects of nuclear weapons in the event of an attack on the United States.

Population protection measures to be employed in the event of a nuclear attack include, but are not limited to-

In place sheltering using the designated fallout shelters contained in the NSF list. (See annex)

- Upgrading shelters on the NSF list to a PF of 40
- Construction of home fallout shelters
- Construction and use of expedient fallout shelters
- Spontaneous evacuation.

A risk area map, with ancillary documentations, are contained in attachments to this Appendix. These maps are based on: 1) airburst of 750 kt device directly above Armitage Airfield at the Naval Air Weapons Station, and 2) surface burst of a 750 kt device, GZ (ground zero) same location. Definition of the risk areas are consistent with bounding limits articulated in the FEMA publication NAPB-90. Kern Emergency Operational Area

In the event of a nuclear attack outside of the City of Ridgecrest or the County of Kern, the City of Ridgecrest and its authorities will take all measures to protect its citizens, properties and surroundings at all cost.

## **CIVIL DISTURBANCE**

Civil disturbances include incidents that are intended to disrupt a community to the degree that law enforcement intervention is required to maintain public safety. Civil disturbances are generally associated with controversial political, judicial, or economic issues and/or events. The effects of civil disturbances are varied and are usually based upon the type, severity, scope and duration of the disturbance. The effects of civil disturbances include traffic congestion or

gridlock, illegal assemblies, disruption of utility service, property damage, and injuries and potentially loss of life.

**TERRORISM**

Terrorism involves a struggle between competing principles and ideologies below the level of conventional war. Most terrorist activities are bombing attacks. Principal targets include high-populated areas, military personnel and facilities, commercial establishments, and government buildings and property. The effects of terrorist activities can vary significantly, depending on the type, severity, scope, and duration of the activity. Terrorist activities may result in disruption of utility services, property damage, injuries and loss of life. The City of Ridgecrest and / or the Naval Air Weapons Station may not be considered a “high profile” candidate for terrorist activity. However it must consider that terrorists protesting local/national issues could target or use the area as a test site by groups in preparation for a larger attempt. Geographically, consideration must be given to the remote area. Criminals, terrorists, or the mentally deranged could potentially use Weapons of Mass Destruction (WMD). Mass casualties and extensive property damage are the trademarks of weapons of mass destruction, making their detection and prevention a public safety priority. Weapons of mass destruction may come in various forms with the use of chemical, biological, radiological, nuclear, or explosives.

**INCIDENT LIKELIHOOD OF OCCURRENCE**

HAZARD	FREQUENCY			SEVERITY		
	INFREQUENT	SOMETIMES	FREQUENT	LOW	MODERATE	HIGH
Earthquake			X		X	
Extreme Weather		X				X
Transportation Accident		X			X	
Hazardous Materials	X					X
Interface Wildland Fire	X				X	
Energy Shortage		X				X
Civil Disturbance	X			X		
Terrorist Activities	X					X
National Security		X				X

**DEPARTMENTAL RESPONSIBILITIES**

City of Ridgecrest departments have specific responsibilities and related activities and actions assigned to them for each identified hazard and threat. Each department is responsible for ensuring coordination with other departments.

## **OFFICE OF EMERGENCY SERVICES**

The City of Ridgecrest Office of Emergency Services (OES) is an additional duty and responsibility of a department or individual appointed by the Director of Emergency Services. The duties of the OES function may be shared; however, it must provide a single point of contact for all outside agencies.

The City of Ridgecrest Office of Emergency Services function is responsible for identifying key management personnel, with alternates, and alternative facilities to conduct government operations, based on the hazard analysis. Each department will be responsible for identifying key departmental personnel with backups and alternates for each position.

## **STANDARD OPERATING PROCEDURES**

The City of Ridgecrest Emergency Operations Plan is always in an updating state. There is always constant ongoing motion in updating departmental Standard Operating Procedures (SOP) and SEMS/NIMS sections, branches and units with changes and updates as personnel change and new resources are acquired. Upon completion, each new or updated SOP will become part of this plan by reference (Annex). Standard Operating Procedures will contain, in detail, those actions that are necessary to fulfill the SEMS/NIMS functional responsibilities under this plan. Each of the Standard Operating Procedures will include information such as increased readiness activities, procedures for recalling departmental personnel, disaster assignments, and resource lists. Under a heading for each SEMS/NIMS section, branch or unit, a descriptive list of what specific information will be in the SOPs is provided in the foregoing to assist in developing and updating SOPs.

Once the SOPs are completed, they must be reviewed by the City Emergency Services Coordinator and the Kern Emergency Operational Area Coordinator to ensure that the SOPs are consistent with current City/County Ordinances, rules, regulations, procedures and State law. During emergency response strict adherence to the SOPs by departments is not required. Departments may deviate from SOPs to respond to unique needs in a particular response. Major variation from procedures shall be coordinated with the Emergency Operations Center (EOC).

### **Administration**

#### **Increased Readiness Phase:**

- Develop procedures for reviewing and updating Administration, City Manager, and Mayor's Office of Standard Operating Procedures.

- In coordination with Office of Emergency Services, identify alternate government facilities, including an alternate Emergency Operations Center.
- In coordination with the Office of Emergency Services, develop the process and procedure for increasing public information releases.
- In coordination with the Office of Emergency Services, develop the process and procedures for recruiting volunteers, including the procedure for registering them as Disaster Service Workers.

Increased Response Operations:

- In coordination with the Ridgecrest Police Department, Kern County Fire Department and the Office of Emergency Services, develop procedures to disseminate warnings, emergency public information, and instructions to citizens.
- In coordination with the Office of Emergency Services, develop draft language for declaring a local emergency, including instructions on how to request concurrence from the Director of the Governor's Office of Emergency Services, how to request a gubernatorial proclamation of a state of emergency, and how to request a presidential declaration. Include in the procedures the benefits of such proclamations and any additional actions that may be required after a proclamation.

Extended Response Operations:

- In coordination with the Office of Emergency Services, develop the process and procedure for declaring a local emergency.
- In coordination with the Office of Emergency Services, develop the process and procedure for disseminating emergency public information.
- Develop procedures for protecting, controlling, and allocating vital resources.
- Develop the process for communicating with the Disaster Council.

Recovery Operations:

- In coordination with the Office of Emergency Services, develop the procedures and processes used for recovery operations.
- Develop procedures for continuing government operations, including the identification of alternate sites and succession of City leadership.

## **City Office of Emergency Services**

### **Increased Readiness:**

- Review and update City of Ridgecrest Office of Emergency Services SOPs.
- Check and expedite any repairs to the EOC and equipment, including testing all emergency systems. Review procedures for pre-positioning resources and equipment.
- Review and update processes and procedures for briefing City Manager, Mayor, and employees of the impending emergency/disaster situation.
- Coordinate with Administration/City Manager's Office to review and revise the process and procedures for increasing public information releases.
- Coordinate with Administration/City Manager's Office, the process and procedure for recruiting volunteers and additional staff, including the procedure for registering the volunteers as Disaster Service Workers.
- Prepare to mobilize volunteers and staff for assistance.
- In coordination with the Police Department and the Fire Department, test the process for managing incidents at the field level, using the Incident Command System.
- Determine which state and federal agency could be operating in the field and make initial contact.
- In coordination with the Police Department and the Fire Department, test the process for communicating with and directing the central dispatch center, including the activation of the Emergency Alert List.
- Review maps of specific hazards (i.e., flood inundation zones, waterways during Haz/Mat releases, etc.) to be used by various departments and emergency responders.
- Revise Emergency Operations Center (EOC) Standard Operating Procedures (SOPs), based on new conditions.

### **Initial Response Operations:**

- In coordination with the Police Department, Fire Department, and Administration/City Manager's Office, develop procedures to disseminate warnings, emergency public information, and instructions to City of Ridgecrest residents.
- In coordination with Administration/City Manager's Office, develop procedures for drafting and declaring a local emergency, including how to request a concurrence from the Director of the Governor's Office of Emergency Services, how to request a

gubernatorial proclamation of a state of emergency, and how to request a presidential declaration.

Extended Response Operations:

- In coordination with Administration/City Manager’s Office, develop the process and procedure for maintaining a local emergency for an extended period of time. Develop the process and procedure for responding to media inquiries for the duration of the emergency.
- Develop procedures for the activation, operation, and deactivation of the City of Ridgecrest Emergency Operations Center (EOC) and SOPs.
- Develop procedures and the process for communicating with the Kern Operational Area, surrounding jurisdictions, and special districts serving City of Ridgecrest.

Recovery Operations:

- Develop procedures for the organization and preparation of the after-action report. In coordination with the Finance Division and Administration, develop the procedures and processes used for recovery operations. Develop procedures for applying for state and federal disaster assistance programs.
- In coordination with Public Works and Community Development Departments, identify the process for conducting and analyzing potential hazard mitigation projects.
- In coordination with the Police and Fire Departments, identify any residual hazards resulting from the emergency or disaster.

**Police Department**

Increased Readiness:

- Identify key management, with two alternates per position, and develop list. Identify alternative government facilities, based on the hazard situation. Develop procedures for reviewing and updating City of Ridgecrest Police Department SOPs. Identify the process and develop procedures for checking critical police department facilities and equipment, including testing systems.
- Develop procedures for mobilizing Police Department personnel and pre-positioning resources and equipment. In coordination with the Fire Department, develop process and procedures to warn threatened areas of the community. In coordination with the Fire Department and the Office of Emergency Services, develop a process for managing incidents, at the field level, using the Incident Command System.

Initial Response Operations:

- In coordination with the Fire Department, City of Ridgecrest Emergency Services, and Administration/City Manager’s Office, develop procedures to disseminate warnings, emergency public information, and instructions to City of Ridgecrest residents.
- Develop procedures for responding to:
  - ❑ National Security Threat Level System
  - ❑ Civil Disturbance Activities
  - ❑ Terrorist Activities
  - ❑ Earthquake
  - ❑ Nuclear Attack
  - ❑ Extreme Weather
  - ❑ Flooding/Flash Flooding
  - ❑ Landslides
  - ❑ Transportation Accident
  - ❑ Hazardous Material Incident
  - ❑ Interface Wildland Fire
- Develop procedures for initiating:
  - ❑ “Windshield Survey” damage assessment following an immediate impact.
  - ❑ Perimeter management, including access control.
  - ❑ Isolating the incident and controlling access to the incident.
  - ❑ Requesting and activating law enforcement mutual aid system.
  - ❑ Operations to safeguard evidence.
- Develop procedures for evacuations and movement operations, traffic and crowd control operations, including the identification of evacuation routes, evacuation reception areas, shelter locations, and security.
- Take into consideration specific planning requirements that are identified within the hazard analysis, in particular for human safety elements. Ensure that all items under the American with Disabilities Act are covered for evacuation and movement operations.

Extended Response Operations:

- Develop the process and concept of operations for EOC operations, including the communication and coordination protocol between the field and EOC personnel.
- In coordination with the Kern County Coroner, develop procedures for managing fatalities.

## **Kern County Fire Department**

### **Increased Readiness:**

- Develop procedures for reviewing and updating Fire Department emergency and disaster response SOPs.
- Identify the process and develop procedures for checking critical Fire Department facilities and equipment, including testing systems.
- Develop procedures for mobilizing Fire Department personnel and pre-positioning resources and equipment.
- In coordination with the Police Department and the Office of Emergency Services, develop a process for managing incidents, at the field level, using the Incident Command System.
- In coordination with the Office of Emergency Services and the Police Department, develop a process for communicating with and directing the central dispatch center, including the activation of the Emergency Alert List.
- In coordination with the Police Department, develop the process and procedures to warn threatened elements of the population.
- Ensure that hazardous material procedures are consistent with the Kern County Hazardous Materials Area Plan.

### **Initial Response Operations:**

- In coordination with the Police Department, Office of Emergency Services, and Administration/City Manager's Office, develop procedures to disseminate warnings, emergency public information, and instructions to City of Ridgecrest residents.
- Develop procedures for responding to and managing:
  - ❑ Transportation Accidents
  - ❑ Hazardous Material Incidents
  - ❑ Earthquakes
  - ❑ Nuclear Attack
  - ❑ Extreme Weather
  - ❑ Flooding/Flash Flooding
  - ❑ Interface Wildland Fire
  - ❑ Major Structure Fires
  - ❑ National Security Threat Level System
  - ❑ Law Enforcement Support – Civil Disturbance Activities
  - ❑ Law Enforcement Support – Terrorist Activities

- Develop procedures for initiating:
  - ❑ Implementing Incident Action Plans
  - ❑ “Windshield Survey “ damage assessment following major impact
  - ❑ Medical operations, including triage operations
  - ❑ Needs assessment, activation of the Fire–Rescue mutual aid system
  - ❑ Rescue operations, including swift water rescues
  - ❑ Evacuation and Urban Search & Rescue
- Take into consideration specific planning requirements identified in the hazard analysis, in particular for hazardous materials.

Extended Response Operations

- Develop the process and concept of operations for the Fire-Rescue Branch during Emergency Operations Center activation, including the communication and coordination protocol between the field and EOC fire personnel.

**Public Works Division**

Increased Readiness:

- Develop procedures for reviewing and updating Public Works SOPs.
- Identify the process and develop procedures for checking critical Public Works facilities and equipment, including testing systems. Develop procedures for mobilizing Public Works personnel and pre-positioning resources and equipment.

Initial Response Operation:

- Develop procedures for responding to:
  - ❑ Earthquake
  - ❑ Extreme Weather
  - ❑ Flooding
  - ❑ Transportation Accidents
  - ❑ Hazardous Material Incident
  - ❑ Fire Department Support
  - ❑ Law Enforcement Support
- Develop procedures for initiating:
  - ❑ Damage assessment operations for critical facilities, including infrastructure
  - ❑ Repair and restoration activities for damaged facilities and infrastructure

- ❑ Debris removal operations
- ❑ Flood fighting activities and sand bagging operations
- ❑ Hazardous waste clean up and disposal operations
- ❑ Clearing and shoring operations for landslide and/or mudflow areas
- ❑ Request for public works mutual aid.

Extended Response Operations:

- In coordination with the Office of Emergency Services, develop the process and procedure for declaring a local emergency.
- In coordination with the Office of Emergency Services, develop the process and procedure for disseminating emergency public information.
- Develop procedures for protecting, controlling, and allocating vital resources.
- Develop the procedure for restoring vital services. Determine need for mutual aid and/or private contractors.

Recovery Operations:

- In coordination with the Finance Division and the Office of Emergency Services, develop the procedures and processes used for recovery operations.
- In cooperation with the Public Services Department, consider changes to current building codes, to include non-structural hazard mitigation.
- Develop procedures for continuing government operations, including the identification of alternate sites for the succession of City leadership.

**Finance Department**

Increased Readiness:

- Develop procedures for reviewing and updating Finance Division SOPs. Develop procedures for protecting vital records. Establish procedures and process for documenting the financial costs for disaster response and recovery related expenses.
- Establish procedures for manual accounting in the event computer systems fail.

Extended Response Operations:

- Develop procedures for procuring emergency resources to sustain operations.

- Implement the procedure for documenting the financial cost of disaster response and recovery operations (a disaster accounting system).

Recovery Operations:

- In coordination with the Office of Emergency Services and Administration, develop the procedures and processes used for recovery operations.
- Develop the process and procedure for tracking employees' time and issuing paychecks during disaster operations.
- Develop process and the procedures for submitting and processing workers compensation claims

**Utilities/IT Department**

Increased Readiness:

- Develop procedures for reviewing and updating division SOPs.
- Identify the process and develop procedures for checking critical support facilities and equipment, including testing systems.
- Develop procedures for mobilizing division personnel and pre-positioning resources and equipment.

Initial Response Operation:

- Develop procedures for responding to:
  - Earthquake
  - Extreme Weather
  - Flooding
  - Landslides/Mud Flows
  - Transportation Accidents
  - Hazardous Material Incident
  - Fire Department Support
  - Law Enforcement Support
- Develop procedures for initiating:
  - Damage assessment operations for critical facilities, including infrastructure
  - Repair and restoration activities for damaged facilities and infrastructure
  - Hazardous waste clean up and disposal operations

Extended Response Operations:

- In coordination with the Office of Emergency Services, develop the process and procedure for declaring a local emergency.
- In coordination with the Office of Emergency Services, develop the process and procedure for disseminating emergency public information.
- Develop procedures for protecting, controlling, and allocating vital resources.
- Develop the procedure for restoring vital services.
- Determine need for mutual aid and/or private contractors.

Recovery Operations:

- In coordination with the Finance Division and the Office of Emergency Services, develop the procedures and processes used for recovery operations.
- In cooperation with the Public Services Department, consider changes to current building codes, to include utility systems hazard mitigation.

**GENERAL EMERGENCY MANAGEMENT**

The City of Ridgecrest is located in the Kern Operational Area. The City of Ridgecrest is part of the California Emergency Management Agency (CalEMA) Inland Region. The city emergency management organization follows the Standardized Emergency Management System (SEMS).

Response procedures for emergencies have been practiced during actual situations. The Standardized Emergency Management System is incorporated into exercises; however, City department personnel and community base organizations require on-going additional training. Therefore, City OES, in coordination with the City Manager, is responsible for developing and distributing an exercise schedule, covering the exercises to be conducted throughout a given calendar year. Each department is responsible for sending emergency responders to these scheduled events pursuant to the exercise schedule published by OES.

**ORGANIZATION**

The City of Ridgecrest City Council established the City of Ridgecrest Emergency Organization comprised of community organizations, volunteers and departmental personnel therein and designated the City Manager as lead authority for the City.

The City of Ridgecrest Disaster Council was created by the City Council to develop and recommend for adoption by the City Council all emergency and mutual aid plans and

agreements, including this Emergency Operational Plan (EOP), and such ordinances, resolutions, rules and regulations as are necessary to implement such plans and agreements.

The City of Ridgecrest City Council also created the Director of Emergency Services and assigned the City Manager to serve as Director of Emergency Services under Chapter 2.24 of the Ridgecrest Municipal Code, adopted as Ordinance 834, dated January, 2002.

The City of Ridgecrest City Council does not exercise any *Command and Control* authority over emergency operations. However, it is up to the City Council to determine if a Local Proclamation of Emergency exists and then confirms the Director of Emergency Services proclamation or proclaims the emergency.

The City of Ridgecrest City Council shall coordinate its liaison activities with the community and other jurisdictions with the Incident Commander by using the Incident Command System guidelines.

The Director of Emergency Services is responsible for implementing and managing the Emergency Operational Plan (EOP).

Under the City of Ridgecrest emergency organization, departments and agencies have specific roles and responsibilities for certain functions.

### **EMERGENCY OPERATIONS PLAN (EOP)**

This Emergency Operational Plan is dated June 05, 2013 and shall be updated annually to meet the California Standardized Emergency Management System guidelines.

### **WEAPONS OF MASS DESTRUCTION INCIDENT (WMD)**

Incidents involving Weapons of Mass Destruction (WMD) are, by definition, crime scenes. However, the immediate threat to life, property, and the environment requires a significant law enforcement, fire and medical response effort. Therefore, for all WMD incidents within City of Ridgecrest and the Kern Operational Area there will be a Field Unified Command consisting of Law Enforcement and Fire Services. Upon notification of an actual or potential WMD incident, the first responding agency will establish an Incident Command Post (ICP) to conduct field operations from an upwind or high ground position of safety. The Incident Commander (IC) will direct all actions at the scene unless delegated.

City of Ridgecrest Emergency Operations Center (EOC) may be activated to support the field Unified Commander in areas including public warning, intelligence, logistics and communications. In turn, the Kern Operational Area Emergency Operations Center (EOC) may be activated to provide additional support and coordination with state and federal agencies.

Specific field incident roles and responsibilities are discussed further in the EOC Position Checklist Section under "Law Enforcement Branch Coordinator."

**CITY EMPLOYEES AS DISASTER SERVICE WORKERS (DSW)**

California Government Code Section § 3100 provides that all public employees, by the fact of being paid as public employees, are Disaster Service Workers (DSW) during a disaster, State of Emergency, State of War Emergency or Local Emergency. Public employees may be instructed by their employer to carry out disaster related activities within the course and scope of their employment.

**EMERGENCY ACTION PLAN (EAP)**

California Code of Regulations, Title 8, General Industry safety Orders, Section § 3220, and City Ordinance No. 834 require each department and facility to prepare a disaster Emergency Action Plan (EAP). This plan is for internal departmental response to any emergency and will ensure that employees are trained in their individual assignment under the plan. The plan shall include a notification to city employees detailing the requirements and responsibilities of being Disaster Service Workers, methods for all-hours call-up and accountability during an emergency, and require general overview training in the Standardized Emergency Management System (SEMS) and in the Incident Command System (ICS). The Emergency Action Plan shall be updated by the departments at least annually or as needed. The City Manager’s Office shall coordinate this planning effort.

**EMERGENCY MANAGEMENT LAW AND AUTHORITIES**

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

**CITY OF RIDGECREST**

- Ordinance No. 834 adopting the City of Ridgecrest Emergency Organization and Functions by the City of Ridgecrest City Council dated January 2002.
- Resolution No. \_\_\_\_\_ of the City of Ridgecrest, City Council adopting the City of Ridgecrest Emergency Operations Plan by the City of Ridgecrest, City Council, dated June, 2013

**COUNTY OF KERN**

- Ordinance No. 1292, relating to Emergency Organization and Functions of the Kern County Disaster Council, by the Board of Supervisors, dated 1974, as amended 1987.
- Resolution of the Board of Supervisors of the County of Kern relative to Workers’ Compensation Insurance for Registered Volunteer “Disaster Service Worker’s.”
- Resolution of the Board of Supervisors of the County of Kern adopting the California Disaster and Civil Defense Master Mutual Aid Agreement dated December 1, 1950. Resolution 5331-1, February 26, 1963.

## **STATE OF CALIFORNIA**

- California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code).
- Standardized Emergency Management Systems (SEMS) regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations) and (California Government Code § 8607 ET section).
- Hazardous Materials Area Plan Regulations, (Chapter 4 of Division 2, Title 19, Article 3, § 2720 – 2728 of the California Code of Regulations) and (California Health and Safety Code, Division 20, Chapter 6.95, Section § 25503.5).
- California Department of Water Resources Flood Control (California Water Code § 128).
- Orders and Regulations, which may be selectively promulgated by the Governor during a *State of Emergency*.
- Orders and regulations, which may be selectively promulgated by the Governor to take, affect upon the existence of a *STATE OF WAR*.

## **FEDERAL**

- Federal Civil Defense Act of 1950 (Public Law, as amended).
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended).
- Army Corps of Engineers Flood Fighting (Public Law 84-99)

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## **EMERGENCY OPERATIONS CENTER PROCEDURES**

### **Concept of Operations**

During a disaster or emergency, the City of Ridgecrest Emergency Operations Center (EOC) will act in two functions. The first is support field response operations within the incorporated areas of Ridgecrest City. The primary emphasis will be placed on saving lives, protecting property, and preserving the environment. The City EOC will operate using the Standardized Emergency Management System (SEMS) functions, principles, and components. The EOC will implement the action planning process to develop an EOC Action Plan, identifying and implementing specific objectives for each operational period.

The second is the coordination of resources and communications between the Kern Operational Area EOC, neighboring jurisdiction's EOCs, and CalEMA Inland region. The EOC will be activated in accordance with procedures outlined in this plan. The City of Ridgecrest EOC will utilize the discipline-specific mutual aid coordinators to coordinate fire, law enforcement, public works and medical specific resources. Other resource requests that do not fall into these four disciplines will be coordinated by the requesting branch/section/unit within the Logistics Section. Appendix B describes procedures to be used in activating, staffing, operating, and closing the Emergency Operations Center (EOC). Operating procedures are approximately the same for any location, dependent only upon the facilities available.

### **Objectives**

The overall objective in managing emergency operations is to ensure that effective direction is maximized for those emergency forces involved in preparing for and responding to situations associated with natural disasters, technological incidents, or national defense emergencies. The specific purposes of Emergency Operations Center are to facilitate:

- Overall management and coordination of emergency operations.
- Coordination and liaison with appropriate federal, state, and other local government agencies and private sector resources.
- Management of mutual aid resources.
- Establishment of priorities.
- Collection, evaluation, and dissemination of damage information and other essential data.

## Activation Policy

The City of Ridgecrest EOC is activated when field response agencies need support. Activation may involve partial or full staffing, depending on the support required. The following list depicts the circumstance when the EOC may be activated and SEMS used, per the SEMS regulations, California Code of Regulations, Title 19, Section 2409 f:

- A City department has requested activation of the EOC to support emergency operations;
- The City has declared a local proclamation of emergency;
- The City has requested a Governor's Proclamation of a State of Emergency, as defined in California's Emergency Services Act, § 8558(b);
- A state of emergency is proclaimed by the Governor for the City and the Operational Area EOC has been activated;
- A national security threat has impacted the City and/or Operational Area;
- The City is requesting resources from outside its boundaries to the Operational Area and/or state and federal agencies, *except those resources used in normal day-to-day operations which are obtained through existing agreements such as fire or law enforcement mutual aid*; and
- The City has received resource requests from outside its boundaries, *except those resources used in normal day-to-day operations, which are obtained through agreements such as fire or law enforcement mutual aid*.

The circumstances listed above require an automatic activation of the City EOC. In circumstances other than listed above, the activation of the Emergency Operations Center (EOC) must be authorized. The following City of Ridgecrest personnel are authorized to request the activation of the EOC:

- The City Manager (Director of Emergency Services), Ordinance 834
- The Police Chief or designee

## **Level of Activation**

The Emergency Operations Center (EOC) will be activated as requested for impending or actual emergencies support of the City or other Operational Area jurisdictions or for the support of exercises. A declaration of, or an actual state of emergency is not required to activate at any level. There are three levels of activation:

### ***Level One***

A Level 1 activation may be required to monitor current events or anticipated events. The Emergency Operations Center (EOC) may be used to support one or more jurisdictions that have requested assistance. Minimal staffing is needed to provide the support or monitor a situation. The City or any other jurisdiction within the affected area may provide staffing. Only essential functions will be provided at this level. The staffing level will be tailored to match the event.

Example:

- Severe Weather Advisory
- Small incidents involving two or more City Departments
- Activation requested by the City Manager or City Departments
- Resource request from outside the City

### **Level Two**

Level 2 activation may be required to monitor significant current or pending events or to support multiple agency requests for support. There may be a requirement to add staff to support multiple incidents or declarations; however, full use of the EOC staff is deemed not necessary. Other Local Governments and/or other Operational Area jurisdictions may provide staffing. Example:

- Moderate Earthquake
- Two or more large incidents involving City departments
- A State of Emergency is proclaimed by the Governor for the City or Operational Area

### ***Level Three***

Level 3 activation is required for major events anywhere in the jurisdiction or when significant portions of the City staff are required to provide support, manage responses or coordinate with outside agencies. This level of activation will require the use of full EOC facilities and support of the hosting agency.

- Major county wide or regional emergency
- Multiple city departments with heavy resource involvement
- Major impact damage

## **Emergency Communication System**

The Ridgecrest Police Department is responsible for alerting the City of Ridgecrest Departments in the event of a threatened or actual emergency, which may require EOC activation.

The City of Ridgecrest Police Department on-duty supervisor is responsible for alerting EOC staff required for the effective functioning of the EOC at the direction of the City Emergency Services Coordinator or Director, except after an earthquake, or terrorist attack all designated EOC staff should report immediately after seeing the safety of their families. City Alert Rosters should be used.

## **Set-Up: Emergency Operations Center**

Emergency Operations Center activation set-up is the responsibility of City Administration.

## **Staffing: Emergency Operations Center**

Emergency Operations Center staffing decision will be driven by the nature and scope of the emergency. The City Emergency Services Coordinator or Director is responsible for initially requesting adequate assistance from departments and agencies for 24-hour EOC operations. After the staff has assessed the situation, a new staffing level will be established and the Personnel Unit will be responsible for scheduling, notification, and tracking.

## **Message Flow**

One of the primary functions of the EOC in an emergency is to collect and disseminate information. Information will reach the EOC through many different channels: telephone, teletype, government radio, amateur radio, citizens band radio, commercial broadcast, walk-ups, runners, etc. When the EOC is activated, the Logistics Section will establish a message center in the EOC Communications Unit. Messengers from various departments will also support the message center.

## **Incident Action Plans (IAP)**

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

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

The action planning process should involve the EOC Director and Section Chiefs, along with other EOC staff, as needed, such as unit coordinators, and other agency representatives.

The Planning/Intelligence Section is responsible for facilitating the action-planning meeting and completing and distributing the incident action plan. Action plans are developed for a specific 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 needed to be performed. A reasonable time frame is then established for accomplishing those actions. The incident action plans need to be complex, but should be sufficiently detailed to guide EOC elements in implementing the priority actions. Guidelines for developing actions plans and an action plan format are contained in Appendix D.

### **Information and Resource Management**

Kern County Emergency Services Authority coordinates emergency activities within the Operational Area (OA) by augmenting, not replacing, City of Ridgecrest emergency operations.

The Office of Emergency Services serves as the communications link between the CalEMA Inland Region Emergency Operations Center (REOC) and all other Emergency Operation Centers throughout the Kern Operational Area jurisdiction. It provides a single point of contact for information on the emergency situation, as well as resource needs and priorities. Using the forms of the Response Information Management System (RIMS) will provide critical information and resource requests from the City of Ridgecrest. The Operational Area will send transmission of information to the State's Inland Region Emergency Operations Center electronically using RIMS.

### **Resource Requests**

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

- *Discipline-specific mutual aid systems:* Requests for resources that are normally within the inventories of the mutual aid system will go from the local Law Enforcement, Fire Services and Public Works to neighboring jurisdictions automatic aid, to the Kern Operational Area Mutual Aid Coordinators and to the Regional Mutual Aid Coordinators.
- *All other resource requests* will be made through the Logistics Section at each level.

## **Private and Volunteer Organizations**

Coordination of response activities with non-governmental agencies may occur throughout the community. It is essential that the assigned Liaison Officer establish contact and coordination with these agencies.

## **Operational Area Coordination**

The City of Ridgecrest EOC must establish communications and coordination with the Kern Operational Area EOC as soon as possible. The Operational Area will coordinate and communicate with the Regional Emergency Operations Center in filling mutual aid requests.

## **State and Federal Field Response**

There are some instances where a state or federal agency will have a field response. State agency field response may be the result of terrorist or national security activities, interface wildland fire, flood fight effort, nuclear attack, hazardous materials accident or other hazard scenarios. Federal field response could result from the same scenarios or military aircraft accident, for example.

When a state agency or federal agency is involved in field operations, coordination will be established with Kern County Office of Emergency Services (OES) and the appropriate city emergency services office, where the incident occurs. State and federal agencies operating in the field may be found in any ICS section, or as part of a Unified Command. The incident will determine their location.

## **Emergency Declarations**

### ***Declaration of a Local Emergency***

If conditions of extreme peril to persons and property exist, the City Council may pass a resolution declaring that a local emergency exists for the City of Ridgecrest. This declaration will be made within ten (10) days of the event if City is to qualify for financial assistance under the State's Natural Disaster Assistance Act. In addition, the City Council must review, at least every fourteen (14) days, the continuing existence of the emergency situation. They must also terminate the emergency declaration at the earliest possible date that conditions warrant. The City of Ridgecrest City Manager may also make a declaration under City Ordinance, Chapter 2, Section 2-3.109 if the City Council is not in session. This is subject to ratification by the City Council within seven days.

The Declaration of a Local Emergency provides certain legal immunities for emergency actions taken by Ridgecrest City employees. This provides protection for City and the employees. A local emergency declaration enables the City Council to act as a board of equalization to reassess damaged property and provide property tax relief. It also enables

the City to request state assistance under the California *Natural Disaster Assistance Act*. The City Manager may establish curfews, take measures necessary to protect and preserve the public health and safety, and exercise all authority granted by City ordinance 834, dated 2002. Samples of the declaration forms are provided in this appendix.

***Request for Concurrence of Local Emergency***

Following the Declaration of a Local emergency for the City of Ridgecrest, the City Manager and/or City Council may request that the Director of the CalEMA, concur and provide assistance under the state Natural Disaster Assistance Act. This Act provides financial assistance for the permanent restoration of public real property other than facilities used solely for recreational purposes when damaged or destroyed by a natural disaster.

***Requesting Governor's Proclamation of a State of Emergency***

After the Declaration of a Local Emergency for the City of Ridgecrest, the City Council, having determined that local forces are insufficient, may request that the Governor proclaim a State of Emergency. The request will be forward to the Director of the CalEMA, with a copy of the local emergency declaration and the damage assessment summary.

**CITY OF RIDGECREST  
PROCLAMATION  
BY  
THE DIRECTOR OF EMERGENCY SERVICES  
DECLARING A LOCAL EMERGENCY**

**WHEREAS**, Chapter 2, Section 2-3.109 of the Ridgecrest Municipal Code, adopted as Ordinance of the City of Ridgecrest empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when the City is affected or likely to be affected by a public calamity and the City Council is not in session; and,

**WHEREAS**, The Director of Emergency Services of the City of Ridgecrest does hereby find:

**THAT** condition of extreme peril to the safety of the persons and property have arisen within said city, caused by \_\_\_\_\_; and,

**THAT** initial damage estimates directly related to the *incident* are \_\_\_\_\_; and,

**THAT** the City Council of the City of Ridgecrest is not in session;

**NOW, THEREFORE, IT IS HEREBY PROCLAIMED** that a local emergency now exists throughout the City of Ridgecrest; and,

**IT IS FURTHER PROCLAIMED AND ORDERED** that during the existence of said local emergency that powers, functions and duties of the emergency organization of this City shall be those prescribed by state law, by ordinances, and resolutions of this City, and by the City of Ridgecrest Emergency Plan, as approved by the City Council on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (Resolution \_\_\_\_\_).

**IT IS FURTHER PROCLAIMED AND ORDERED** that a copy of this Resolution be forwarded to the state director of the Governor’s Office of Emergency Services with a request that he/she find it acceptable in accordance with provisions of the California Natural Disaster Assistance Act, and also forward this Resolution to the Small Business Administration for federal assistance as may be appropriate.

\_\_\_\_\_

\_\_\_\_\_

Director of Emergency Services  
City Manager, City of Ridgecrest

Date

**RESOLUTION NO. \*\*.\*\***

**A RESOLUTION OF THE RIDGECREST CITY COUNCIL CONFIRMING  
EXISTENCE OF A LOCAL EMERGENCY**

**WHEREAS**, Chapter 2 Section 2-3.109 of the Ridgecrest Municipal Code, adopted as Ordinance of the City of Ridgecrest empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when the City of Ridgecrest is affected or likely to be affected by a public calamity and the City Council is not in session, subject to ratification by the City Council within seven (7) days; and

**WHEREAS**, conditions of extreme peril to the safety of persons and property have arisen within this city, caused by \_\_\_\_\_; and,

**WHEREAS**, the City Council of the City of Ridgecrest was not in session; and

**WHEREAS**, the City Council does hereby find that aforesaid conditions of extreme peril did warrant and necessitate the proclamation of existence of a local emergency; and

**WHEREAS**, the Director of Emergency Services of the City of Ridgecrest did proclaim the existence of a local emergency within the City on the \_\_\_ day of \_\_\_\_\_, 20\_\_;

**NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED** that said local emergency shall be deeded to continue to exist until its termination is proclaimed by the City Council of the City of Ridgecrest, State of California.

**APPROVED AND ADOPTED THIS** \_\_\_ day of \_\_\_\_\_, 20\_\_, by the following vote.

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

**RESOLUTION  
PROCLAIMING EXISTENCE  
OF A  
LOCAL EMERGENCY**

**WHEREAS**, Chapter 2 Section 2-3.109 of the Ridgecrest Municipal Code, adopted as Ordinance of the City of Ridgecrest empowers the City council to proclaim the existence or threatened existence of a local emergency when the City of Ridgecrest is affected by a public calamity; and

**WHEREAS**, the City council has been requested by the Director of Emergency Services of the City of Ridgecrest to proclaim the existence of a local emergency within the city; and

**WHEREAS**, the City council does hereby find:

**THAT** conditions of extreme peril to the safety of persons and property have arisen within the City of Ridgecrest, caused by \_\_\_\_\_  
\_\_\_\_\_ commencing on or about \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_; and

**THAT** aforesaid conditions of extreme peril warrant and necessitate and proclamation of existence of a local emergency;

**NOW, THEREFORE, IT IS HEREBY PROCLAIMED** that during the existence of said local emergency the powers, functions, and duties of the Director of Emergency Services and the emergency organization of this City shall be those prescribed by state law, by ordinance and, resolutions of this City, and by the City of Ridgecrest Emergency Plan, as approved by the City Council on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**IT IS FURTHER PROCLAIMED AND ORDERED** that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Ridgecrest, State of California.

***This resolution shall be effective upon its adoption.***

DATED: \_\_\_\_\_

APPROVED: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
City Clerk, City of Ridgecrest

\_\_\_\_\_  
Mayor, City of Ridgecrest

**RESOLUTION  
REQUESTING STATE DIRECTOR,  
GOVERNOR’S OFFICE OF EMERGENCY SERVICES  
CONCURRENCE IN LOCAL EMERGENCY**

**WHEREAS**, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the city council of the City of Ridgecrest found that due to \_\_\_\_\_  
\_\_\_\_\_ a condition of extreme peril to life and property did exist in the City of Ridgecrest during the period of \_\_\_\_\_; and

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

**NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED** that a copy of this Resolution be forwarded to the state director of the Governor’s Office of Emergency Services with a request that he/she find it acceptable in accordance with provisions of the California Natural Disaster Assistance Act; and

**IT IS FURTHER RESOLVED** that \_\_\_\_\_, having the title of \_\_\_\_\_ is hereby designated as the authorized representative of the City of Ridgecrest for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state assistance.

***This resolution shall be effective upon its adoption.***

DATED: \_\_\_\_\_

APPROVED:

ATTEST:

\_\_\_\_\_  
City Clerk, City of Ridgecrest

\_\_\_\_\_  
Mayor, City of Ridgecrest

**RESOLUTION  
REQUESTING GOVERNOR TO PROCLAIM  
A  
STATE OF EMERGENCY**

**WHEREAS**, on \_\_\_\_\_ of \_\_\_\_\_ the City Council of the City of Ridgecrest found that due to \_\_\_\_\_; a condition of extreme peril to life and property did exist within said city; and

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

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

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

**IT IS FURTHER ORDERED** that a copy of this Resolution be forwarded to the State Director of the Office of Emergency Services; and

**IT IS FURTHER RESOLVED** that \_\_\_\_\_, having the title of \_\_\_\_\_, is hereby designated as the authorized representative for public assistance and \_\_\_\_\_, having the title of \_\_\_\_\_, is hereby designated as the authorized representative of individual assistance of the City of Ridgecrest for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state and federal assistance.

***This resolution shall be effective upon its adoption.***

DATED: \_\_\_\_\_

APPROVED:

ATTEST:

\_\_\_\_\_  
City Clerk, City of Ridgecrest

\_\_\_\_\_  
Mayor, City of Ridgecrest

**RESOLUTION  
PROCLAIMING TERMINATION OF LOCAL EMERGENCY**

**WHEREAS**, a local emergency existed in the City of Ridgecrest in accordance with the Resolution thereof by the City Council on the \_\_\_\_\_ day of \_\_\_\_\_, or

**IN ACCORDANCE** with the proclamation of the Director of Emergency Services on the day of \_\_\_\_\_, and its ratification by the City Council on the \_\_\_\_\_ day of \_\_\_\_\_,

**AS** a result of conditions of extreme peril of the safety of persons and property caused by \_\_\_\_\_; and

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

**NOW THEREFORE** the City Council of the City of Ridgecrest does hereby proclaim the termination of said local emergency.

***This resolution shall be effective upon its adoption.***

DATED: \_\_\_\_\_

APPROVED:

ATTEST:

\_\_\_\_\_  
City Clerk, City of Ridgecrest

\_\_\_\_\_  
Mayor, City of Ridgecrest

### **Transition into Recovery Operations**

As the threat of life, property, and the environment dissipates, the Director of Emergency Services will consider deactivating the Emergency Operations Center (EOC). The Director of Emergency Services will direct Section Chiefs to deactivate their sections, ensuring that each branch, unit and section coordinates with and provides its logs and files to the Demobilization Unit. Demobilization, in turn, provides material and coordination to the Recovery Unit.

The Recovery Unit will organize these materials so they can be archived and/or utilized for the financial recovery process. The Recovery Unit Leader will coordinate the recovery effort, ensuring that all damaged public facilities and services are restored. In coordination with the Emergency Services Coordinator, the Recovery Unit will prepare the after-action report, submitting it to the State's Inland Region Office of Emergency Services within 60 days of the disaster or incident.

### **After Action Report**

The After Action Report is required following any activation of the Emergency Operations Center. This report will contain a summary of the event, dates and times of activation and operational termination, number of personnel, identification of resources utilized and the final outcome of the event. Added as attachments will be all staff/unit log sheets, work schedules, incident Board hard copies and incident map overlays.

The Planning/Intelligence Section Chief and the Documentation Unit will be responsible for completion of the report. All Section Chiefs and Units Leaders will assist.

### **Demobilization Procedures**

The Emergency Operations Center may be closed at any time designated by the Director; however, it may also be closed in stages according to need. The entire EOC does not have to be in operation. Any Section, Branch or Unit requiring the facility may remain until assigned tasks are completed.

Upon closing any part of the EOC, each Unit will ensure that all supplies are replenished, broken items repaired or replaced and all equipment cleaned before leaving. This is to make sure that the facility is ready to activate and open immediately on request.

## Designated Emergency Operations Center Location

The designated Emergency Operations Center location will be at the Police Department, unless reassigned depending on the emergency impact. City Departmental Operation Centers (DOC), cooperating agencies, and other Kern County Emergency Operation Centers and field Incident Command Post locations should be listed when the information becomes available. The Kern Operational Area has designated various locations for their Emergency Operation Centers depending on the level and type of event. Level 1 and Level 2 activations may be housed at Area Command offices located within a particular Sheriff's Office Sub-Station response zone. During full activation (Level 3), the Operational Area Main Emergency Operations Center can be located at the following facilities: 1) Kern County Sheriff's Department EOC; 2) Field Unified Command with the City of Ridgecrest; 3) Unified Command in the City of Ridgecrest EOC

## EOC Functions and Responsibilities

The five SEMS functions in the City of Ridgecrest EOC are: Management, Operations, Planning/Intelligence, Logistics, and Finance/Administration. These functions are the basis for structuring the City EOC Organization.

- **Management** is responsible for overall emergency policy and coordination through the joint efforts of government agencies and private organizations.
- **Operations** is responsible for coordinating support for local government's emergency response, coordinating inter-jurisdictional responses, and coordinating city-wide activities through implementation of the City Incident Action Plan (IAP).
- **Planning/Intelligence** is responsible for collecting, evaluating, and disseminating information, developing the City Incident Action Plan in coordination with other functions, and maintaining documentation.
- **Logistics** is responsible for providing facilities, services, personnel, equipment, and materials to support the emergency response.
- **Finance/Administration** is responsible for financial and other administrative activities.

The general responsibilities of key members of the City emergency management organization are presented in the foregoing. The duties and responsibilities for these functions are depicted in the position checklists (Appendix B), which provides for each assigned SEMS function. The checklists are based on three phases: Activation, Operational, and Deactivation. A generic checklist, for the activation and deactivation phases, is also provided. Some positions may have unique actions to take under these two phases, which will be noted on their specific checklist.

## EMERGENCY OPERATIONS CENTER ORGANIZATION

The Emergency Operations Center (EOC) will be organized using the Standard Emergency Management System (SEMS) structure. Standard Emergency Management System consists of five principal sections, which normally would activate for a major incident.

The sections consists of:

### Management Section

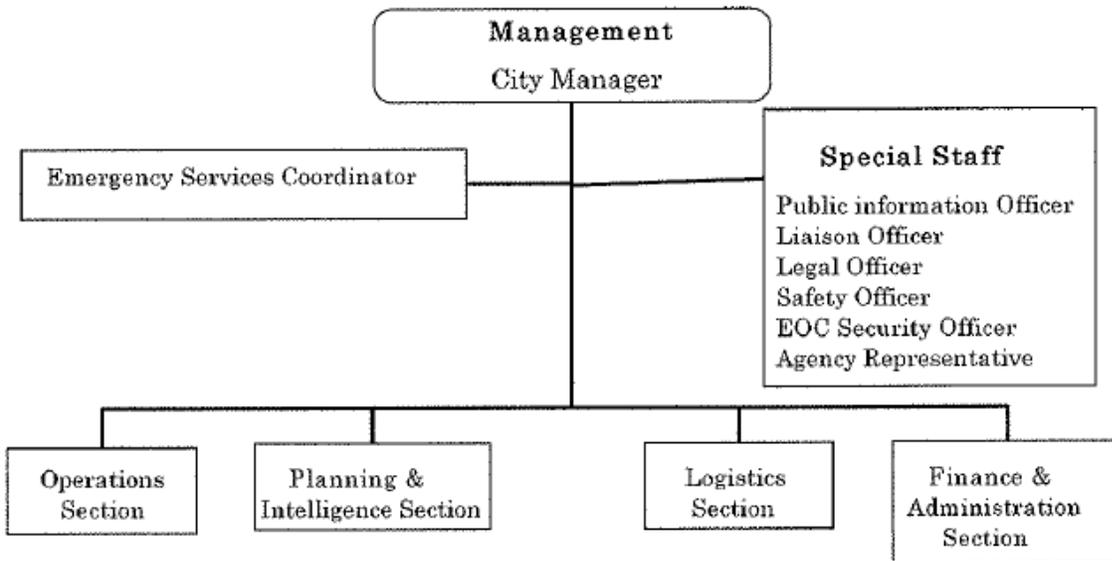
The Management Section is comprised of the Director of Emergency Services, who has overall management responsibility for the City of Ridgecrest, The Command Staff and Special Staff. There are two essential staff groups.

#### Command Staff

The command staff consists of the Director, Section Chiefs, and the City Emergency Services Coordinator. The Staff represents the decision making portion of the Emergency Operations Center

#### Special Staff

The Special Staff provides for the coordination and managing of such matters as legal advice, public information, safety, data processing, and interagency liaison. The EOC Special Staff operates under the general supervision of the City Emergency Services Coordinator, However works for the Director.



Staff will normally consists of:

**Public Information Officer:** City Manager's Office    **Legal Officer:** City Attorney  
**Safety Officer:** As Assigned                                **EOC Security Officer:** Police Department

## MANAGEMENT SECTION

The management Section is responsible for the overall coordination and administration of emergency response operations with the City of Ridgecrest jurisdiction. Management includes positions that provide functions for response situation.

**Director – Emergency Operations Center:** The Director is the City Manager. The City Manager appoints the Assistant Director or other designated representative.

**Emergency Services Coordinator:** The Emergency Services Coordinator serves as a resource to and assists the Director in administration of the emergency response.

**Liaison Officer:** When an incident has a multi-agency or multi-jurisdictional response, the Liaison Officer maintains and provides coordination with outside agency representatives, other Operational Area jurisdictions, local business and employers, Kern OES Operational Area EOC, and the CalEMA Inland Region EOC.

**Legal Officer:** The City Attorney serves as Legal Officer. This position provides legal counsel to the Director and assists in preparing a declaration of a Local Emergency.

**Public Information Officer:** The Public Information Officer serves as the point of contact for the media and other organizations seeking information on the emergency response. The function provides information to the general public through the media and monitors broadcasts for correct information. Monitors media operations in the jurisdiction to ensure safety and lack of interference. Provides the Director and other emergency service personnel with current information. Monitors the use of and prepares releases for the Emergency Alert System (EAS).

**Safety Officer:** Monitors all operations within the jurisdiction and screens plans for activities, which may place disaster workers in conditions, which are unduly hazardous for the event. Makes recommendations to the staff and Director to modify or terminate operations. Monitors the scheduling, work conditions, feeding and rest requirements of all Disaster workers to ensure the safest possible environment for conditions. Prepares and monitors a safety plan for the emergency and ensures adequate measures are taken to guard the safety and well being of all personnel.

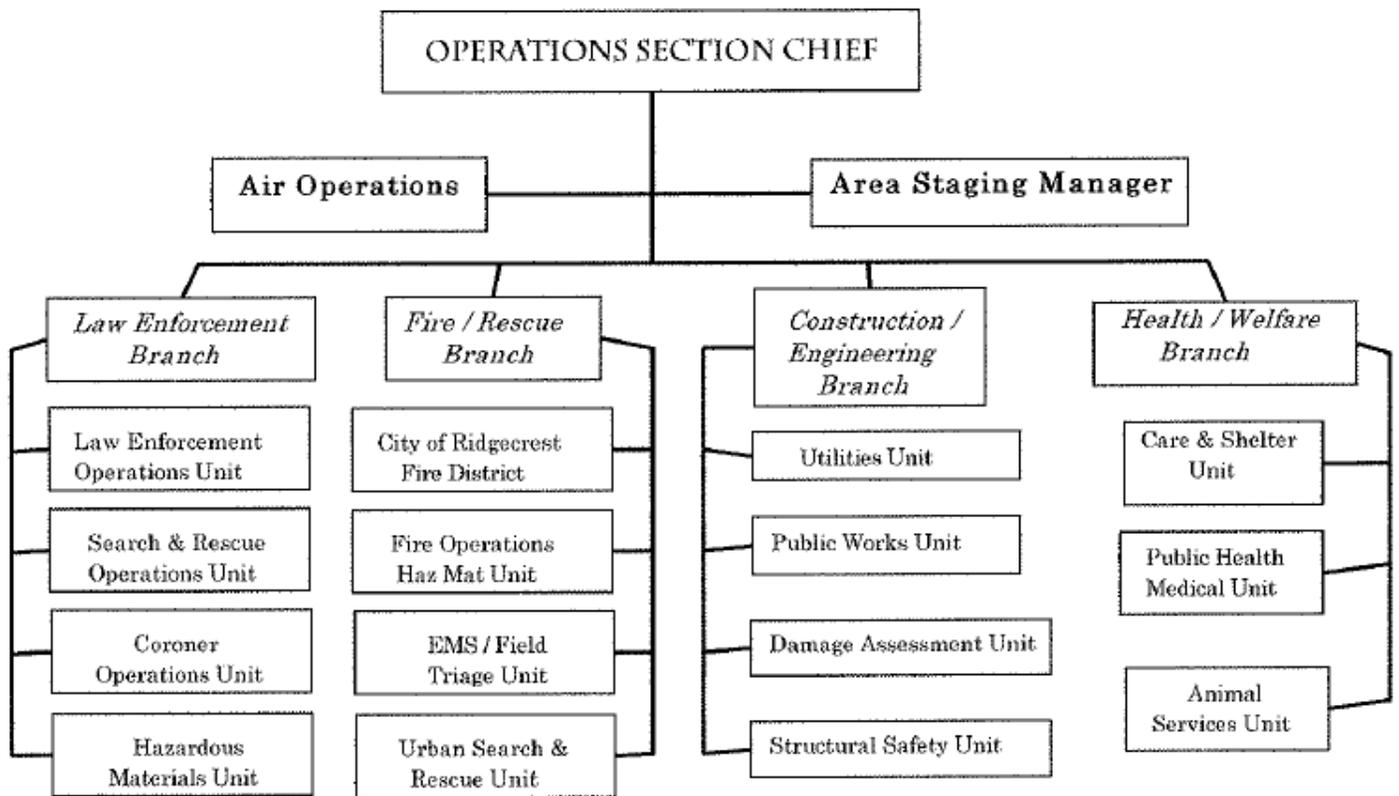
**Security Officer:** Responsible for the control of personnel into and out of the EOC. Denies access to all unauthorized persons, unless otherwise directed. Establishes an access roster and maintains an identification and entry pass system.

**Agency Representative:** Agency representatives are from other jurisdictions or organizations outside of the City management. They serve as funnels through which requests flow to or from their agencies. They should be able to speak on behalf of their jurisdiction or agency within established policy limits.

**OPERATIONS SECTION**

The Operations Section Chief is dedicated for coordination on support to all operational field units being carried out within the jurisdiction. The Operations Section Chief has the responsibility of all activities directly applicable to the field response support. Operations Section Chief participates in the development and execution of the Incident Action Plan.

The Operations Section is subdivided into branches and units: Law Enforcement Branch, Fire and Rescue Branch, Medical and Health Branch, Construction and Engineering Branch, Air Operations, and Staging Area Manager



## OPERATIONS SECTION

The Operations Section is dedicated to all operations being carried out within the City of Ridgecrest jurisdiction.

**Operations Section Chief:** The Operations Section Chief has the management responsibility of all activities directly applicable to the field emergency response in the City jurisdiction. The Operations Section Chief participates in the development and execution of the Incident Action Plan (IAP).

**Fire & Rescue Branch:** The Fire & Rescue Branch is managed by a member of the Kern County Fire Department. The position coordinates the activities of personnel engaged in fire operations, EMS/disaster triage, Urban Search & Rescue (USAR), hazardous materials and other emergency operations; maintains communications with field commands; evaluates status reports; makes decisions regarding the commitment of resources; and determines the need for mutual aid assistance. Requests mutual aid through the Kern Operational Area Fire/Rescue Coordinator. Documents and prepares RIMS Fire & Rescue Status report.

**Law Enforcement Branch:** The Law Enforcement Branch coordinates general law enforcement, terrorist activities (WMD), public warning information, evacuation procedures, traffic control, coroner operations, search & rescue teams, hazardous materials, animal welfare and control activities, and public security and order. Maintains communications with field commands; evaluates status reports; makes decisions regarding the commitment of resources; and determines the need for mutual aid assistance. Requests mutual aid through the Kern Operational Area Law Enforcement/Coroner Coordinator. Documents and prepares RIMS Law Enforcement/Coroner Status report.

**Construction & Engineering – Public Works:** The Public Works Branch surveys all jurisdictional facilities, assessing damage and coordinating repairs, conducts debris removal services, establishes priorities to restore essential services. Coordinates the allocation of engineering resources (construction equipment, materials, etc.) required for route recovery, and other engineering operations. Coordinates response for the management and restoration of all transportation facilities. Monitors and coordinates all responses related to utilities to include power, water, telephone, sanitation and other utilities. Coordinates and inspects facilities for structural safety. Documents and prepares RIMS Public Works Status report.

**Medical & Health Branch:** The Medical/Health Branch coordinates and prioritizes requests from field responders and obtains medical/health personnel, supplies and equipment through mutual aid. Public Health oversees medical, environmental health, hazardous materials and biological health activities. Support for this activity is coordinated from the Kern Operational Area EOC jointly with the City. The branch

coordinates the procurement and allocation of critical public and private medical and other resources; the activation and operations of Casualty Collection Points; the transportation of casualties and medical resources; the relocation of patients from damaged or untenable health care facilities; and oversight of patient care for persons in special care programs who may become isolated.

**Care & Shelter Unit:** The Care & Shelter Unit is responsible for, in coordination with volunteer agencies, the provision of food, potable water, clothing, shelter, animal welfare, emotional support and other basic necessities of citizens. The Care & Shelter Unit provides a central registration and inquiry service to reunite families and respond to outside welfare inquiries. Coordinates with Logistics Section to provide housing and feeding of all response personnel, to include mutual aid agencies.

Designated Shelter Sites:

1. Ridgecrest Elementary/High Schools
2. Ridgecrest/ Kern County Fire Department Facilities
3. State Fairgrounds
4. City of Ridgecrest designated Sites
5. Other Sites as Designated

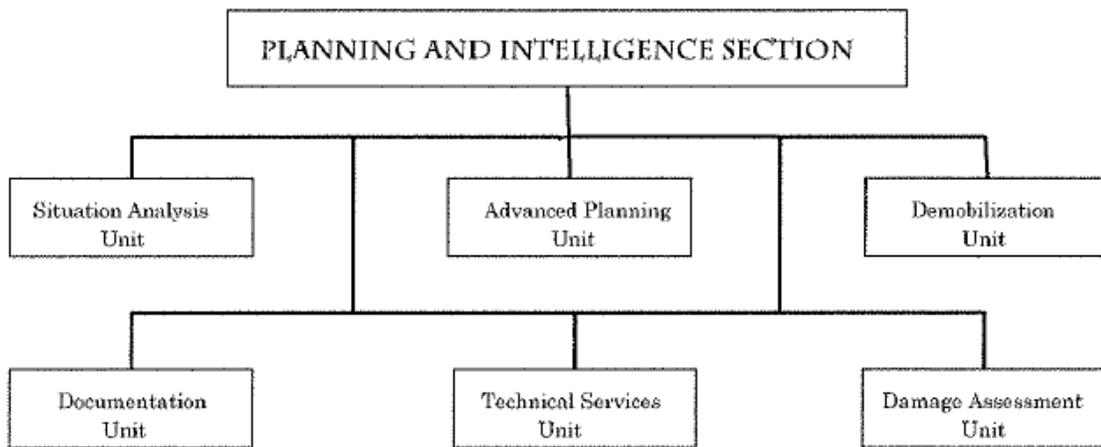
**Staging Area Manager:** The Staging Area Manager is responsible for the locating, establishment and operations of a central staging area used for the collection and dispatch of resources entering the City during a major incident. The Staging Manager will be responsible for the processing of resources, coordination with the Logistics Section and properly coordinating demobilization.

**Air Operations:** Air Operations Unit is responsible for coordination of air traffic restrictions over the City with the Federal Aviation Administration (FAA) through the Kern Operational Area Air Operations Coordinator. The unit coordinates helicopter transportation needs in support of fire and law enforcement branches with consideration of NAWS flight operation.

**PLANNING AND INTELLIGENCE SECTION**

The planning and intelligence section collects, evaluates, processes, and disseminates information for use in the emergency. This section is helped by the Planning Section Chief and is structured into several branch units depending upon the needs of the incident. The Planning Section collects and analyzes all data regarding emergency operations, develops alternatives for action plans, conducts planning meetings and prepares the action plan for events which require extended operations.

The Section Chief has the management responsibility for all planning activities relating to response, demobilization, and recovery operations. The planning and intelligence Section Chief assists the EOC Director in the development of the Incident Action Plan (IAP).



The Planning Section staffing will normally consist of the following:

- |                         |             |
|-------------------------|-------------|
| Damage Assessment Unit  | As Assigned |
| Situation Analysis Unit | As Assigned |
| Documentation Unit      | City OES    |
| Advanced Planning Unit  | As Assigned |
| Technical Services Unit | As Assigned |
| Demobilization Unit     | As Assigned |

## PLANNING/INTELLIGENCE SECTION

The Planning/Intelligence Section collects, evaluates, processes, and disseminates information for use in the overall emergency.

**Planning/Intelligence Section Chief:** The Section Chief has the management responsibility for all planning activities relating to response, demobilization and recovery operations. The Section Chief assists the EOC Director in the development of the Incident Action Plan (IAP).

**Situation Analysis Unit:** The collection, processing, and organizing of all information takes place within the Situation Analysis Unit. This unit prepares maps and disseminates information and future projections, and utilizes the Kern County Geographical Information System (GIS) systems as required. The unit is responsible for gathering current and updated weather data. Provides continuous and updated information to EOC Sections and Units related to incident activities.

**Documentation Unit:** The Documentation Unit maintains accurate up-to-date files of logs, reports, plans and other related information. This unit provides duplication services for the EOC and maintains display boards of the current situation.

**Advance Planning Unit:** The Advance Planning Unit focuses upon potential response and recovery issues that might exist within the 36 to 72 hours following the current operational period.

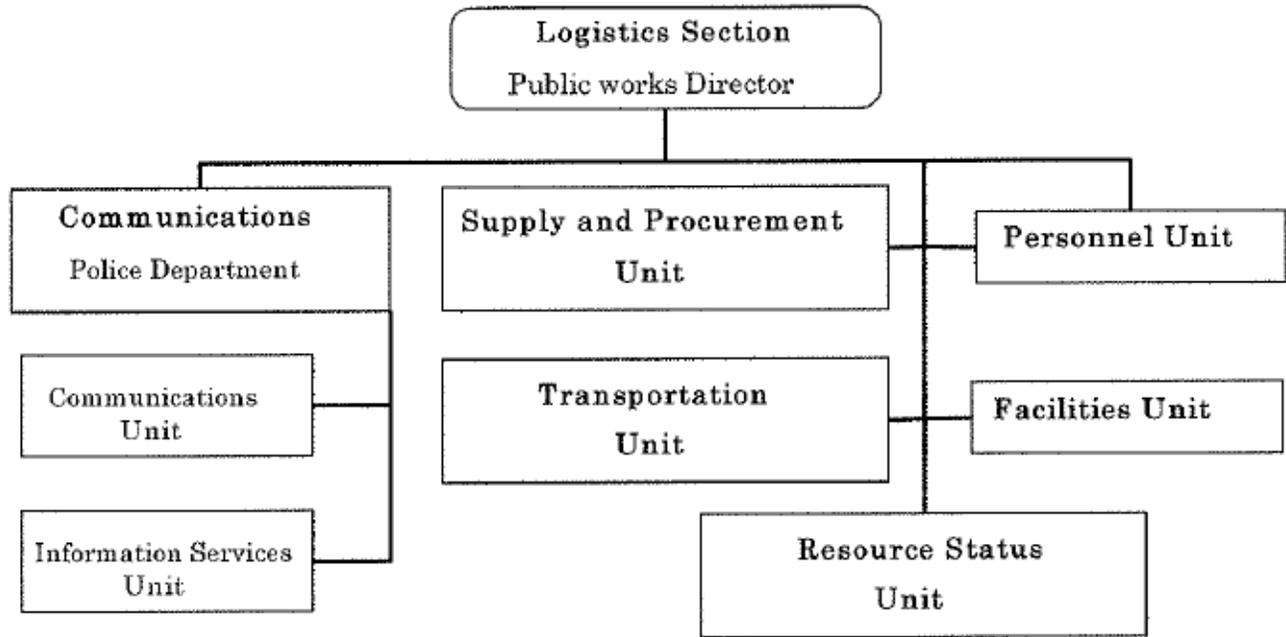
**Technical Services Unit:** The Technical Services Unit provides information, advice and assistance in mitigating particular hazards that are beyond the capabilities of the City. The Unit is usually staffed with outside technical experts in particular fields and specialties.

**Demobilization Unit:** The Demobilization Unit is responsible for the development of a plan that provides for the timely and orderly demobilization of the EOC and any resources it has ordered and used.

**Damage Assessment Unit:** The Damage Assessment Unit collects all damage information from field units and reporting agencies within the City. The Unit establishes a Damage Assessment Plan, formulates and coordinates assessment teams. Manages and generates necessary reports for the Director and authorized state and federal agencies.

## Logistics Section

The Logistics Section is the support arm for emergency response operations. The Logistics Section is headed by the Logistics Section Chief that has the management responsibility for overall logistical activities relating to response and recovery operations. This can include procuring equipment and supplies, providing food and material support to assigned personnel, and meeting transportation requirements. The Logistics Section supports all responding agencies within the City.



The Logistics Section Staff will normally consists of:

<b>Communications Unit:</b>	As Assigned		
<b>Supply &amp; Procurement Unit:</b>	As Assigned	<b>Transportation Unit:</b>	As Assigned
<b>Communications Unit:</b>	As Assigned	<b>Facilities Unit:</b>	As Assigned
<b>Information Services Unit:</b>	As Assigned	<b>Resource Status Unit:</b>	As Assigned
<b>Personnel Unit:</b>	As Assigned		

## LOGISTICS SECTION

The Logistics Section is responsible for the support to all City emergency operations in the procurement of supplies, materials, personnel and mutual aid support to non-discipline specific mutual aid systems.

**Logistics Section Chief:** The Logistics Section Chief oversees all of the resources and support functions of the Logistics section.

**Communications Unit:** Ensures that radio, telephones and computerized resources and services are provided to the EOC staff, including RACES volunteers and resources. Establishes communications with all field incident bases and/or units in the City. Establishes communications with the Kern Operational Area EOC. Monitors and sustains the 9-1-1 system throughout the City. Develops a communications plan. Develops, maintains and publishes communications directories. Maintains communications with Kern County OES and all mutual aid agencies. Acquires any needed communications equipment for operations in the field.

**Transportation Unit:** The Transportation Unit coordinates the acquisition of requested transportation resources and the transportation of workers, victims and impacted citizens.

**Personnel Unit:** Provides trained and volunteer personnel resources as requested in support of the EOC and field operations. Coordinate the directions for and the control of convergent volunteers.

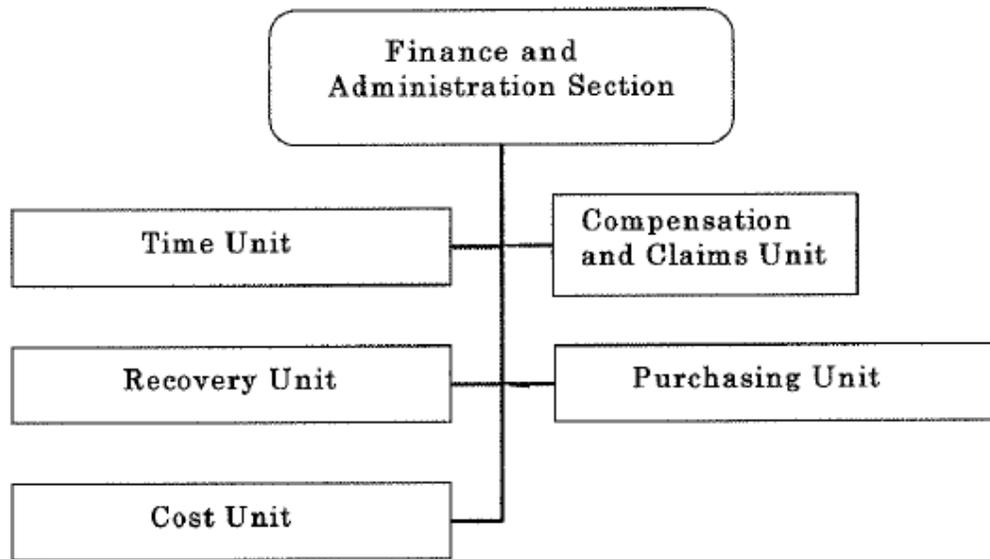
**Supply/Procurement Unit:** Manages the procurement and allocation of equipment, supplies and materials that are not secured through mutual aid.

**Facilities Unit:** The Facilities Unit is responsible for the establishment, maintenance and demobilization of all facilities, except staging areas, needed for operational support.

**Resource Status Unit:** The Resource Status Unit works with the other units in the Logistics Section to collect and maintain centralized accounting of the status of all resources ordered or used during the incident.

### Finance and Administration Section

The Finance and Administration Section is responsible for managing all financial aspects of the emergency response. The section is headed by the Finance Section Chief, and is responsible for tracking of all response related expenses, payment of claims, and tracking of time of submission of any financial related reports. The Section Chief is responsible for overseeing administrative support for the EOC to include clerical staffing.



The Finance and administration Section Staff will normally consists of:

<b>Time Unit:</b>	As Assigned	<b>Compensation Unit:</b>	As Assigned
<b>Cost Unit:</b>	As Assigned	<b>Recovery Unit:</b>	As Assigned
		<b>Purchasing Unit:</b>	As Assigned

## **FINANCE/ADMINISTRATION SECTION**

The Finance/Administration Section is responsible for managing all financial aspects of the response and recovery systems.

**Finance/Administration Section Chief:** The Section Chief is responsible for the continuity and maintenance of financial operations, records, claims and cost analysis of the incident.

**Time Unit:** The Time Unit maintains records of all on-duty personnel, including volunteers. The Unit will assist field incident commanders in developing procedures and accounting for hours.

**Compensation Unit:** The Compensation and Claims Unit accepts, as the official agent for the City, all damages and injury claims. This unit manages claims and conducts related investigations.

**Purchasing/Procurement Unit:** The Purchasing/Procurement Unit negotiates and coordinates vendor contracts and purchase requests that exceed established purchase order limits. The function may be shared with the Logistics Section; however, the accounting portion of this function will remain with the Finance Section.

**Recovery Unit:** The Recovery Unit initiates and carries out the collection and maintenance of all related information for recovery of costs from federal, state and other jurisdictions.

**Cost Unit:** The Cost Unit is responsible for tracking all expenditures and providing reports as needed to the Director and EOC staff. Information collected will be required for recovery unit claims later.

## **Security and Sign-In**

The Police Department is responsible for physical security of the EOC and its critical systems. The law enforcement representative shall establish an EOC roster and sign-in sheet. Identification will be verified and an EOC badge issued which reflects the person's status. Media representatives **will not** be allowed inside the EOC. The Public Information Officer will conduct interviews outside the facility or in a specially prepared media room.

## **Shift Scheduling**

Each Section and Unit should prepare, following the onset of the emergency or as soon as possible, shift schedules. Current and new shift schedules should be posted. Relieving shifts should arrive 30 minutes before the start of their shift so that a hand-off briefing can be conducted. What has occurred, what decisions have been reached, and what problems remain un-addressed should be the main topics. The retiring shift will remain for 30 minutes after the briefing to ensure a smooth operational transition transfer.

## **Briefings and Conferences**

Briefings for the Director of Emergency Services, City Council, and the Public Information Officer should be scheduled at pre-set intervals. The Planning/Intelligence Section is responsible for coordinating all briefings. Section Chiefs should be prepared to participate in these briefings with a short summary of their progress. The briefings by each section should include:

- Unresolved problems;
- Major new problems since last briefing;
- Assistance needed from other agencies and status of mutual aid;
- Information developed by the section that should be passed to other EOC sections or to the public.

Once a day, or at the end of an Operational period, the Director of Emergency Services will call a meeting, with a new Incident Action Plan being disseminated.

The Director of Emergency Services or Emergency Services Coordinator may request additional briefings. These briefings may include news media, VIP's and newly arrived state and federal representatives. The Director may request a conference at any time with EOC staff to address and resolve major issues.

## **After Action Reports**

After action reports are required any time the Emergency Operations Center is activated or any level that OES support activity has been used. The Director, Incident Commander or OES Coordinator will ensure that all responsible persons, Section Chiefs, Unit Leaders and other assigned personnel submit their reports. Initial after action reports will be submitted *before leaving the EOC* and follow-up reports submitted within 48 hours of closing of the operation. Detailed reports will be submitted, as information is collected, but not later than 30 days after closing of the incident.

## **Clerical Support**

Generally, each unit in the EOC organization will be responsible for its own clerical support. The individual assigned should be trained in all related aspects of the EOC operation. The individual assigned clerical duties should not be a supervisor, but rather an individual normally tasked with clerical duties. This person will be known as the Technical Assistant. The Finance/Administration Section Chief will ensure that adequate support staff is available.

Special clerical support and input will be the responsibility of the Documentation Unit. The Documentation Unit will be responsible for the preparation of any official documents, re-supply of office supplies and photocopying. In addition, the Documentation Unit will oversee the work product of all Units and Sections technical assistants to ensure conformity with established procedures.

## **Computer Operations**

The EOC should be equipped with computers. The computer system should be capable of connecting with Kern County Operational Area EOC through the Internet, CLETS or RIMS. The computer system should have an array of self-contained programs to include word processing, accounting, spreadsheets, databases and graphic presentations. The Data Processing Unit designee is responsible for overseeing the use and operations of the computer system. Under no circumstances will personally owned computers or laptops, disks, tapes, or other such items be used in or with any EOC system until the equipment has been scanned for viruses and other problems. Such problems could affect the entire Operational Area and State CalEMA systems.

## **Incident Boards**

The Situation Unit, Law Enforcement Branch, Fire-Rescue Branch and Public Works Branch, shall maintain Incident Boards. These boards shall be posted as changing information is received and the situation map properly annotated. Only active situations and incidents will be maintained on the boards. A permanent record of incidents will be kept by the technical assistant. The permanent record and the completed map overlay will be submitted as part of the After Action Report.

### **Personnel Accountability**

Each Section Chief, Branch Coordinator, and Unit Leader has the responsibility to maintain accountability of all personnel assigned both in the field and in the EOC. Work schedules, time sheets and casualty reports will be submitted to the Personnel Unit on a timely basis following each shift. Personnel will be accounted for by name, assignment and location. Within the EOC, Unit Leaders will prepare an EOC personnel assignment form which reflects the personnel currently on-duty and scheduled for the next shift.

### **Records Maintenance**

Each Section, Branch and Unit is responsible for the maintenance of its records. Adequate supplies should be kept available to facilitate the process. It is recommended that each unit establish an individual folder for messages, staff logs, and incident board sheets and other related records. Each folder should be clearly labeled. Each shift is responsible for assuring that any documents generated during its tour of duty are properly filed and cataloged before turning them over to the relief shift. At the conclusion of the incident or event, each unit will consolidate all files, assure that all forms are completed, and will submit them to the Section Chief. Each Section Chief will review the documentation for completeness and will then submit all unit files along with the Section Chief files to the Documentation Unit.

The records generated during the course of the incident or event should be used as reference material for the After Action Report. NOTE: Original documents shall not be removed from the Emergency Operations Center. The Documentation Unit is the only authorized Unit to remove said documents.

### **Staff Unit Logs**

Each Unit within the EOC will maintain a Unit Log. This document shall be used to record all activities, staff coordination, policy changes or requests processed by the unit.

### **Message Flow and Processing**

The rapid and efficient movement of information is essential to a successful Emergency Operations Center. Information must be distributed rapidly, but it must also be documented and tracked. This facilitates follow-ups and generates historical data. The following procedures should be utilized.

**Responsibilities: Incoming Messages****A. Receiver:**

Message Form Entry: Upon receipt of a message reporting a new development or situation, write it down in the Message Section of the ICS 213 Message Form. Time and date of receipt should be entered on the Date/Time line.

Message Priority: To be written on the Message line and assigned a priority from 1 (highest) to 4 (lowest) as follows:

- Priority 1: Lives endangered, immediate response required;
- Priority 2: Lives endangered, fast response required;
- Priority 3: Timely operational response required;
- Priority 4: Routine data and logistics message.

Assignment of Incident Number: If the message reports a new incident in the field, then the message will be taken to the Situation Unit for assignment of an Incident Number and subsequent delivery to the Section involved. The Section Chief is responsible for delivery of messages to Unit Levels.

Action: Take any immediate action required by the message, remove the last copy for record, and send the rest of the form to the Documentation Unit.

**B. Message Center:**

Log: Log all incoming messages in order received using ICS Form 214 (Activity Log).

Action: Retain one copy for record and route remaining copies to appropriate action or coordination sections. Route one copy to Planning/Intelligence Section for the Situation Unit.

**C. Action Section:**

Action: Take any necessary action and coordinate with other Sections as required. Note actions taken and time on message form.

Display: Make entries or update displays as required.

Follow-up: Continue follow-ups until the situation or problem has been solved or no further action is necessary.

**D. Coordinating Section:**

Take appropriate action and note time and action taken on copy of message form.

**E. Situation Unit:**

Post status boards with major emergency information, problems, and actions taken. Alert the Director of Emergency Services and/or OES Coordinator to major problems from which no reports have been received.

**F. Messengers:**

Distribute messages from message center to Sections. Pick up messages from Sections and deliver to message center.

**Responsibilities – Outgoing Information**

**A. Originator:**

Write message on ICS Form 213. Enter priority on Message line. Remove the Sender Copy of message form and retain it. Give the last copy to the Documentation Unit. Pass message form to the message center for distribution. In the event of an emergency, pass the message directly to the receiving unit and give the Message Center its designated copy.

**B. Message Center:**

Log message in Activity Log (ICS 214) and enter time on message form. Remove last copy for file with the Documentation Unit. Send message to Communications Center for transmission.

**C. Messengers:**

Are responsible for taking outgoing messages from message center to Communications Center or as directed by message center.

**D. Communications:**

Send message, and time stamp a copy for records.

### **Response Information Management System (RIMS)**

Activation of the Emergency Operations Center requires reporting to the Kern Operational Area. RIMS is an automated reporting system designed to provide information directly to the CalEMA Region and CalEMA Headquarter Offices of the California Emergency Management Agency from the Kern Operational Area.

The forms have been included for City use to provide uniformity of information. The forms are electronic and contained on the Kern Operational Area computers.

The Operational Area or CalEMA Inland Region usually regulates timing of submissions. If computers are not operational, then photocopies of the blank forms may be used. The forms are transmitted by telephone or through the Operational Area Satellite Information System (OASIS). *All RIMS submissions must be reviewed and approved by the Operational Area, Emergency Services Coordinator before being transmitted to CalEMA.*

## DIRECTOR Of EMERGENCY SERVICES

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: City Manager  
ALTERNATE: As Assigned  
WORK STATION: Emergency Operations Center

### **Function Description:**

The EOC Director has overall responsibility and authority for the operation of the EOC. He/she will assure that the EOC is staffed and operated at a level commensurate with the emergency. The EOC Director's reporting relationship to higher authority will vary depending upon the SEMS Level. Examples of reporting relationships are described below:

Local Government:

- Mayor

Operational Area:

- Chairperson of the Board of Supervisors

Regional:

- CalEMA Region Administrator or designee.

State:

- CalEMA Director or designee.

The EOC Director will delegate authority as appropriate and necessary to member of the Management Staff and to the General Staff.

Positions reporting to the EOC Director will vary depending upon the SEMS level. Standard functions may include but are not limited to:

- Coordinators of Functional Sections (called the General Staff):
  - Operations Section Coordinator
  - Planning/Intelligence Coordinator
  - Logistics Section Coordinator

- Finance/Administration Section Coordinator
- Management Staff:
  - EOC coordinator
  - Public Information Officer
  - Safety Officer
  - Liaison Officer
  - Security Officer

**General Duties:**

1. Serves as the manager/director in charge of emergency services for the incorporated areas of the City. Serves as overall emergency response and recovery coordinator for the Operational Area, other political subdivisions in the City, and the State of California.
2. Makes executive decisions.
3. Makes rules, regulations, and orders.
4. Manages, controls ,and directs the City emergency organization.
5. Develops strategy and oversees the development of an Action Plan.

**Responsibilities:**

1. Establish the appropriate staffing level for the City of Ridgecrest EOC and continuously monitor organizational effectiveness ensuring that appropriate modifications occur as required.
2. Exercise overall management responsibility for the coordination between Emergency Response Agencies within the City and in conjunction with the Operational Area. In conjunction with the General Staff, set priorities for response efforts in contract and incorporated areas of Ridgecrest. Ensure that all City agency actions are accomplished within the priorities established.
3. Ensures that Inter-Agency Coordination is accomplished effectively within the City EOC.

**Activation Phase:**

Determine appropriate level of activation based on situation as known.

Mobilize appropriate personnel for the initial activation of the City EOC.

Respond immediately to EOC site and determine operational status.

Obtain briefing from whatever sources are available.

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

Ensure that an EOC check-in procedure is established immediately.

Ensure that an EOC organization and staffing chart is posted and completed.

Determine which sections are needed, assign Section Chiefs as appropriate and ensure they are staffing their sections as required.

- Operations Section Chief
- Logistics Section Chief
- Planning/Intelligence Section Chief
- Finance/Administration Section Chief

Determine which Management Section positions are required and ensure they are filled as soon as possible.

- Liaison Officer
- EOC Coordinator
- Public Information Officer
- Safety Officer
- Security Officer

Ensure that telephone and/or radio communications with Operational Area EOC are established and functioning.

Schedule the initial Action Planning meeting.

Confer with the general staff to determine what representation is needed at the City EOC from other emergency response agencies.

Assign a liaison officer to coordinate outside agency response to the City EOC, and to assist as necessary in establishing an Interagency Coordination Group.

**Operational Phase:**

Monitor general staff activities to ensure that all appropriate actions are being taken.

In conjunction with the Public Information Unit, conduct news conferences and reviews media releases for final approval, following the established procedure for information releases and media briefings.

Ensure that the Liaison Officer is providing for and maintaining effective interagency coordination.

Based on current status reports, establish initial strategic objectives for the City EOC.

In coordination with Management Staff, prepare management function objectives for the initial Action Planning Meeting.

Convene the initial Action Planning meeting. Ensure that all Section Chiefs, Management Staff, and other key agency representatives are in attendance. Ensure that appropriate Action Planning procedures are followed. Ensure the Planning/Intelligence Section facilitates the meeting appropriately.

Once the Action Plan is completed by the Planning/Intelligence Section, review, approve and authorize its implementation.

Conduct periodic briefings with the general staff to ensure strategic objectives are current and appropriate.

Conduct periodic briefings for elected officials or their representatives.

Formally issue Emergency Proclamation for the City, and coordinate local government proclamations with other emergency response agencies, as appropriate.

Brief your relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

**Demobilization Phase:**

Authorize demobilization of sections, branches and units when they are no longer required.

Notify the Operational Area EOC, and other appropriate organizations of the planned demobilization, as appropriate.

Ensure that any open actions not yet completed will be handled after demobilization.

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

Be prepared to provide input to the After Action Report (AAR).

Deactivate the City EOC at the designated time, as appropriate.

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

## LEGAL ADVISOR

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: City Attorney  
ALTERNATE: None  
SUPERVISOR: Director of Emergency Services  
WORK STATION: Off Site or Emergency Operations Center

### **General Duties:**

1. Supports and advises the Director of Emergency Services on administrative matters (not operational) and legal requirements of the City of Ridgecrest during an emergency.
2. Maintains legal information, records and reports relative to the emergency.
3. Maintains continuity of government.
4. Preserves essential records.

### **Responsibilities:**

Supports and advises the Director of Emergency Services regarding administrative and legal requirements and issues of the City regarding the emergency and protection of life and property.

### **Activation Phase:**

Follow the generic Activation Phase Checklist.

Obtain a briefing on the extent of the emergency from the EOC Director.

Establish areas of legal responsibility and/or potential liabilities.

Appoint and brief staff, as required.

Prepare City proclamations, emergency ordinances and other legal documents as required in support of the Director of Emergency Services.

Advise the Director of Emergency Services and the General Staff regarding the legality and/or legal implications of contemplated emergency actions.

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

Develop the necessary ordinances and regulations to provide the legal basis for evacuation of citizens.

Implement civil and criminal proceedings as necessary and appropriate to enforce emergency actions.

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

Document information on appropriate RIMS forms and keep accurate records to support the history of the emergency.

**Demobilization:**

Follow the generic Demobilization checklist.

## EMERGENCY SERVICES COORDINATOR (ESC)

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: Police Sergeant  
ALTERNATE: As Assigned  
SUPERVISOR: Director of Emergency Services  
WORK STATION: Emergency Operations Center

### Function Description:

The EOC Coordinator is typically the person who has the overall best knowledge of the functioning of the EOC. The EOC Coordinator may be the Director of Emergency Services or other similar title, and often is the person who is most familiar with emergency services for the agency or jurisdiction. The EOC Coordinator, because of his/her working knowledge of the EOC facility, communications, support services, and the jurisdiction's emergency plan can be an invaluable asset to the EOC Director who may not be as well versed in the day-to-day inner workings of the facility.

### General Duties:

1. Serves as advisor to the Director of Emergency Services and the Command Staff.
2. Serves as advisor to, and acts on behalf of the Director of Emergency Services as the liaison officer to the Operational Area, the City, cities and all other government agencies in certain matters that require a command decision.
3. Provides information, answers questions, gives direction and coordination to members of the command, workstation staff, and Section Chiefs.
4. Conducts special assignments as requested by the Director of Emergency Services.

### Responsibilities:

1. Facilitate the overall functioning of the City of Ridgecrest EOC.
2. Assist and serve as an advisor to the EOC Director and general staff as needed, providing information and guidance related to the internal functions of the EOC and ensure compliance with operational area emergency plans and procedures.
3. Assists the Liaison Officer in ensuring proper procedures are in place for directing agency representatives and conducting visitor tours of the EOC.

### Activation Phase:

Follow generic Activation Phase Checklist.

Assist the EOC Director in determining appropriate staffing for the EOC.

Provide assistance and information regarding section staffing to all general staff.

**Operational Phase:**

Assist the EOC Director and the General Staff in developing overall strategic objectives as well as Section objectives for the Action Plan.

Advise the EOC Director regarding procedures for enacting emergency proclamations, emergency ordinances and resolutions, and other legal requirements.

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

Provide overall procedural guidance to General Staff as required.

Provide general advice and guidance to the EOC Director as required.

Ensure that all notifications are made to the Operational Area EOC.

Ensure that all communications with appropriate emergency response agencies are established and maintained.

Assist EOC Director in preparing for and conducting briefings with Management Staff, the City Council, the media, and the general public.

Assist the EOC Director and Liaison Officer, in establishing and maintaining an Interagency Coordination Group comprised of outside agency representatives and executives not assigned to specific sections within the EOC.

Assist the Liaison Officer with coordination of all EOC visits.

Provide assistance with shift change activity as required.

**Demobilization Phase:**

Follow generic Demobilization Phase Checklist.

## **Public Information Unit Coordinator (Public Information Officer)**

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: City Clerk  
 ALTERNATE: As Assigned  
 SUPERVISOR: Director of Emergency Services  
 WORK STATION: Media Center or Emergency Operations Center

### **Function Description:**

The Public Information Officer serves as the primary point of contact between the EOC, the media, and the public. The Public Information Officer will prepare information releases, brief media representatives, and provide for press conferences. Normally, the Public Information Officer function will also oversee the Rumor Control activity.

A primary source of information for the Public Information function will be from the Situation Analysis Unit in the Planning/Intelligence Section. While not all information in the unit may be appropriate for the public, the information in the Situation analysis should be the best available and will have been verified for accuracy. The Public Information Officer will provide guidance as appropriate to other departments/agencies on the release of emergency related information.

### **Organizing the Information function in an EOC:**

The Information function within an EOC may have special organizational needs due to the possible size of the organization required to meet the agency or jurisdictional information needs.

Normally, the Information function is handled by the Information Officer who is a member of the Management Staff. Assistant Information Officers may be assigned as needed. The Assistants may represent other jurisdictional department, agencies, other jurisdictions, and/or they may also be assigned to handle specific Information functions.

In some cases in larger jurisdictions or major agency EOCs, it may be desirable to extend the Information function organization to meet greater needs. When this happens, the Information function may be established in the Management Section as a Group or, at the maximum, a Branch under the management of the Information Officer. Individual Units could then be established for such sub-functions as:

## Information Gathering

- Media Center
- Rumor control
- Joint Information Center (JIC)
- Print media dissemination
- Broadcast media dissemination

## General Duties:

1. Prepares updates and disseminates City of Ridgecrest Situation Reports (See RIMS).
2. Prepares and disseminates emergency public information on a regular basis through media outlets, EAS, or other systems.
3. Notifies the public about a threatened event or actual emergency through the use of media, EAS, or other available systems.
4. Contacts media representatives and holds press conferences on a regular basis.
5. Provides rumor control.
6. Provides information to the Director of Emergency Services and members of the general staff.

## Responsibilities:

1. Serve as the coordination point for all media releases for the City of Ridgecrest. Represent the City of Ridgecrest EOC as the lead Public Information Officer.
2. Ensure that the public within the affected area receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs and other vital information.
3. Coordinate media releases with Public Information Officers representing other affected emergency response agencies within the Area as required.
4. Develop the format for press conferences, in conjunction with the EOC Director.
5. Maintain a positive relationship with the media representatives.
6. Supervise the Public Information Branch.

## Activation Phase:

Follow the generic Activation Phase Checklist.

Determine staffing requirements and make required personnel assignments for the Public Information Branch as necessary.

### **Operational Phase:**

Obtain policy guidance from the EOC Director with regard to media releases.

Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavorable media comments. Recommend procedures or measures to improve media relations.

Coordinate with the Situation Status Unit and identify methods for obtaining and verifying significant information as it is developed.

Develop and publish a media-briefing schedule, to include location, format, and preparation and distribution of handout materials.

Implement and maintain an overall information release program.

Establish a Media Information Center at a safe location, as required, providing necessary space, materials, telephones, and electrical power.

Maintain up-to-date status boards and other references at the media information center. Provide adequate staff to answer questions from members of the media.

Interact with other jurisdictional EOC's as well as the Operational Area PIO and obtain information relative to public information operations.

Develop content for Emergency Alert System (EAS) releases if available. Monitor EAS releases as necessary.

In coordination with other EOC Sections and as approved by the EOC Director, issue timely and consistent advisories and instructions for life safety, health, and assistance for the public.

At the request of the EOC Director, prepare media briefings for members of the City Council and provide other assistance as necessary to facilitate their participation in media briefings and press conferences.

Ensure that a rumor control function is established to correct false or erroneous information.

Ensure that adequate staff is available at incident sites to coordinate and conduct tours of the disaster areas.

Provide appropriate staffing and telephones to efficiently handle incoming media and public calls.

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

Attempt to provide announcements, emergency information and materials for special populations (non-English speaking, hearing impaired etc.).

Monitor broadcast media using information to develop follow-up news releases and rumor control.

Ensure that file copies are maintained of all information released.

Provide copies of all media releases to the EOC Director.

Conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known.

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

**Demobilization Phase:**

Follow the generic Demobilization Phase Checklist.

## Rumor Control Unit Leader

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: City Clerk  
ALTERNATE: As Assigned  
SUPERVISOR: Public Information Unit Coordinator  
WORK STATION: Media Center or Emergency Operations Center

### Function Description:

The function of rumor control is to establish within the EOC an activity designed to respond rapidly and with correct and timely information to any and all rumors raised as a result of the emergency.

Rumor control is generally established as a part of the Public Information function, but may be established as a separate unit within the Management Staff as necessary. The Rumor Control Coordinator must work closely with the Public Information function and with the Planning/Intelligence Section.

### Responsibilities:

1. Provide staffing for rumor control telephone bank.
2. Establish a "Disaster Hotline" with an up-to-date recorded message.
3. Supervise the Rumor Control Unit.
4. Ensure that all rumors are responded to in a timely manner and with factual information.

### Activation Phase:

Follow generic Activation Phase Checklist.

### Operational Phase:

Obtain "confirmed" disaster information.

Operate a telephone bank for receiving incoming inquiries from the general public.

Correct rumors by providing factual information based on confirmed data.

Establish a "Disaster Hotline" recorded message and provide updated message information periodically.

Refer inquiries from members of the media to the lead Public Information Officer or

designated staff.

**Demobilization Phase:**

Follow generic Demobilization Phase Checklist.

## Liaison Officer

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: Human Resources  
SECONDARY: As Assigned  
SUPERVISOR: Emergency Services Coordinator  
WORK PLACE: Emergency Operations Center

### Function Description:

The Liaison Officer function is to provide a primary point of contact for all incoming agency representatives assigned to the EOC. The Liaison Officer will ensure that agency representatives are provided with the necessary workspace, communications, information and internal points of contact necessary to perform their responsibilities. The Liaison Officer will also ensure that the EOC Director is informed as to what agencies are represented in the EOC.

During major emergencies, and depending upon SEMS level, it is not uncommon to find many agencies representatives reporting to the EOC. American Red Cross, Community Based Organizations, National Guard, other state/local agencies, federal agencies, ect., all may send representatives. The Liaison Officer will be the primary contact, and relieve the EOC Director from overseeing their activities.

### Responsibilities:

1. Oversee all liaison activities, including coordinating outside agency representatives assigned to the City of Ridgecrest EOC and handling requests from other EOCs for City agency representatives.
2. Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed.
3. Ensure that position specific guidelines, policy directives, situation reports, and a copy of the EOC Action Plan are provided to Agency Representatives upon check-in.
4. In conjunction with the EOC Coordinator, provide orientations for visitors to the EOC.
5. Ensure that demobilization is accomplished when directed by the EOC Director.

### Activation Phase:

Follow generic Activation Phase Checklist.

Obtain assistance for your position through the Personnel Unit in Logistics.

**Operational Phase:**

- Contact Agency Representatives already on-site, ensuring that they:
  - Have signed into the EOC
  - Understand their assigned functions
  - Know their work locations
  - Understand City of Ridgecrest EOC organization and floor plan

Determine if additional representation is required from:

- Other agencies
- Volunteer/community based organizations
- Private organizations
- Utilities not already represented

In conjunction with the EOC Director and EOC Coordinator, establish and maintain an Interagency Coordination Group comprised of outside agency representatives and executives not assigned to specific sections within the EOC.

Assist the EOC Director and EOC Coordinator in conducting regular briefings for the Interagency Coordination Group and with distribution of the current EOC Action Plan and Situation Report.

Request Agency Representatives maintain communications with their agencies and obtain situation status reports regularly.

With the approval of the EOC Director, provide agency representatives from the City EOC to other EOCs as required and requested.

Maintain a roster of agency representatives located at the City EOC. Roster should include assignment within the EOC (Section or Interagency Coordination Group). Roster should be distributed internally on a regular basis.

**Demobilization Phase:**

Follow generic Demobilization Phase Checklist.

Release agency representatives who are no longer required in the City EOC when authorized by the EOC Director.

## Guidance for Agency Representatives

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY:	Representative from Support Agency
SECONDARY:	
SUPERVISOR:	Liaison Officer or Assigned Branch
WORKPLACE:	Emergency Operations Center/Field

### Function Description:

Agency Representatives are individuals assigned to the EOC by other agencies/jurisdictions. The Agency Representative serves three principal functions. 1) He/she will bring to the EOC information from the agency they represent, 2) they will normally have some level of authorization to speak or act for their agency, and 3) they will provide their agency with information obtained at the EOC.

### Responsibilities:

1. Agency Representatives should be able to speak on behalf of their agencies, within established policy limits, acting as a liaison between their agencies and the City of Ridgecrest.
2. Agency Representatives may facilitate requests to or from their agencies, but normally do not directly act on or process resource requests.
3. Agency Representatives are responsible for obtaining situation status information and response activities from their agencies for the City EOC.

### Activation Phase:

Follow generic Activation Phase Checklist.

Check in with the Liaison Officer and clarify any issues regarding your authority and assignment, including the functions of other representatives from your agency (if any) in the City EOC.

Establish communications with your home agency; notify the Logistics Section Communications Unit and the Liaison Officer of any communications problems.

Unpack any materials you may have brought with you and set up your assigned station, request through the Liaison Officer and/or Logistics to obtain necessary materials and equipment.

Obtain an EOC organization chart, floor plan, and telephone list from the Liaison Officer.

Contact the City EOC sections or branches that are appropriate; advise them of your availability and assigned work location in the EOC.

**Operational Phase:**

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

Keep current on the general status of resources and activities associated with your agency.

Provide appropriate situation information to the Planning/Intelligence Section.

Represent your agency at planning meetings, as appropriate, providing update briefings about your agency's activities and priorities.

Keep your agency executives informed and ensure that you can provide agency policy guidance and clarification for the City of Ridgecrest EOC Director as required.

On a regular basis, inform your agency of the City EOC priorities and actions that may be of interest.

Maintain logs and files associated with your position.

**Demobilization Phase:**

Follow generic Demobilization Phase Checklist.

When the EOC Director approves demobilization, contact your agency and advise them of the expected time of demobilization and points of contact for the completion of ongoing actions or new requirements.

Ensure that you complete all final reports, close out your activity log, and transfer any ongoing missions and/or actions to the Liaison Officer or other appropriate individual.

Ensure copies of all documentation generated during the operation are submitted to the Planning/Intelligence Section.

## Safety Officer

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: Employee Safety Coordinator  
ALTERNATE: As Assigned  
SUPERVISOR: Director of Emergency Services  
WORK STATION: Emergency Operations Center

### Function Description:

When activated, the Safety Officer position at the EOC is to ensure that a safe working environment is established and maintained within the facility. The Safety Officer will routinely inspect and correct any deficiencies in the operating environment of the EOC. The Safety Officer will also ensure that personnel working in EOC positions are not over stressed or working for extended periods that may jeopardize their health.

### Responsibilities:

1. Ensure that all buildings and other facilities used in support of the City EOC are in a safe operating condition.
2. Monitor operational procedures and activities in the EOC to ensure they are being conducted in safe manner considering the existing situation and conditions.
3. Stop or modify all unsafe operations outside the scope of the EOC Action Plan, notifying the EOC Director of actions taken.

### Activation Phase:

Follow generic Activation Phase Checklist.

### Operational Phase:

Tour the entire EOC facility and evaluate conditions; advise the EOC Director of any conditions and actions which might result in liability, (unsafe layout or equipment set-up, etc.)

Study the EOC facility and document the locations of all fire extinguishers, emergency pull stations, and evacuation routes and exits.

Be familiar with particularly hazardous conditions in the facility; take action when/where necessary.

Prepare and present safety briefings for the EOC Director and General Staff at appropriate meetings. If the event, which caused activation, was an earthquake,

provide guidance regarding actions to be taken in preparation for aftershocks.

Ensure that the EOC facility is free from any environmental threats – (e.g., radiation exposure, air purity, water quality, etc.). Keep the EOC Director advised of unsafe conditions; take action when necessary.

Coordinate with the Finance/Administration Section in preparing any personnel injury claims or records necessary for proper case evaluation and closure.

**Demobilization Phase:**

Follow generic Demobilization Phase Checklist.

## Security Officer

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: Police Officer  
ALTERNATE: As Assigned  
SUPERVISOR: Emergency Services Coordinator  
WORK STATION: Emergency Operations Center

### Function Description:

When activated, the Security Officer position provides access control for the EOC facility. The EOC Director will establish policy and procedures for access. The Security Officer will normally oversee personnel check-in and checkout rosters (ICS form 211)

### Responsibilities:

1. Provide 24-hour security for the City of Ridgecrest EOC.
2. Control personnel access to the City of Ridgecrest EOC in accordance with policies established by the EOC Director.
3. Handle any situation arising from inappropriate personnel actions within the EOC.

### Activation Phase:

Follow the generic Activation Phase Checklist.

### Operational Phase:

Determine the current EOC security requirements and arrange for staffing as needed.

Determine needs for special access to EOC facilities.

Provide executive and V.I.P. security as appropriate and required.

Provide recommendations as appropriate to EOC Director.

Prepare and present security briefings for the EOC Director and General Staff at appropriate meetings.

### Demobilization Phase:

Follow the generic Demobilization Phase Checklist.

## OPERATIONS SECTION CHIEF

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: Police Chief  
ALTERNATE: As Assigned  
SUPERVISOR: Director of Emergency Services  
WORK STATION: Emergency Operations Center/Field

### Function Description:

The Operations Sections Coordinator, a member of the General Staff, is responsible for the management and coordination of all EOC related operational functions. The Operations Section Coordinator will ensure, based on the emergency, that all necessary operational functions have been activated and are appropriately staffed.

### Responsibilities:

1. Ensure that the Operations Function is carried out including coordination of response for all operational functions assigned to the Ridgecrest EOC.
2. Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively.
3. Establish the appropriate level of branch and unit organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly.
4. Exercise overall responsibility for the coordination of Branch and Unit activities within the Operations Section.
5. Ensure that the Planning/Intelligence Section is provided with Branch Status Reports and Major Incident Reports (utilizing the Response Information Management System formats if available).
6. Conduct periodic Operations briefings for the EOC Director as required or requested.
7. Overall supervision of the Operations Section.

### Activation Phase:

Follow the generic Activation Phase Checklist.

Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.

Meet with Planning/Intelligence Section Chief; obtain a preliminary situation briefing.

Based on the situation, activate appropriate branches within the section. Designate Branch Coordinators as necessary.

- Fire & Rescue Branch Coordinator
- Law Enforcement Branch Coordinator
- Health and Welfare Branch Coordinator
- Construction & Engineering Coordinator
- Staging Area Manager
- Air Operations Branch Coordinator

Determine if there are mutual aid requests for these functional areas. Initiate coordination with appropriate mutual aid systems as required.

Request additional personnel for the section as necessary for 24-hour operation.

Obtain a current communications status briefing from the Communications Branch Coordinator in Logistics. Ensure that adequate equipment and frequencies are available for the section.

Determine estimated times of arrival of section staff from the Personnel Branch in Logistics.

Confer with the EOC Director to ensure that the Planning/Intelligence and Logistics Sections are staffed at levels necessary to provide adequate information and support for operations.

Coordinate with the Liaison Officer regarding the need for Agency Representatives in the Operations Section.

Establish radio or phone communications with Incident Commander(s) operating in the City and coordinate accordingly.

Determine activation status of other EOC's in the Operational Area and establish communication links with their Operations Sections if necessary.

Based on the situation known or forecasted, determine likely future needs of the Operations Section.

Identify key issues currently affecting the Operations Section; meet with Section personnel and determine appropriate section objectives for the first operational period.

Review responsibilities of branches in section; develop an Operations Plan detailing strategies for carrying out Operations objectives.

Adopt a pro-active attitude. Think ahead and anticipate situations and problems before they occur.

### **Operational Phase:**

Ensure that all Section personnel are maintaining their individual position logs.

Ensure that situation and resource information is provided to the Planning/Intelligence Section on a regular basis or as the situation requires, including Branch Status Reports and Major Incident Reports (utilize Response Information Management System format if available).

Ensure that all media contacts are referred to the Public Information Branch.

Conduct periodic briefings and work to reach consensus among staff on objectives for forth-coming operational periods.

Attend and participate in EOC Director's Action Planning meetings.

Provide the Planning/Intelligence Section Chief with the Operations Section objectives prior to each Action Planning meeting.

Work closely with each Branch Coordinator to ensure that the Operations Section objectives, as defined in the current Action Plan, are being addressed.

Ensure that the branches coordinate all resource needs through the Logistics Section.

Ensure that intelligence information from Branch Coordinators is made available to the Planning/Intelligence Section in a timely manner.

Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of emergency expenditures and daily time sheets).

Brief the EOC Director on all major incidents.

Complete a Major Incident Report for all major incidents; forward a copy to the Planning/Intelligence Section.

Brief Branch Coordinators periodically on any updated information you may have received.

Share status information with other sections as appropriate.

### **Demobilization Phase:**

Follow the generic Demobilization Phase Checklist.

## Fire & Rescue Branch Coordinator

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: Kern County Fire Department  
ALTERNATE: As Assigned  
SUPERVISOR: Operations Section Chief  
WORK STATION: Emergency Operations Section Chief

### Function Description:

The Fire and Rescue Branch of the EOC Operations Section is responsible for linking the EOC to Fire Department Operations Centers, Dispatch Centers, the fire and rescue mutual aid system and, as appropriate to the jurisdiction Incident Command on incidents under the management of the fire services. The Branch coordinator reports to the Operations Section Coordinator. The Branch will obtain situation reports, requests for resource support (outside of the mutual aid system), and be the primary link from the EOC to fire department operations. The Branch will supply fire DOCs and ICs as appropriate, with information and directives developed in the EOC.

### General Duties:

1. Coordinate prevention, control and suppression of fires.
2. Coordinate Urban Search and Rescue (USAR) operations.
3. Coordinate field emergency medical services.
4. Coordinate the control of released hazardous materials.
5. Coordinate and support geographical Incident Commands.
6. Coordinate the establishment of Operational Area mutual aid zone Unified Area Commands with Law Enforcement, Fire/Rescue Service, Emergency Medical Service, and local government support agencies, as required.

### Responsibilities:

1. Coordinate fire, disaster medical, hazardous materials, and search and rescue operations in the City.
2. Assist the City of Ridgecrest EOC in acquiring mutual aid resources, as necessary.
3. Coordinate the mobilization and transportation of all resources through the Logistics Section.
4. Complete and maintain branch status reports (in RIMS format) for major incidents requiring or potentially requiring Operational Area, state and federal response, and

maintain status of unassigned fire & rescue resources in the City.

5. Implement the objectives of the EOC Action Plan assigned to the Fire & Rescue Branch.
6. Overall supervision of the Fire & Rescue Branch.

**Activation Phase:**

Follow the generic Activation Phase Checklist.

Based on the situation, activate the necessary Units within the Fire & Rescue Branch:

- Fire Operations Unit Leader
- Search & Rescue Unit Leader
- Disaster Medical Unit Leader
- Hazardous Materials Unit Leader

If the mutual aid system is activated, coordinate use of local fire resources with the Ridgecrest Operational Area Fire & Rescue Mutual Aid Coordinator.

Prepare and submit a preliminary branch status report and major incident reports as appropriate to the Operations Section Chief.

Prepare objectives for the Fire & Rescue Branch; provide them to the Operations Section Chief prior to the first Action Planning meeting.

**Operational Phase:**

Ensure that Branch and Unit position logs and other files are maintained.

Maintain current status on Fire & Rescue missions being conducted in the City.

Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Fire & Rescue Branch operations periodically or as requested during the operational period. On a regular basis, complete and maintain the Fire & Rescue Branch Status Report on RIMS forms.

Refer all contacts with the media to the Public Information Unit.

Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).

Prepare objectives for the Fire & Rescue Branch for the subsequent operational period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.

Provide your relief with a briefing at shift change; inform him/her of all ongoing

activities, branch objectives for the next operational period, and any other pertinent information.

**Demobilization Phase:**

Follow the generic Demobilization Phase Checklist.

## Fire Operations Unit Leader

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: Kern County Fire Department/ China Lake Fire Department  
ALTERNATE: Mutual Aid Resource  
SUPERVISOR: Fire – Rescue Branch Coordinator  
WORK STATION: Field/Emergency Operations Center

### Responsibilities:

1. Assist Incident Commanders in the field by providing coordination for mutual aid requests to and from the Operational Area Fire/Rescue Mutual Aid Coordinator, as appropriate.
2. Respond to requests for fire resources from the field in a timely manner, following established priorities (life safety, protection of the environment, and protection of property).
3. Monitor and track fire resources utilized during the event.
4. Provide general support to field personnel as required.
5. Supervise the Fire Operations Unit.

### Activation Phase:

Follow generic Activation Phase Checklist.

### Operational Phase:

Establish and maintain a position log and other appropriate files.

Establish and maintain radio or phone communication with the Department Operations Center, or Fire & Rescue Branch at the Field Level.

Obtain regular status reports on the fire situation from the Department Operations Center or Fire & Rescue Branch at the Field Level.

Assess the impact of the disaster/event on the Fire Services operational capability.

Establish the objectives of the Fire Operations Unit based on the nature and severity of the disaster, and provide them to the Fire & Rescue Branch Coordinator prior to the first Action Planning meeting.

Provide fire status updates to the Fire & Rescue Branch Coordinator on a regular basis.

Evaluate and process all requests for fire Mutual Aid resources through the Operational Area Fire & Rescue Mutual Aid Coordinator.

If not addressed at the Incident Command Post or Department Operations Center (DOC), ensure that incident facilities are established (staging areas, etc.) to coordinate incoming fire mutual aid resources, as required.

In conjunction with Planning/Intelligence, determine if current and forecasted weather conditions will affect fire and rescue operations.

Inform the Fire & Rescue Branch Coordinator of all significant events that occur.

Coordinate with the Law Enforcement Branch to determine status of evacuations and shelter locations.

Assist in establishing camp facilities (or the use of commercial lodging) through the Logistics Section, if not addressed at the Incident Command Post (ICP) or Department Operations Center (DOC).

Reinforce the use of proper procedures for media contacts.

**Demobilization Phase:**

Follow generic Demobilization Phase Checklist.

## Disaster Medical Unit Leader

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: American Red Cross,  
Kern County Public Health  
ALTERNATE: County Emergency Medical Services Coordinator  
SUPERVISOR: Fire-Rescue Branch Coordinator  
WORK STATION: Emergency Operations Center/Field

### Responsibilities:

1. Ensure that all available disaster medical resources are identified and mobilized as required.
2. Provide assistance to Incident Command Posts and Department Operations Centers in establishing triage teams.
3. Determine the status of medical facilities within the affected area.
4. Coordinate the transportation of injured victims to appropriate medical facilities as required.
5. Supervise the disaster Medical Unit.

### Activation Phase:

Follow generic Activation Phase Checklist.

### Operational Phase:

Establish and maintain position logs and other necessary files.

Work closely with all Operations Section Branch Coordinators to determine the scope of disaster medical assistance required.

Determine the status and availability of medical mutual aid resources in the operational area, specifically paramedics and ambulances.

Establish radio or telephone communication with area hospitals and other medical facilities to determine their capability to treat disaster victims.

Determine status and availability of specialized treatment such as burn centers.

Assist the Search and Rescue Unit Leader in providing triage for extricated victims.

Coordinate with the Logistics Section to acquire suitable transportation for injured victims as required or requested.

Establish and maintain communication with the Operational Area EOC and determine status and availability of medical resources.

Coordinate with the Logistics Section to obtain necessary supplies and equipment to support disaster medical operations in the field.

Inform the Fire & Rescue Branch Coordinator of all significant events.

Reinforce the use of proper procedures for media contacts. This is particularly critical in emergency medical situations where statistical information is requested by the media.

**Demobilization Phase:**

Follow the generic Demobilization Phase Checklist.

## Search & Rescue Unit Leader

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: Kern County Fire Dept. - Urban - USAR  
ALTERNATE: Police Department - Criminal  
SUPERVISOR: Fire/Law Enforcement – depending on incident  
WORK STATION: Emergency Operations Center/Field

### Responsibilities:

1. Determine the scope of the search and rescue mission.
2. Assist in mobilizing Search and Rescue Teams at the request of the City Emergency Operations Center or Field Incident Commanders.
3. Provide search and rescue support as required to other emergency response agencies consistent with established priorities and objectives.
4. Ensure that deployed teams are provided with adequate support.
5. Supervise the Search & Rescue Unit.

### Activation Phase:

Follow generic Activation Phase Checklist.

### Operational Phase:

Establish and maintain position log and other appropriate files.

Work closely with all Operations Section Branch Coordinators to determine the scope of search and rescue assistance required.

Coordinate with the Fire and Rescue Branch Coordinator to determine missions for search and rescue teams based on established priorities.

Mobilize and deploy available search and rescue teams to locations within the City, or to other emergency response agencies within the Operational Area, in a manner consistent with established policies and priorities.

Establish radio or cell-phone communication with all deployed search and rescue team leaders to determine the scope of support required.

Work closely with the Logistics Section to determine the status and availability of search and rescue resources in the Operational Area, specifically larger jurisdictions who have organized USAR teams.

Coordinate with the Law Enforcement Branch to determine availability of search dog units.

Coordinate with Construction and Engineering to provide on-site assistance with rescue operations at the request of team leaders.

Coordinate with the Disaster Medical Unit to provide on-site assistance to extricated victims requiring medical treatment.

Coordinate with the Coroner's Unit to provide on-site assistance in managing fatalities at search locations.

Ensure that each team leader develops a safety plan for each assigned mission.

Monitor and track the progress and status of each search and rescue team.

Ensure that team leaders report all significant events.

Assist in establishing camp facilities (or commercial lodging) for Search and Rescue Teams through the Logistics Section, if not addressed at the ICP or DOC.

Inform the Fire & Rescue Branch Coordinator of all significant events.

Reinforce the use of proper procedures for media contacts. This is particularly critical in instances where the media is seeking statistical information or personal identities of injured victims or fatalities.

**Demobilization Phase:**

Follow the generic Demobilization Phase Checklist.

## Hazardous Materials Unit Leader

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: Kern County Fire Department  
ALTERNATE: As Assigned  
Office of Emergency Service  
SUPERVISOR: Fire – Rescue Branch Coordinator  
WORK STATION: Emergency Operations Center

### Responsibilities:

1. Determine the scope of hazardous materials incidents throughout the City.
2. Assist in mobilizing hazardous materials teams at the request of Department Operations Centers or Field Incident Commanders.
3. Request assistance from and/or provide hazardous materials support as required to Operational Area Emergency Response Agencies consistent with established priorities and objectives.
4. Ensure that deployed teams are provided with adequate support.
5. Supervise the HAZMAT Unit.

### Activation Phase:

Follow generic Activation Phase Checklist.

### Operational Phase:

Establish and maintain a position log and other appropriate files.

Work closely with all Operations Section Branch Coordinators to determine the scope of HAZMAT incident response required.

Coordinate with the Fire and Rescue Branch Coordinator to determine missions for HAZMAT teams based on established priorities.

If requested, mobilize and deploy available HAZMAT teams to the Operational Area or to other emergency response agencies within the Operational Area, in a manner consistent with the HAZMAT Mutual Aid System and established priorities.

Establish radio or cell-phone communication with all deployed HAZMAT teams to determine the scope of support required.

Work closely with the Logistics Section to determine the status and availability of HAZMAT Response Teams in the Operational Area.

Coordinate with construction and engineering to provide on-site assistance with HAZMAT operations at the request of team leaders.

Coordinate with the Disaster Medical Unit to determine medical facilities where victims of HAZMAT incidents can be transported following decontamination.

Coordinate with the Coroner's Unit to provide on-site assistance in managing fatalities at HAZMAT scenes.

Monitor and track the progress and status of each HAZMAT team.

Ensure that HAZMAT Team Leaders report all significant events.

Assist in establishing camp facilities (or commercial lodging) for HAZMAT teams through the Logistics Section, if not addressed at the ICP or DOC.

Inform the Fire & Rescue Branch Coordinator of all significant events.

Reinforce the use of proper procedures for media contacts. This is particularly critical in instances where the media is seeking technical information on the hazardous material, statistical information, or personal identities of injured victims or fatalities.

**Demobilization Phase:**

Follow the generic Demobilization Phase Checklist.

## Law Enforcement Branch Coordinator

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: Police Captain  
ALTERNATE: As assigned  
SUPERVISOR: Operations Section Chief  
WORK STATION: Emergency Operations Center/Field

### Functional Description:

The Law Enforcement Branch in the EOC Operations Section is responsible for linking the EOC to law enforcement agencies Department Operations Centers, Dispatch Centers, the law enforcement mutual aid system, and, as appropriate to the jurisdiction, with Incident Command on incidents under the management of law enforcement agencies. The Law Enforcement Branch Coordinator reports to the Operations Section Coordinator. The Branch will obtain situation reports, requests for resource support (outside of the mutual aid system), and be the primary link from the EOC to law enforcement operations. The Branch will supply law enforcement agency DOCs and ICs as appropriate, with information and directives developed in the EOC.

### Responsibilities:

1. Coordinate movement and evacuation operations during a disaster.
2. Alert and notify the public of the impending or existing emergency within the City.
3. Coordinate law enforcement and traffic control operations during the disaster.
4. Coordinate site security at incidents.
5. Coordinate Law Enforcement Mutual Aid requests from emergency response agencies through the Law Enforcement Mutual Aid Coordinator at the Operational Area EOC.
6. Supervise the Law Enforcement branch.

### Activation Phase:

Follow the generic Activation Phase Checklist.

Based on the situation, activate the necessary Units within the Law Enforcement Branch:

- Law Enforcement Operations Unit Leader
- Coroner Unit Leader

Contact and assist the Operational Area EOC Law Enforcement and Coroner's Mutual Aid Coordinator with the coordination of mutual aid resources requested or provided by the City of Ridgecrest.

Provide an initial situation report to the Operations Section Chief.

Based on the initial EOC strategic objectives prepare objectives for the Law Enforcement Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting.

**Operational Phase:**

Ensure that Branch and Unit position logs and other appropriate files are maintained.

Maintain current status on Law Enforcement missions being conducted in the City.

Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Law Enforcement Branch operations periodically or as requested during the operational period.

On a regular basis, complete and maintain the Law Enforcement Branch Status Report. (Use RIMS Forms if available.)

Refer all contacts with the media to the Public Information Unit.

Determine need for Law Enforcement Mutual Aid.

Determine need for Coroner's Mutual Aid.

Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).

Prepare objectives for the Law Enforcement Branch for the subsequent Operations period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning Meeting.

Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

**Demobilization Phase:**

Follow the generic Demobilization Phase Checklist.

## **. Weapons of Mass Destruction Incident (WMD)**

Incidents involving Weapons of Mass Destruction (WMD) are, by definition, crime scenes. However, the immediate threat to life, property, and the environment requires a significant law enforcement, fire and medical response effort. Therefore, for all WMD incidents within City of Ridgecrest and the Kern Operational Area there will be a Field Unified Command consisting of Law Enforcement and Fire Services. Upon notification of an actual or potential WMD incident, the first responding agency will establish an Incident Command Post (ICP) to conduct field operations from an upwind or high ground position of safety. The Incident Commander (IC) will direct all actions at the scene unless delegated. City of Ridgecrest Emergency Operations Center (EOC) may be activated to support the field Unified Commander in areas including public warning, intelligence, logistics and communications. In turn, the Kern Operational Area Emergency Operations Center (EOC) may be activated to provide additional support and coordination with state and federal agencies.

### **Field Incident Roles and Responsibilities**

#### **Ridgecrest Police Department:**

- Serve as Incident commander in Unified Command.
- Evaluate the threat of secondary devices.
- Establish and mark outer security perimeters.
- Coordinate scene security, crowd control, traffic control, escort and protection of key responders and critical equipment, and evacuation.
- Supervise investigations and protection and collection of evidence.
- Coordinate evacuation or shelter-in-place as necessary.
- Coordinate with Federal Agencies (i.e., FBI, ATF).
- Request law enforcement mutual aid as required.
- Support hospital and government facilities security as necessary.
- Appoint Public Information Officer (PIO) to manage a Joint Information Center (JIC).

#### **Kern County Sheriff – Coroner**

- Supervise the removal and decontamination of the deceased.
- Coordinate with Police department for criminal investigation issues.
- Secure the deceased to prevent further contamination.

#### **Kern County Fire Department**

- Serve as Incident Commander in Unified Command.
- Provide emergency medical treatment and transport.
- Coordinate victim decontamination.
- Request fire and medical mutual aid.
- Establish and mark Exclusion, Hazard Reduction and support Zones.
- Support the Hazardous Materials Team.
- Appoint Operations, Planning and Logistics Section Chiefs.

*Kern County Hazardous Materials Team (HAZ/MAT)*

- Survey and assess the scene.
- Conduct materials field testing and analysis.
- Advise IC on nature of threat.
- Advise IC on response procedures.
- Advise IC on evacuation and perimeter measures.
- Remove non-ambulatory victims from the Exclusion Zone.
- Supervise decontamination efforts.
- Request Hazardous Materials mutual aid as necessary.

*Urban Search and Rescue Team (USAR)*

- Locate and extricate victims as necessary.
- Provide general Incident support.
- Advise IC on structural and debris management issues.

**Ridgecrest Regional Hospital**

- Prepare to receive self-presenting contaminated victims.
- Conduct decontamination as necessary.
- Request fire support for decontamination as necessary.
- Request law enforcement support for security as necessary.
- Coordinate patient distribution.

**Kern County Environmental Health:**

- Evaluate the direct and indirect threats to life safety and the environment.
- Advise the IC on exposure, facility, and health issues.
- Coordinate delivery of samples to Lab as necessary.
- Notify the County Public Health Officers.
- Advise IC on threats to areas outside the incident area.

**City of Ridgecrest Office of Emergency Services (OES)**

- Conduct parallel threat assessment.
- Conduct emergency public warning as necessary.
- Contact and advise the Operational Area OES and neighboring jurisdictions.
- Contact and advise Regional, State, and Federal emergency management agencies.
- Coordinate activation of the Emergency Operations Center as necessary.

**City of Ridgecrest Public Works:**

- Support Incident perimeter and traffic control efforts.
- Request Public Works mutual aid as necessary.
- Coordinate utility issues including render safe, repair, and restoration.

### **Evacuation and Movement Operations:**

The information provided is a guideline for the Law Enforcement Branch Coordinator in the Emergency Operations Center during a major event or disaster response.

The objectives of Evacuation/Movement Operations are:

- Expedite the movement of persons and animals from hazardous areas.
- Control of evacuation of vehicles and foot traffic flow.
- Provide adequate means of transportation for disabled persons, the elderly, and persons without vehicles.
- Provide coordination to evacuate animals to safe staging areas.
- Institute access control measures to prevent unauthorized person from entering evacuated or partially evacuated areas.
- Provide for the procurement, allocation, and use of necessary transportation resources and law enforcement resources by means of mutual aid or other agreements.

The Law Enforcement Branch Coordinator will be responsible for coordinating the movement of persons and animals from hazardous or threatened areas to lower risk reception areas.

Law Enforcement, Fire Services, Public Works, and public and private transportation providers will conduct movement operations. Procurement, regulation, and allocation of resources will be coordinated with the Logistics Section.

The size of the response to be activated and the locations from which movement operations will be directed must be based on the size and complexity of the evacuation area(s).

Evacuations dealing with site-specific hazards may be conducted as part of any established single or multiple field Incident Commands. Larger area-wide evacuation should be directed and coordinated from the Emergency Operations Center.

**LAW ENFORCEMENT MUTUAL AID**

**City of Ridgecrest Operational Area**

The Law Enforcement Branch Coordinator, or his/her designee, is responsible for general law enforcement, crime scene investigations, and evacuations and traffic control operations citywide. Upon request for assistance, the Transportation Unit Leader, under the supervision of the Logistics Section Chief, will be responsible for coordinating transportation resources and related law enforcement support operations on a citywide basis. Law enforcement mutual aid to the city can be requested to the Kern County Operational Area Law Enforcement Mutual Aid Coordinator.

**Kern Operational Area Mutual Aid**

A designated member of the Kern County Sheriff’s Department who is functioning as the Countywide OES Mutual Aid Coordinator and Law Enforcement Branch Coordinator coordinates Law Enforcement mutual aid requests.

Upon a mutual aid request, the OES Coordinator evaluates resources available within the Operational Area, such as Sheriff’s Department, California Highway Patrol, or Law Enforcement personnel from the California Department of Forestry & Fire Protection, State Fish & Game, or State Park & Recreation that normally operate within the operational area. If available, those resources are directed to fill the mutual aid request.

The Operational Area Logistics Section Chief will coordinate mutual aid transportation requests for movement operations. The Transportation Coordinator and representatives from California Department of Transportation (CAL/TRANS) and the County Department of Public Works can offer resources. Each respective operational area Law Enforcement coordinators and transportation coordinators will constitute the Mutual Aid Movement Operations Team. They will refer requests for assistance from other jurisdictions, CalEMA Region II, State CalEMA Mutual Aid Region, to the Movement Operations Team.

**Regional Office of Emergency Services Mutual Aid**

The CalEMA Regional Law Enforcement Coordinator is activated when two or more operational areas have requested or is requesting to fill mutual aid resources, or if the Governor declares a State of Emergency.

The State of California is divided into six Law Enforcement Mutual Aid Regions. The City of Ridgecrest and Kern County Operational Areas are within CalEMA Region V, which encompasses sixteen (7) counties and local jurisdictions.

Merced	Mariposa	Madera	Fresno
Kings	Tulare	Kern	

The Region Coordinator is responsible for evaluating the overall regional situation, determining available resources, and mobilizing available resources to the Operational Area request. If regional resources are unavailable, the mutual aid request is submitted to the CalEMA Law Enforcement Branch in Sacramento.

## **CalEMA Mutual Aid**

The State Movement Operations Group will accomplish the coordination and support of movement operations on a statewide basis. This Group will be chaired by the Director (or a designated representative) of CalEMA and will include a Traffic Control Coordinator (CHP). State agencies, which may be involved in major evacuation effort, are as follows:

### **California Highway Patrol (CHP)**

Assists in moving vehicles and pedestrians from hazard areas; assists local law enforcement agencies in establishing evacuation routes and traffic control procedures; controls traffic on state freeways and highways in unincorporated areas of the state; and assists in preventing traffic from reentering hazard areas.

### **Military Department**

Assists in moving vehicles and pedestrians from hazard areas; assists local law enforcement agencies in establishing evacuation routes and traffic control procedures; controls traffic on state freeways and highways within unincorporated areas of the state; and assists in preventing traffic from reentering hazard areas.

### **Department of Transportation (CAL/TRANS)**

Assists the California Highway Patrol in traffic control.

### **Department of General Services**

Fleet Administration Division provides ground transportation to state emergency response personnel assisting in evacuations. Provides listings of commercial and private transportation vehicles that could be used for evacuations.

### **Federal Department of Transportation**

Supports and assists Federal, State, Local, and voluntary relief agencies in disaster relief transportation requirements.

### **Federal Aviation Administration**

Uses air traffic control and aeronautical communication systems, as well as the services of technical operators and maintenance personnel for the communication of essential information, the coordination of emergency search and rescue operations, or such other assistance as may be required.

### **Federal Interstate Commerce Commission**

Coordinates the location and scheduling of common carriers authorized and equipped to provide emergency transportation into and within disaster areas.

## **EVACUATION - MOVEMENT OPERATIONS GUIDELINES AND PROCEDURES**

### **Warning the Public and Providing Movement Instructions**

Once the decision to evacuate is made, the public will be alerted and given evacuation instructions by various means, including school alert, AM/FM radio announcement, TV announcements, sirens, and mobile units being dispatched to areas to be evacuated to warn the public. Special facilities will be given warning by telephone, radio, or by direct contact by a mobile warning unit. If an event has not occurred, but is imminent, warning and public information operations will take place under extreme time pressure. General and site-specific warning messages and emergency public information material prepared during the pre-emergency period will be used to the extent possible to accelerate these operations. Movement information provided to the public will include the following:

- Why they must evacuate.
- Routes to take, including conditions of roads and bridges.
- What to do if their vehicle breaks down.
- The locations of assembly points for those without access to vehicles or other suitable transportation.
- Where to go for mass care until the emergency situation has passed.

Close coordination must be established with the media to assist in providing timely evacuation announcements to the public.

### **Identifying the Area and Population to be Evacuated**

Site-specific plans, which identify areas at risk for the known hazards, which could threaten the jurisdiction, are pre-planned. The plans provide guidance for making decisions about the area to be evacuated. For those areas not covered by specific plans, expert opinion and data gathered at the time of the threat will determine the hazard area. Separate data gathered during the pre-emergency period will provide information to the number of persons to be evacuated. Throughout the emergency period, it will be necessary to continuously reevaluate the size and location of the hazard area and location of the hazard area and, if necessary, revise the evacuation plan to include/exclude additional areas.

### **Identifying Evacuation Routes**

The Planning/Intelligence Section will select the best routes from the endangered area to mass care facilities, considering the size of the population to be moved, road

capacity and roads which could become impassable if the hazard event expands. Evacuation routes relating to site-specific plans should be considered during pre-planning. For areas not covered by site-specific plans, the best evacuation routes will have to be selected at the time of the hazard event. As the emergency situation progresses, the Planning/Intelligence Section will request regular updates from law enforcement and other field personnel on the condition of the road network and will adjust the selection of evacuation routes accordingly.

### **Evacuating Special Facilities**

Facilities, which are expected to require special plans and resources to carry out evacuations, include hospitals, homes for the handicapped or disabled, and nursing homes. All facilities of this type within the area to be evacuated will be warned of the emergency situation. Site-specific plans will identify the names, addresses, telephone numbers, and contact persons for all of these facilities located in predetermined hazard areas. Some of the special facilities may have their own evacuation plans, which include provisions for procuring necessary transportation resources. Facilities without transportation resources will be told to request assistance from the Logistics Section in the Emergency Operations Center.

### **Providing Transportation Assistance**

Some people will not have access to motor vehicles, including households without motor vehicles, persons who rely on alternate transportation, or persons who are left at home without an automobile while others are away. Some people with disabilities, infirmities, or illnesses may require special transportation assistance. The number of persons requiring transportation assistance will vary substantially from area to area and by time of day and day of week. Buses, vans, ambulances, and other transportation vehicles will be requested from transportation providers. Initial requests will be based on estimates of the number of persons requiring assistance. Units will be dispatched to public assembly points, special facilities, or to designated pickup routes. The public will be told where to go to obtain transportation. A telephone number will be provided for persons who require special assistance.

Evacuation assembly points, where persons requiring transportation will go to be picked up, will be selected with consideration given to walking distance, accessibility for buses and safety of evacuees. The assembly points will generally be schools, public facilities, or other readily identifiable points.

### **Controlling Traffic**

Traffic controls will be established at key intersections and at access points to major evacuation routes as needed to expedite the flow of traffic. In some cases it may be necessary to control traffic routes outside the hazard area to minimize conflicts with evacuated traffic.

For areas covered with site-specific plans, pre-designated Traffic Control Points (TCPs) will be used, with adjustment being made during the emergency, as necessary. For other areas,

TCPs will be selected at the time of the emergency, considering the amount of evacuation traffic expected and the configuration of the road network. Communications will be maintained with traffic control personnel to monitor the progress of the evacuation, to coordinate traffic controls, and to implement any changes in evacuation strategy that may be required. For very large-scale evacuation in war-related emergency, highly complex and organized traffic control plans and procedures will be used.

### **Controlling Access to Hazard Area**

As an area is being evacuated, access controls must be established. Controlling reentry both protects the public from exposure and injuries, and protects unattended property within the vacated area.

Security of evacuated areas will be obtained by establishing staffed access control points and barricades at key locations around the perimeter. Any un-staffed barricades will be patrolled periodically. Special entry passes will be issued at staffed control points.

### **Entry into Evacuated Area**

Criteria for allowing entry into closed areas must be established for each incident. Two basic options are available:

- **No Access:** Prohibits public from entering the closed area. Authorized personnel, i.e., local, state, and federal emergency personnel will be allowed entry to perform emergency work as necessary. Media representatives will be allowed access on a controlled basis.
- **Limited Access:** Allows persons into closed areas according to criteria established by the Incident Commander. Entry criteria should define the persons who will be allowed entry and whether motor vehicles are allowed. Persons allowed entry might include residents with valid identification, and owners, managers, and employees of businesses located in closed areas. All persons allowed access should be required to sign a waiver of liability and complete an entry permit.

California Penal Code Section § 409.5 gives authority for Peace Officers to close areas in emergencies. A record will be maintained of all persons and vehicles that have been given permission to enter into a closed area. If hazardous conditions are present in the closed area, all persons will be advised of the conditions and of appropriate safety precautions.

# ENTRY PERMIT TO RESTRICTED AREAS

**1. Reason For Entry:** (if scientific research, specify objectives, location, length of time need for study, methodology, qualifications, sponsoring party, and date on separate page).

**2. Name, Address and Telephone of Permit Applicant:** (if organization, university, or media group, please state the organizations name).

**3. Travel:** (Fill out applicable section; if variable, notify information to communications for entry).

- Method of travel: (vehicle, aircraft, etc.). \_\_\_\_\_
- Description of Vehicle/Aircraft: \_\_\_\_\_
- Route of travel if by vehicle: \_\_\_\_\_
- Destination by legal location or landmark: \_\_\_\_\_
- Alternate escape route if different from above: \_\_\_\_\_

**4. Entry Granted Into Restricted Area.**

Authorizing Official: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

Person Authorized Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Permit Expiration Date: \_\_\_\_\_

The conditions for entry are attached to and made a part of this permit. Any violation of the attached conditions for entry can result in revocation of this permit. The waiver of liability is made a part of and is attached to this permit. All persons entering the closed area under this permit must sign the waiver of liability before entry.

## WAIVER OF LIABILITY

**I, the undersigned**, hereby understand and agree to the requirements stated in the Permit Form to enter a restricted area, including safety regulations. I further understand and agree that I am entering a high hazard area with full knowledge that the City, the County of Kern, the State of California, and Federal Government, their officers, agents, and employees are released from all liability for any damages or losses incurred while I am within the Closed and Restricted Area.

I understand that the entry permit is conditioned upon this waiver. I understand that no public agency shall have any duty to attempt any search and rescue efforts on my behalf while I am in the Closed and Restricted Area.

### Signatures of Applicant and Members of His/Her Field Party

*Print Full Name First, Then Sign and Date*

\_\_\_\_\_  
I have read and understand the above waiver of liability \_\_\_\_\_ Date

\_\_\_\_\_  
I have read and understand the above waiver of liability \_\_\_\_\_ Date

\_\_\_\_\_  
I have read and understand the above waiver of liability \_\_\_\_\_ Date

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I have read and understand the above waiver of liability \_\_\_\_\_ Date

\_\_\_\_\_  
I have read and understand the above waiver of liability \_\_\_\_\_ Date

**Must Be Signed and Returned With Permit Application**

## Law Enforcement Operations Unit Leader

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: Police Sergeant  
ALTERNATE: As Assigned  
SUPERVISOR: Law Enforcement Branch Coordinator  
WORK STATION: Emergency Operations Center

### Responsibilities:

1. Coordinate City of Ridgecrest requests for Law Enforcement Mutual Aid Resources through the City of Ridgecrest Law Enforcement Mutual Aid Coordinator.
2. Establish and maintain communication with Law Enforcement Branch Directors in the field or at the Department Operations Center (DOC) if activated.
3. Respond to requests for Law Enforcement resources from the field in a timely manner, following established priorities (life safety, protection of the environment, and protection of property).
4. Monitor and track law enforcement resources utilized during the event.
5. Provide general support to field personnel as required.
6. Supervise the law enforcement operations unit.

### Activation Phase:

Follow generic Activation Phase Checklist.

### Operational Phase:

Establish and maintain a position log and other appropriate files.

Establish and maintain radio or phone communication with the Department Operations Center, or Law Enforcement Branch Directors at the field level.

Obtain regular status reports on the law enforcement situation from the Department Operations Center or Law Enforcement Branch at the field level.

Assess the impact of the disaster/event on the Sheriff's Department's operational capability.

Establish the objectives of the Law Enforcement Operations Unit based on the nature and severity of the disaster, and provide them to the Law Enforcement Branch

Coordinator prior to the first Action Planning meeting.

If the Department Operations Center is not activated, ensure that the assignment of law enforcement resources are closely monitored and coordinated, and that on-scene time is logged at the field level.

If not addressed at the ICP or DOC, ensure that incident facilities are established (staging areas, etc.) to coordinate incoming law enforcement mutual aid resources, as required.

In conjunction with Planning/Intelligence, determine if current and forecasted weather conditions will affect law enforcement operations.

Coordinate major evacuation activity with the Fire Operations Branch, as required.

Coordinate with the Care and Shelter Unit to establish suitable shelter locations and appropriate shelter facilities for evacuated population.

Assist in establishing camp facilities (or commercial lodging) for law enforcement personnel, through the Logistics Section, if not addressed at the ICP or DOC.

Reinforce the use of proper procedures for media contacts.

Provide law enforcement status updates to the Law Enforcement Branch Coordinator on a regular basis.

Evaluate and process all requests for law enforcement resources through the Ridgecrest Operational Area Law Enforcement Mutual Aid Coordinator.

**Demobilization Phase:**

Follow the generic Demobilization Phase Checklist.

## Coroner Unit Leader

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: Kern County Coroners Office  
ALTERNATE: Kern County Sheriff's Department  
SUPERVISOR: Law Enforcement Operational Area Coordinator  
WORK STATION: Emergency Operations Center/Field

### Responsibilities:

1. At the direction of the Sheriff/Coroner, establish and oversee an interim system for managing fatalities resulting from the disaster/event.
2. At the direction of the Sheriff/Coroner, establish and oversee the operation of temporary morgue facilities and maintain detailed records of information relative to each fatality.
3. Supervision of the Coroner Unit.

### Activation Phase:

- Follow generic Activation Phase Checklist.

### Operational Phase:

- Establish and maintain a position log and other appropriate files.
- Ensure that locations where fatalities are discovered are secured. Ensure that fatality collection points are established and secured as necessary. Ensure that temporary morgue facilities are established in accordance with guidelines established by the Sheriff/Coroner. Request Coroner's Mutual Aid through the Sheriff/Coroner at the Operational Area EOC as required.
- Procure, through logistics, all necessary fatalities management equipment and supplies, such as temporary cold storage facilities or vehicles, body bags, etc. Coordinate with the Search & Rescue Unit to determine location and number of extricated fatalities.
- Ensure that human remains are transported from fatality collection points to temporary morgue(s), if so advised by the Sheriff/Coroner. Assist the Sheriff/Coroner with identification of remains and notification of next of kin as required. In conjunction with local mortuaries and cemeteries, assist with the reburial of any coffins that were surfaced and/or disturbed as a result of the disaster.
- Keep the Law Enforcement Branch Coordinator informed of Coroner Unit activities on a regular basis.

- Inform the Law Enforcement Branch Coordinator and the Public Information Branch of the number of confirmed fatalities resulting from the disaster or event. **(NOTE: This information must be verified with the Sheriff/Coroner prior to release).**
- Ensure that all media contacts are referred to the Public Information Branch.

**Demobilization Phase:**

- Follow the generic Demobilization Phase Checklist.

## **Construction / Engineering Branch Coordinator (PUBLIC WORKS)**

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: Public Works Director  
ALTERNATE: Public Works Staff  
SUPERVISOR: Operations Section Chief  
WORK STATION: Emergency Operations Center

### **Function Description:**

The Construction/Engineering Branch in the Local government EOC coordinates all infrastructure related activities during an emergency. The Branch coordinator reports to the Operations Section Chief. The Branch title may vary depending on the jurisdictional organization. Typically it may include coordination of utility services (public and private), public works, engineering, and damage and safety inspections and assessments.

### **General Duties:**

1. Briefs and updates the Operations Section Chief or the Director as required.
2. Coordinates all activities with the Operations section Chief.
3. Briefs Public Works personnel.
4. Supervises the Public Works, Construction and Engineering units of the Operations Section. Coordinates their activities with outside agencies.

### **Responsibilities:**

1. Survey all utility systems, and restore systems that have been disrupted, including coordinating with utility service providers in the restoration of disrupted services.
2. Survey all public and private facilities, assessing the damage to such facilities, and coordinating the repair of damage to public facilities.
3. Survey all other infrastructure systems, such as streets and roads within the City.
4. Assist other Sections, Branches, and Units as needed.
5. Supervise the Construction/Engineering Branch.

### **Activation Phase:**

- Follow the generic Activation Phase Checklist.

- Based on the situation; activate the necessary units within the Construction/Engineering Branch:
  - Utilities Unit
  - Damage/Safety Assessment Unit
  - Public Works Unit
  
- Contact and assist the Kern County Operational Area Public Works Mutual Aid Coordinator with the coordination of mutual aid resources as necessary.
  
- Provide an initial situation report to the Operations Section Chief.
  
- Based on the initial EOC strategic objectives, prepare objectives for the Construction/Engineering Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting.

**Operational Phase:**

- Ensure that Branch and Unit position logs and other necessary files are maintained.
  
- Maintain current status on all construction/engineering activities being conducted in the City.
  
- Ensure that damage and safety assessments are being carried out for both public and private facilities.
  
- Request mutual aid as required through the Operational Area Public Works Mutual Aid Coordinator.
  
- Determine and document the status of transportation routes into and within affected areas.
  
- Coordinate debris removal services as required.
  
- Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Construction/Engineering Branch activities periodically during the operational period or as requested.
  
- Ensure that all Utilities and Construction/Engineering Status Reports, as well as the Initial Damage Estimations are completed and maintained. (Utilize RIMS forms if available).
  
- Refer all contacts with the media to the Public Information Branch.
  
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets). Prepare objectives for the Construction/Engineering Branch for the subsequent operations period provide them to the Operations Section Chief prior

to the end of the shift and the next Action Planning meeting.

- Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

**Demobilization Phase:**

- Follow the generic Demobilization Phase Checklist.

## Utilities Unit Leader

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: Public Works  
ALTERNATE: As Assigned  
SUPERVISOR: Construction/Engineering Branch Coordinator  
WORK PLACE: Emergency Operations Center

### Responsibilities:

1. Assess the status of utilities; provide Utility Status Reports as required.
2. Coordinate restoration of damaged utilities with utility representatives in the City EOC if present, or directly with Utility companies.
3. Supervise the Utilities Unit.

### Activation Phase:

Follow generic Activation Phase Checklist.

### Operational Phase:

Establish and maintain a position log and other necessary files. Establish and maintain communications with the utility providers for the City.

Determine the extent of damage to utility systems in the City. Coordinate with the Liaison Officer to ensure that agency representatives from affected utilities are available to respond to the City EOC. Ensure that all information on system outages is consolidated and provided to the Situation Analysis Unit in the Planning/Intelligence Section.

Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems.

Keep the Public Health Branch Coordinator informed of any damage to sewer and sanitation systems, as well as possible water contamination problems. Keep the Construction/Engineering Branch Coordinator informed of the restoration status.

Complete and maintain the Utilities Status Report (Utilize RIMS forms if available.)

Refer all contacts with the media to the Public Information Unit.

### Demobilization Phase:

Follow the generic Demobilization Phase Checklist.

## Damage/Safety Assessment Unit Leader

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: Ridgecrest Building Inspector  
ALTERNATE: Kern County Building Inspector  
SUPERVISOR: Construction/Engineering Branch Coordinator  
WORK PLACE: Field

### Responsibilities:

1. Collect initial damage/safety assessment information from other branches/units within the Operations Section.
2. If the disaster is winter storm, flood, or earthquake related, ensure that inspection teams have been dispatched to assess the condition of all facilities that might be affected.
3. Provide detailed damage/safety assessment information to the Planning/Intelligence Section, with associated loss damage estimates.
4. Maintain detailed records regarding damaged areas and structures.
5. Initiate requests for Engineers from the Operational Area, to inspect structures and/or facilities.
6. Supervise the Damage/Safety Assessment Unit.

### Activation Phase:

Follow generic Activation Phase Checklist.

### Operational Phase:

Establish and maintain a position log and other necessary files.

Obtain initial damage/safety assessment information from Fire & Rescue Branch, Law Enforcement Branch, Utilities Unit and other branches/units as necessary.

Coordinate with the American Red Cross, utility service providers, and other sources for additional damage/safety assessment information.

Prepare detailed damage/safety assessment information, including estimate of value of the losses, and provide to the Planning/Intelligence Section.

Clearly label each structure and/or facility inspected in accordance with ATC-20 standards and guidelines.

Maintain a list of structures and facilities requiring immediate inspection or engineering assessment.

Initiate all requests for engineers and building inspectors through the Operational Area EOC.

Keep the Construction/Engineering Branch Coordinator informed of the inspection and engineering assessment status.

Refer all contacts with the media to the Public Information Unit.

**Demobilization Phase:**

Follow the generic Demobilization Phase Checklist.

## Public Works Unit Leader

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: Street Department Supervisor  
 ALTERNATE: As Assigned  
 SUPERVISOR: Construction/Engineering Branch Coordinator  
 WORK STATION: Emergency Operations Center/Field

### Responsibilities:

1. Assist other Operation Section Branches by providing construction equipment and operators as necessary.
2. Provide heavy equipment assistance to the Damage/Safety Assessment Unit as required.
3. Provide emergency construction and repair to damaged roadways. Assist with the repair of utility systems as required.
4. Provide flood-fighting assistance, such as sandbagging, rerouting waterways away from populated areas, and river, creek, or streambed debris clearance.
5. Supervise the Public Works Unit.

### Activation Phase:

Follow generic Activation Phase Checklist.

### Operational Phase:

Establish and maintain a position log and other necessary files. Ensure that appropriate staffs are available to assist other emergency responders with the operation of heavy equipment, in coordination with the Logistics Section.

Ensure that engineering staff is available to assist the Damage/Safety Assessment Unit in inspecting damaged structures and facilities. As requested, direct staff to provide flood-fighting assistance, clear debris from roadways and waterways, assist with utility restoration, and build temporary emergency structures as required.

Work closely with the Logistics Section to provide support and material as required. Keep the Construction/Engineering Branch Coordinator informed of unit status

Refer all contacts with the media to the Public Information Unit.

### Demobilization Phase:

Follow the generic Demobilization Phase Checklist.

## Health and Welfare Branch Coordinator

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: American Red Cross/ Kern County Public Health Department  
 ALTERNATE: As Assigned  
 SUPERVISOR: Operations Section Chief  
 WORK STATION: Emergency Operations Center

### **Function Description:**

The Health and Welfare Branch at the Local Government EOC is responsible for jurisdictional coordination of people, animals and population mass care activities during the emergency. This can include but is not limited to providing care and shelter for evacuated or displaced personnel, and for ensuring public physical and mental health. The Branch will coordinate the care giving activities through resources available within the jurisdiction, or by obtaining such services as required through agreements and/or established mutual aid programs.

### **Responsibilities:**

1. Safeguard the public health of citizens in the City of Ridgecrest by ensuring there is an ample supply of potable water, a functioning sanitation system, and vector controls are established, as required.
2. In coordination with volunteer and private agencies, provide clothing, shelter, and other mass care services as required, to disaster victims within the City of Ridgecrest.
3. Provide as required for animal control, care and sheltering.
4. Supervise the Health and Welfare Branch.

### **Activation Phase:**

Follow the generic Activation Phase Checklist.

### **Operational Phase:**

Ensure Branch and Unit position logs and other necessary files are maintained.

Based on the situation, activate the necessary units within the Health and Welfare Branch:

- Care & Shelter Unit
- Public Health Unit
- Animal Care & Welfare Unit

Ensure that all potable water supplies remain safe, and free from contaminants.

Ensure that sanitation systems are operating effectively and not contaminating water supplies.

Ensure that a vector control plan is established and implemented for the affected area(s).

Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Health and Welfare Branch Operational periodically during the operations period or as requested.

Complete and maintain the Care & Shelter Status Reports utilizing RIMS forms.

Ensure that the Public Health Branch is available to assist the Coroner Unit in mitigating or managing mass fatality situations.

Ensure coordination of all mass care activities occurs with the American Red Cross and other volunteer agencies as required.

Prepare objectives for the Health and Welfare Branch for the subsequent operations period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.

Refer all contacts with the media to the Public Information Unit.

**Demobilization Phase:**

Follow the generic Demobilization Phase Checklist.

## Care & Shelter Unit Leader

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: American Red Cross/ Kern County Public Health Department  
ALTERNATE: As Assigned  
SUPERVISOR: Health and Welfare Branch Coordinator  
WORK STATION: Emergency Operations Center

### Responsibilities:

1. Coordinate directly with the American Red Cross and other volunteer agencies to provide food, potable water, clothing, shelter and other basic needs as required to disaster victims within the City.
2. Assist the American Red Cross with inquiries and registration services to reunite families or respond to inquiries from relatives or friends.
3. Assist the American Red Cross with the transition from mass care to separate family/individual housing.
4. Supervise the Care & Shelter Unit.

### Activation Phase:

Follow generic Activation Phase Checklist.

### Operational Phase:

Establish and maintain your position log and other necessary files.

Coordinate with the Liaison Officer to request an Agency Representative from the American Red Cross. Work with the Agency Representative to coordinate all shelter and congregate care activity.

Establish communications with other volunteer agencies to provide clothing and other basic life sustaining needs.

Ensure that each activated shelter meets the requirements as described under the Americans With Disabilities Act.

Assist the American Red Cross in staffing and managing the shelters to the extent possible. In coordination with the American Red Cross, activate an inquiry registry service to reunite families and respond to inquiries from relatives or friends. Assist the American Red Cross with the transition from operating shelters for displaced persons to separate family/individual housing.

Complete and maintain the Care and Shelter Status Report Form (utilize RIMS forms

if available).

Refer all contacts with the media to the Public Information Unit.

**Demobilization Phase:**

Follow the generic Demobilization Phase Checklist.

## Public Health Unit Leader

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: Kern County Public Health Department  
ALTERNATE: As Assigned  
SUPERVISOR: Health and Welfare Branch Coordinator  
WORK STATION: Emergency Operations Center

### Responsibilities:

1. Assess the status and availability of potable water within the City
2. Assess the status of the sanitation system within the City.
3. Inspect and assess emergency supplies such as foodstuffs and other consumables for purity and utility. Assess the need for a vector control plan for the affected disaster area(s) within the City.
4. Supervise the Public Health Unit.

### Activation Phase:

Follow generic Activation Phase Checklist.

### Operational Phase:

Establish and maintain a position log and other necessary files.

Coordinate with the Utilities Unit Leader to determine current status of water and sanitation systems. If systems are damaged, request assistance from Kern County Public Health to assess drinking water quality and potential health risks from ruptured sewer / sanitation systems. Develop a distribution system for drinking water throughout the City as required. Contact and coordinate with the Logistics Section, to obtain chemical (portable) toilets and other temporary facilities for the disposal of human waste and infected waste. Inspect emergency supplies to be used in the EOC or by field emergency responders, such as foodstuffs, drugs, and other consumables for purity and utility.

Determine the need for vector control, and coordinate with County Public Health for Vector control services as required. Inform the Health & Welfare Branch Coordinator on all activities of the Public Health Unit periodically during the operational period, or as requested.

Refer all contacts with the media to the Public Information Unit.

### Demobilization Phase:

Follow the generic Demobilization Phase Checklist.

## Animal Care & Welfare Unit Leader

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: Animal Control Supervisor  
ALTERNATE: As Assigned  
SUPERVISOR: Health and Welfare Branch Coordinator  
WORK STATION: Emergency Operations Center

### Responsibilities:

1. Assess the status of animal care needs with the jurisdiction
2. Determine status of available shelters and establish locations for additional sheltering.
3. Determine the need for animal care and veterinary services.
4. Develop a plan for meeting jurisdictional animal welfare needs for the duration of the emergency.
5. Coordinate as necessary with Health and Welfare Branch Coordinator and other EOC positions on Animal Care & Welfare issues and requirements.
6. Supervise the Animal Care & Welfare Unit.

### Activation Phase:

Follow generic Activation Phase Checklist.

### Operational Phase:

Establish and maintain a position log and other necessary files.

Contact jurisdictional animal welfare facilities and determine their status and ability to function.

Determine location and time of any animal welfare facilities are activated.

Obtain phone numbers for all essential locations and/or personnel that may have contact with the EOC.

Determine status of available communications systems.

Obtain current level of staffing and anticipated needs for additional personnel (include volunteer personnel in estimate).

Determine location and status of major incidents involving a threat to or from animals.

Determine extent of damage to, and the operational capacity of department shelter facilities.

Provide above information to the Branch Coordinator and to the Situation Analysis Unit.

Participate in EOC planning meetings, as required.

As requested, provide estimate of the emergency's impact on area animals, and the need for animal control and care.

Communicate plans developed at the EOC that affected animal control and care to appropriate outside locations.

Assign specific duties to support staff, and supervise staff.

As needed, request additional resources through established ordering procedures.

**Demobilization Phase:**

Follow the generic Demobilization Phase Checklist.

## Air Operations Branch

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: Police Department  
ALTERNATE: As Assigned  
SUPERVISOR: Operations Section Chief  
WORK STATION: As Assigned

### **General Duties:**

1. Determine coordination procedures for use of fixed wing or helicopters in support of ground operations.
2. Establish an air support group as required.
3. Perform operational planning for air operations.

### **Responsibilities:**

Coordinate requirements for fixed wing or helicopter aircraft with the Operational Area in response and recovery operations.

### **Activation Phase:**

Follow generic Activation Phase Checklist.

### **Operational Phase:**

Establish radio communications with the Operations section and appropriate operations branches.

Organize preliminary air operations.

Establish a fixed-wing or helicopter base as required.

Coordinate with the Federal Aviation Agency (FAA).

Request declaration or cancellation of restricted air space area per Federal Aviation Regulation (FAR) 91.91.

Assist in preparation of the Action Plan.

Prepare and provide an Air Operations Summary report through RIMS, if available.

Coordinate with appropriate Operations Section personnel.

Establish procedures for emergency reassignment of aircraft.

Supervise all air operations associated with the event.

Schedule approved flights of non-event aircraft in the restricted air space.

Resolve conflicts concerning non-event aircraft.

Document information and keep accurate records to support the history of the emergency.

**Demobilization Phase:**

Follow the generic Demobilization Phase Checklist.

**AREA AIRPORTS AND HELIPORTS**

- |    |  |            |
|----|--|------------|
| 1. | Inyokern Airport<br>Fixed Wing and Helicopters<br>Military C-130                                 | Inyokern   |
| 2. | Naval Air Weapons Station<br>Fixed Wing and Helicopters<br>Military C-130's and other transports | China Lake |

## Staging Area Manager

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: Public Works  
ALTERNATE: As Assigned  
SUPERVISOR: Operations Section Chief  
WORK STATION: As Assigned

### General Duties:

1. Establish staging areas as required.
2. Assign Staging Area managers as required.

### Responsibilities:

Manage all activities within the Staging Area.

### Activation Phase:

Follow generic Activation Phase Checklist.

### Operational Phase:

Obtain briefing from the Operations Chief and proceed to assigned staging area.

Determine any support needs for equipment, feeding, fueling, sanitation and security. Coordinate requirements with the Logistics Section.

Establish a check-in function as appropriate. Post areas for identification and traffic control. Request maintenance service for equipment at the staging area as appropriate.

Respond to requests for resource assignments. Obtain and issue receipts for radio equipment and other supplies distributed and received at the staging area.

Report resource status changes as they occur. Maintain the staging area in an orderly condition. Document information and keep accurate records to support the history of the emergency.

### Demobilization:

Demobilize the staging area in accordance with the operational plan.

Follow the generic Demobilization Phase Checklist

## PLANNING/INTELLIGENCE SECTION CHIEF

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: Community Development Director  
 ALTERNATE: As Assigned  
 SUPERVISOR: Director of Emergency Services  
 WORK STATION: Emergency Operations Center

### Function Description:

The Planning/Intelligence Section is a primary function for any local government EOC. The Section will gather information from a variety of sources, analyze and verify information, and prepare and update internal EOC information and map displays. The Situation Analysis function will be activated under any EOC activation. The Section has an important function in overseeing the Planning Meetings and in preparing the EOC Action Plan. The Section will collect and process internal EOC documentation, and prepare advanced planning information as necessary. Technical Specialists assigned to the EOC will initially be part of the Planning/Intelligence Section. The Section Coordinator reports directly to the EOC Director.

### General Duties:

1. Manages the Planning/Intelligence Section.
2. Predicts and manages information about the emergency.
3. Briefs and updates the staff on the impact of the emergency to the City and the Operational Area, including Damage Assessment.

### Responsibilities:

1. Ensure that the following responsibilities of the Planning/Intelligence Section are addressed as required:
  - Collecting, analyzing, and displaying situation information;
  - Preparing periodic Situation Reports;
  - Preparing and distributing the EOC Action Plan and facilitating the Action Planning meeting;
  - Conducting Advance Planning activities and report;
  - Providing technical support services to the various EOC sections and branches;
  - Documenting and maintaining files on all EOC activities.
2. Establish the appropriate level of organization for the Planning/Intelligence Section.

3. Exercise overall responsibility for the coordination of branch/unit activities within the section.
4. Keep the EOC Director informed of significant issues affecting the Planning/Intelligence Section. In coordination with the other Section Chiefs, ensure that Branch Status Reports are completed and utilized as a basis for Situation Status Reports, and the EOC Action Plan.
5. Supervise the Planning/Intelligence Section.

**Activation Phase:**

Follow the generic Activation Phase Checklist.

Ensure that the Planning/Intelligence Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.

Based on the situation, activate branches within section as needed and designate Branch or Unit Leaders for each element:

- Situation Analysis Unit Leader
- Advance Planning Unit Leader
- Documentation Unit Leader
- Technical Services Unit Leader

Request additional personnel for the section as necessary to maintain a 24-hour operation.

Establish contact with the Operational Area EOC when activated, and coordinate Situation Status Reports with their Planning/Intelligence Section.

Meet with Operations Section Chief; obtain and review any major incident reports.

Review responsibilities of branches in section; develop plans for carrying out all responsibilities.

Make a list of key issues to be addressed by Planning/Intelligence; in consultation with section staff, identify objectives to be accomplished during the initial Operational Period.

Keep the EOC Director informed of significant events.

Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

**Operational Phase:**

Ensure that Planning/Intelligence position logs and other files are maintained.

Ensure that the Situation Analysis Unit is maintaining current information for the situation status report.

Ensure that major incidents reports and branch status reports are completed by the Operations Section and are accessible by Planning Intelligence.

Ensure that a situation status report is produced and distributed to EOC Sections and Operational Area EOC at least once, prior to the end of the operational period.

Ensure that all status boards and other displays are kept current and that posted information is neat and legible.

Ensure that the Public Information Branch has immediate and unlimited access to all status reports and displays.

Conduct periodic briefings with section staff and work to reach consensus among staff regarding section objectives for forthcoming operational periods.

Facilitate the EOC Director's Action Planning meetings approximately two hours before the end of each operational period.

Ensure that objectives for each section are completed, collected and posted in preparation for the next Action Planning meeting.

Ensure that the EOC Action Plan is completed and distributed prior to the start of the next operational period.

Work with each Branch/Unit within the Planning/Intelligence Section to ensure the section objectives, as defined in the current EOC Action Plan are being addressed.

Ensure that the Advance Planning Unit develops and distributes a report which highlights forecasted events or conditions likely to occur beyond the forthcoming operational period; particularly those situations which may influence the overall strategic objectives of the City EOC.

Ensure that the Documentation Unit maintains files on all EOC activities and provides reproduction and archiving services for the EOC, as required.

Provide technical services and other technical specialists to all EOC sections as required.

Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section.

**Demobilization Phase:**

Follow the generic Demobilization Phase Checklist.

## Situation Analysis Unit Leader

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: Community Development Department  
ALTERNATE: As Assigned  
SUPERVISOR: Planning Section Chief  
WORK STATION: Emergency Operations Center

### General Duties:

1. Collect and process all information and intelligence.
2. Evaluate and disseminate information in the Planning Section.
3. Prepare predictions at periodic intervals, or upon request, make recommendations to the Planning Section Chief.
4. Supervise the display of the situation map and status boards.

### Responsibilities:

1. Oversee the collection, organization, and analysis of disaster situation information.
2. Ensure that information collected from all sources is validated prior to posting on status boards.
3. Ensure that situation status reports are developed utilizing RIMS forms, for dissemination to EOC staff and also to the Operational Area EOC.
4. Ensure that an EOC Action Plan is developed (utilizing RIMS forms) for each operational period, based on objectives developed by each EOC Section.
5. Ensure that all maps, status boards and other displays contain current and accurate information.
6. Supervise the Situation Analysis Unit.

### Activation Phase:

Follow the generic Activation Phase Checklist.

Ensure there is adequate staff available to collect and analyze incoming information, maintain the Situation Status Report on RIMS, and facilitate the Action Planning process.

Prepare Situation Analysis Unit objectives for the initial Action Planning meeting.

**Operational Phase:**

Ensure position logs and other necessary files are maintained.

Oversee the collection and analysis of all event/or disaster related information.

Oversee the preparation and distribution of the Situation Status Report (utilizing RIMS forms if available). Coordinate with the Documentation Unit for manual distribution and reproduction as required.

Ensure that each EOC Section provides the Situation Analysis Unit with Branch Status Reports, (utilizing RIMS forms), on a regular basis.

Meet with the Public Information Branch Coordinator to determine the best method for ensuring access to current information.

Prepare a situation summary for the EOC Action Planning meeting. Information includes:

- Location and nature of the emergency
- Special hazards
- Number of injured persons
- Number of deceased persons and location of the remains
- Structural property damage (estimate dollar value)
- Personal property damage (estimate dollar value)
- City resources committed to the emergency
- City resources available
- Assistance provided by outside agencies and resources committed

Ensure each section provides its objectives at least 30 minutes prior to each Action Planning meeting.

Convene and facilitate the Action Planning meeting following the meeting process guidelines.

In preparation for the Action Planning meeting, ensure that all EOC objectives are posted on chart paper, and that the meeting room is set up with appropriate equipment and materials (easels, markers, situation statistics reports, etc.).

Following the meeting, ensure that the Documentation Unit publishes and distributes the Action Plan prior to the beginning of the next operational period.

Ensure that adequate staff is assigned to maintain all maps, status boards and other displays.

- Date and time of event
- Location and type of emergency
- Summary of the current situation
- Qualitative analysis (overview)

- Proclamations and declarations issued
- Persons dead and injured (all affected areas)
- Damage totals
- Homes damaged or destroyed
- Hospitals and essential facilities damaged or destroyed
- Status of all utilities
- Status of roads, airport and other transportation systems
- Dollar damage totals

Prepare Situation reports by using appropriate RIMS forms.

Provide reports to and receive information from the Operational Area.

**Demobilization Phase:**

Follow the generic Demobilization Phase Checklist.

## Documentation Unit Leader

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: Human Resources Director  
ALTERNATE: As Assigned  
SUPERVISOR: Planning Section Chief  
WORK STATION: Emergency Operations Center

### General Duties:

1. Maintains and files copies of all EOC messages (ICS Form 213).
2. Files, maintains, and stores all documents relative to events and operations within the EOC.
3. Provides guidance and assistance to work station personnel regarding documentation of information.
4. Provides duplication service as required.

### Responsibilities:

1. Collect, organize and file all completed event or disaster related forms, to include: all EOC position logs, situation status reports, EOC Action Plans and any other related information, just prior to the end of each operational period.
2. Provide document reproduction services to EOC staff.
3. Distribute the City of Ridgecrest EOC situation status reports, EOC Action Plan, and other documents, as required.
4. Maintain a permanent electronic archive of all situation reports and Action Plans associated with the event or disaster.
5. Assist the EOC Coordinator in the preparation and distribution of the After Action Report.
6. Supervise the Documentation Unit.

### Activation Phase:

Follow the generic Activation Phase Checklist.

**Operational Phase:**

Maintain a position log.

Meet with the Planning/Intelligence Section Chief to determine what EOC materials should be maintained as official records.

Meet with the Recovery Unit Leader to determine what EOC materials and documents are necessary to provide accurate records and documentation for recovery purposes.

Initiate and maintain a roster of all activated EOC positions to ensure that position logs are accounted for and submitted to the Documentation Unit at the end of each shift.

Reproduce and distribute the Situation Status Reports and Action Plans. Ensure distribution is made to the Operational Area EOC.

Keep extra copies of reports and plans available for special distribution as required.

Set up and maintain document reproduction services for the EOC.

**Demobilization Phase:**

Follow the generic Demobilization Phase Checklist.

## Advance Planning Unit Leader

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: Parks and Recreation/ Community Development Department  
ALTERNATE: As Assigned  
SUPERVISOR: Planning Section Chief  
WORK STATION: Emergency Operations Center

### Responsibilities:

1. Develop of an Advance Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period, generally within 36 to 72 hours.
2. Review all available status reports, Action Plans, and other significant documents. Determine potential future impacts of the event or disaster; particularly issues which might modify the overall strategic EOC objectives.
3. Provide periodic briefings for the EOC Director and General Staff addressing Advance Planning issues. Supervise the Advance Planning Unit.

### Activation Phase:

Follow the generic Activation Phase Checklist.

### Operational Phase:

Maintain a position log. Monitor the current situation report to include recent updates.

Meet individually with the general staff and determine best estimates of the future direction & outcomes of the event or disaster. 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 Intelligence Chief for review and approval prior to conducting briefings for the General Staff and EOC Director.

Review Action Planning objectives submitted by each section for the forthcoming operational period. In conjunction with the general staff, recommend a transition strategy to the EOC Director when EOC activity shifts predominately to recovery operations.

### Demobilization Phase:

Follow the generic Demobilization Phase Checklist.

## Technical Services Unit Leader

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: Information Technology Manager  
ALTERNATE: As Assigned  
SUPERVISOR: Planning Section Chief  
WORK STATION: Emergency Operations Center

### Responsibilities:

1. Provide technical observations and recommendations to the City EOC in specialized areas, as required.
2. Ensure that qualified specialists are available in the areas required by the particular event or disaster.
3. Supervise the Technical Services Unit.

### Activation Phase:

Follow the generic Activation Phase Checklist.

### Operational Phase:

Maintain a position log and other necessary files.

Coordinate with the Logistics Section to ensure that technical staff are located and mobilized.

Assign technical staff to assist other EOC Sections in coordinating specialized areas of response or recovery.

Assign technical staff to assist the Logistics Section with interpreting specialized resource capability and requests.

### Demobilization Phase:

Follow the generic Demobilization Phase Checklist.

## Demobilization Unit Leader

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: Human Resources / Community Development Department  
ALTERNATE: As Assigned  
SUPERVISOR: Planning Section Chief  
WORK STATION: Emergency Operations Center

### Responsibilities:

1. Develop a Demobilization Plan for the EOC based on a review of all pertinent planning documents, and status reports.
2. Supervise personnel assigned to the Demobilization Unit.

### Activation Phase:

Follow the generic Activation Phase Checklist.

### Operational Phase:

Establish and maintain a position log and other necessary files.

Monitor the current situation report to include recent updates.

Meet individually with the general staff and administer the section worksheet for the Demobilization Plan.

Meet with the EOC Director and administer the EOC Director's worksheet for the Demobilization Plan.

Utilizing the worksheets, develop a draft Demobilization Plan and circulate to the EOC Director and General Staff for review.

Finalize the Demobilization Plan for approval by the EOC Director.

Advise all Section Chiefs to ensure that demobilized staff complete all reports, time sheets, and exit surveys in coordination with the personnel unit prior to leaving the EOC.

### Demobilization Phase:

Follow the generic Demobilization Phase Checklist.

## Damage Assessment Unit Leader

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: Community Development Department  
ALTERNATE: As Assigned  
SUPERVISOR: Planning Section Chief  
WORK STATION: Emergency Operations Center

### General Duties:

1. Provide an initial inspection of all structures in the City using a prioritized listing.
2. Prepare Damage Assessment and cost reports.
3. Provide and coordinate Damage Assessment teams.

### Responsibilities:

The collection, evaluation, dissemination and use of information relative to damage assessment in the City.

### Activation Phase:

Follow the generic Activation Phase Checklist.

### Operational Phase:

Obtain a briefing on the extent of the emergency from the Planning Section Chief.

Recall the Planning Department inspectors as required.

Prepare to receive information from Fire services, Law Enforcement and Public Works representatives conducting aerial or ground surveys.

Provide for an initial inspection of the entire City and report locations of damaged structures, utilities, roads, major intersections, and key facilities.

Prepare a plan for the utilization of building inspectors to ensure proper deployment as well as comprehensive coverage of the damaged area. Consider using mutual aid through CALBO (California Association of Building Officials).

Pay special attention to special hazard areas such as City facilities, hospitals, schools, utilities, and other important sites.

Collect, record and total the type and estimated value of damage.

Prepare the Initial Damage Estimate (IDE) for the Operational Area EOC.

Alert and activate all structural inspection personnel.

Request volunteer structural engineers (use CALBO) to assist in the inspection of structures through the Logistics Section. Request Planning/Intelligence Section personnel as guides for visiting inspectors.

Provide, as required, damage assessment teams to inspect and mark hazardous structures and record damage. City damage records are utilized by state and federal agencies to determine the type and amount of assistance they will provide.

Inspect and post critically damaged structures for occupancy or condemnation using ATC 20 placards.

Initiate a request for mutual aid building inspectors.

Coordinate with PG&E and other utilities on damage assessment.

Coordinate with all departments for possible information on damage to structures.

### **Demobilization Phase**

Follow the generic Demobilization Phase checklist.

## LOGISTICS SECTION CHIEF

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: Parks and Recreation Director  
ALTERNATE: As Assigned  
SUPERVISOR: Director of Emergency Services  
WORK STATION: Emergency Operations Center

### Function Description:

The Logistics Section Chief provides facilities, services, resources and other support services both to agencies responding to the emergency, and to meet internal EOC operating requirements. Incident, DOC or agency requests for support directed to the EOC will be channeled through the EOC Operations Section. The Logistics Section Coordinator reports to the EOC Director.

### Responsibilities:

1. Ensure the Logistics function is carried out in support of the City EOC. This function includes providing communication services, resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services as required.
2. Establish the appropriate level of branch and/or unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.
3. Ensure section objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.
4. Coordinate closely with the Operations Section Chief to establish priorities for resource allocation to activated Incident Commands within the City.
5. Keep the EOC Director informed of all significant issues relating to the Logistics Section.
6. Supervise the Logistics Section.

### Activation Phase:

Follow the generic Activation Phase Checklist.

Ensure the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.

Based on the situation, activate branches/units within section as needed and designate

Branch and Unit Leaders for each element:

- Communications Branch Coordinator
- Communications Unit Leader
- Personnel Unit Leader
- Transportation Unit Leader
- Facilities Unit Leader
- Supply/Procurement Unit Leader
- Resource Status Unit Leader

Mobilize sufficient section staffing for 24-hour operations.

Establish communications with the Logistics Section at the Operational Area EOC if activated.

Advise branches and units within the section to coordinate with appropriate branches in the Operations Section to prioritize and validate resource requests from Incident Command Posts in the field. This should be done prior to acting on the request.

Meet with the EOC Director and General Staff and identify immediate resource needs.

Meet with the Finance/Administration Section Chief and determine level of purchasing authority for the Logistics Section.

Assist branch and unit leaders in developing objectives for the section as well as plans to accomplish their objectives within the first operational period, or in accordance with the Action Plan.

Provide periodic Section Status Reports to the EOC Director. Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

## **Operational Phase:**

Ensure that Logistic Section position logs and other necessary files are maintained.

Meet regularly with section staff and work to reach consensus on section objectives for forthcoming operational periods.

Provide the Planning/Intelligence Section Chief with the Logistics Section objectives at least 30 minutes prior to each Action Planning meeting. Attend and participate in EOC Action Planning meetings.

Ensure that the Supply/Procurement Unit coordinates closely with the Purchasing Unit in the Finance/Administration Section, and that all required documents and procedures are completed and followed. Ensure that transportation requirements, in support of response operations, are met.

Ensure that all requests for facilities and facility support are addressed. Ensure that

all City resources are tracked and accounted for, as well as resources ordered through the Mutual Aid system.

Provide section staff with information updates as required.

**Demobilization Phase:**

Follow the generic Demobilization Phase Checklist.

## Communications Branch Coordinator

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: Police / Information Technology Manager  
 ALTERNATE: As Assigned  
 SUPERVISOR: Logistics Section Chief  
 WORK STATION: Emergency Operations Center

### **Function Description:**

This function may be established at the Unit or Branch level depending upon the functions to be performed, and personnel requirements.

The Communications Branch provides for the coordination of agency or jurisdiction communications services to meet incident, DOC, or agency needs. These services will include electronic information processing, telephone, fax, and radio. The Branch also provides internal and external communications services to meet and support EOC operating requirements.

### **General Duties:**

1. Provide radio communications from point to point where other forms of communications are not available.
2. Provide additional or alternative communications capability to mass care facilities, neighborhoods, hospitals, public safety locations, and field command posts.
3. Activate and coordinate volunteers in the ACS (Auxiliary Communications Service), which includes R.A.C.E.S. and other groups.
4. Develop a communications plan.

### **Responsibilities:**

1. Ensure radio, telephone, and computer services are provided to EOC staff as needed.
2. Oversee the installation of communications resources within the City EOC. Ensure that a communications link is established with the Operational Area EOC.
3. Determine specific computer requirements for all EOC positions.
1. Implement RIMS, if available, for internal information management to include message and e-mail systems.
2. Ensure that the EOC Communications Center is established to include sufficient frequencies to facilitate operations, and that adequate communications operators are available for 24-hour coverage.

3. Develop and distribute a Communications Plan, which identifies all systems in use and lists specific frequencies allotted for the event or disaster.
4. Supervise the communications branch.

**Activation Phase:**

Follow the generic Activation Phase Checklist.

Based on the situation, activate the necessary units within the Communications Branch:

- Communications Unit
- Information Systems Unit

Prepare objectives for the Communications Branch; provide them to the Logistics Section Chief prior to the initial Action Planning meeting.

**Operational Phase:**

Ensure that communication branch position logs and other necessary files are maintained. Keep all sections informed of the status of communications systems, particularly those that are being restored.

Coordinate with all EOC sections/branches/units regarding the use of all communication systems. Ensure that the EOC Communications Center is activated to receive and direct all event or disaster related communications to appropriate destinations within the EOC.

Ensure that adequate communications operators are mobilized to accommodate each discipline on a 24-hour basis or as required.

Ensure that RIMS Communications links, if available, are established with the Operational Area EOC. Ensure that communications links are established with activated EOC within the Operational Area, as appropriate. Continually monitor the operational effectiveness of EOC communications systems. Provide additional equipment as required. Ensure that technical personnel are available for communications equipment maintenance and repair.

Mobilize and coordinate amateur radio resources to augment primary communications systems as required. Keep the Logistics Section Chief informed of the status of communications systems.

Prepare objectives for the Communications Branch; provide them to the Logistics Section Chief prior to the next Action Planning meeting.

Refer all contacts with the media to the Public Information Unit.

**Demobilization Phase:**

Follow the generic Demobilization Phase Checklist.

## Communications Unit Leader

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: Police / Information Technology Manager  
ALTERNATE: As Assigned  
SUPERVISOR: Communications Branch Coordinator  
WORK STATION: Emergency Operations Center

### Responsibilities:

1. Install, activate, and maintain telephone and radio systems for the City EOC.
2. Assist EOC positions in determining appropriate numbers of telephones and other communications equipment required to facilitate operations.
3. Acquire radio frequencies as necessary to facilitate operations.
4. Assign Amateur Radio Operators as needed to augment primary communications networks.
5. Supervise the EOC Communications Center and the Communications Unit.

### Activation Phase:

Follow generic Activation Phase Checklist.

### Operational Phase:

Establish and maintain a position log and other necessary files. Continually monitor and test the activated radio and telephone systems. Keep the Communications Branch Coordinator informed of system failures and restoration activities.

Develop instructional guidance for use of radios and telephones and conduct training sessions for EOC staff as necessary. Meet periodically with the Operations Section Branches to ensure that their radio frequencies are adequate. Make modifications as necessary to maintain their operational capability.

Coordinate with local Telephone Company in the City to obtain portable telephone banks, as necessary.

Refer all contacts with the media to the Public Information Unit.

### Demobilization Phase:

Follow the generic Demobilization Phase Checklist.

## Information Systems Unit Leader

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: Human Resources Department  
ALTERNATE: As Assigned  
SUPERVISOR: Communications Branch Coordinator  
WORK STATION: As Required

### Responsibilities:

1. Install, activate, and maintain information systems for the City of Ridgecrest EOC.
2. Assist EOC positions in determining appropriate types and numbers of computers and computer applications required to facilitate operations.
3. Install RIMS, if available, on all computers for internal information management to include message and e-mail systems.
4. Supervise the Information Systems Unit.

### Activation Phase:

Follow generic Activation Phase Checklist.

### Operational Phase:

Establish and maintain a position log and other necessary files.

Continually monitor and test RIMS if available, and ensure automated information links with the Operational Area EOC are maintained.

Keep the Communications Branch Coordinator informed of system failures and restoration activities.

Develop instructional guidance for use of computers and computer programs such as RIMS. Be prepared to conduct training sessions for EOC staff as necessary.

Request additional computer equipment as required through the Communications Branch Coordinator.

### Demobilization Phase:

Follow the generic Demobilization Phase Checklist.

## Transportation Unit Leader

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: Police  
ALTERNATE: As Assigned  
SUPERVISOR: Logistics Section Chief  
WORK STATION: Emergency Operations Chief

### Responsibilities:

1. In coordination with the Construction/Engineering Branch Coordinator, and the Situation Analysis Unit, develop a transportation plan to support EOC operations.
2. Arrange for the acquisition or use of required transportation resources.
3. Supervise the Transportation Unit.

### Activation Phase:

Follow the generic Activation Phase Checklist.

### Operational Phase:

Establish and maintain a position log and other necessary files.

Routinely coordinate with the Situation Analysis Unit to determine the status of transportation routes in and around the City.

Routinely coordinate with the Construction/Engineering Branch Coordinator to determine progress of route recovery operations.

Develop a Transportation Plan, which identifies routes of ingress and egress; thus facilitating the movement of response personnel, the affected population, and shipment of resources and material.

Establish contact with local transportation agencies and schools to establish availability of equipment and transportation resources for use in evacuations and other operations as needed.

Keep the Logistics Section Chief informed of significant issues affecting the Transportation Unit.

### Demobilization Phase:

Follow the generic Demobilization Phase Checklist.

## Personnel Unit Leader

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: Human Resources Department  
ALTERNATE: As Assigned  
SUPERVISOR: Logistics Section Chief  
WORK STATION: Emergency Operations Center

### Responsibilities:

1. Provide personnel resources as requested in support of the EOC and Field Operations.
2. Identify, recruit, and register volunteers as required.
3. Develop an EOC organization chart.
4. Supervise the Personnel Unit.

### Activation Phase:

Follow the generic Activation Phase Checklist.

### Operational Phase:

Establish and maintain a log and other necessary files.

In conjunction with the Documentation Unit, develop a large poster size EOC organization chart depicting each activated position. Upon check-in, indicate the name of the person occupying each position on the chart. The chart should be posted in a conspicuous place, accessible to all EOC personnel.

Coordinate with the Liaison Officer and Safety Officer to ensure that all EOC staff, including volunteers, receives a current situation and safety briefing upon check-in.

Establish communications with volunteer agencies and other organizations that can provide personnel resources.

Coordinate with the Kern Operational Area EOC to activate the Emergency Management Mutual Aid System (EMMA), if required.

Process all incoming requests for personnel support. Identify the number of personnel, special qualifications or training, where they are needed and the person or unit they should report to upon arrival. Determine the estimated time of arrival of responding personnel, and advise the requesting parties accordingly.

Maintain a status board or other reference to keep track of incoming personnel resources.

Coordinate with the Liaison Officer and Security Officer to ensure access, badging or identification, and proper direction for responding personnel upon arrival at the EOC.

Assist the Fire Rescue Branch and Law Enforcement Branch with ordering of mutual aid resources as required.

To minimize redundancy, coordinate all requests for personnel resources from the field level through the EOC Operations Section prior to acting on the request.

In coordination with the Safety Officer, determine the need for crisis counseling for emergency workers; acquire mental health specialists as needed.

Arrange for childcare services for EOC personnel as required.

Establish registration locations with sufficient staff to register volunteers and issue them disaster service worker identification cards.

Keep the Logistics Section Chief informed of significant issues affecting the Personnel Unit.

**Demobilization Phase:**

Follow the generic Demobilization Phase Checklist.

## Supply/Procurement Unit Leader

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: Public Works Director  
ALTERNATE: As Assigned  
SUPERVISOR: Logistics Section Chief  
WORK STATION: Emergency Operations Center

### Responsibilities:

1. Oversee the procurement and allocation of supplies and material not normally provided through mutual aid channels.
2. Coordinate procurement actions with the Finance/Administration Section.
3. Coordinate delivery of supplies and material as required.
4. Supervise the Supply/Procurement Unit.

### Activation Phase:

Follow the generic Activation Phase Checklist.

### Operational Phase:

Establish and maintain a position log and other necessary files.

Determine, if requested, what types and quantities of supplies and material are available in City inventory.

Determine procurement spending limits with the Purchasing Unit in Finance/Administration. Obtain a list of pre-designated emergency purchase orders as required.

Whenever possible, meet personally with the requesting party to clarify types and amount of supplies and material, and also verify that the request has not been previously filled through another source.

In conjunction with the Resource Status Unit, maintain a status board or other reference depicting procurement actions in progress and their current status.

Determine if the procurement item can be provided without cost from another jurisdiction or through the Operational Area.

Determine unit costs of supplies and material, from suppliers and vendors and if they will accept purchase orders as payment, prior to completing the order.

Orders exceeding the purchase order limit must be approved by the Finance/Administration Section before the order can be completed.

If vendor contracts are required for procurement of specific resources or services, refer the request to the Finance/Administration Section for development of necessary agreements.

Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pick up and delivery through the Transportation Unit.

In coordination with the Personnel Unit, provide food and lodging for EOC staff and volunteers as required. Assist field level with food services at camp locations as requested.

Coordinate donated goods and services from community groups and private organizations. Set up procedures for collecting, inventorying, and distributing usable donations.

Keep the Logistics Section Chief informed of significant issues affecting the Supply/Procurement Unit.

**Demobilization Phase:**

Follow the generic Demobilization Phase Checklist.

## Facilities Unit Leader

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: Public Works Director  
ALTERNATE: As Assigned  
SUPERVISOR: Logistics Section Chief  
WORK STATION: Emergency Operations Center

### Responsibilities:

1. Ensure that adequate essential facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission. Ensure acquired buildings, building floors, and/or workspaces are returned to their original state when no longer needed.
2. Supervise the Facilities Unit.

### Activation Phase:

Follow the generic Activation Phase Checklist.

### Operational Phase:

Establish and maintain a position log and other necessary files. Work closely with the EOC Coordinator and other sections in determining facilities and furnishings required for effective operation of the EOC. Coordinate with branches and units in the Operations Section to determine if assistance with facility acquisition and support is needed at the field level. Arrange for continuous maintenance of acquired facilities, to include ensuring that utilities and restrooms are operating properly. If facilities are acquired away from the EOC, coordinate with assigned personnel and designate a Facility Manager.

Develop and maintain a status board or other reference, which depicts the location of each facility, a general description of furnishings, supplies and equipment at the site, hours of operation, and the name and phone number of the Facility Manager. Ensure all structures are safe for occupancy and that they comply with ADA requirements.

As facilities are vacated, coordinate with the facility manager to return the location to its original state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility. Keep the Logistics Section Chief informed of significant issues affecting the facilities unit.

### Demobilization Phase:

Follow the generic Demobilization Phase Checklist.

## Resource Status Unit Leader

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: Public Works Director  
ALTERNATE: As Assigned  
SUPERVISOR: Logistics Section Chief  
WORK STATION: Emergency Operations Center

### Responsibilities:

1. Coordinate with the other units in the Logistics Section to capture and centralize resource status information.
2. Develop and maintain resource status boards in the Logistics Section.
3. Supervise the Resource Status Unit.

### Activation Phase:

Follow the generic Activation Phase Checklist.

### Operational Phase:

Establish and maintain a position log and other necessary files.

Coordinate closely with all units in the Logistics Section particularly Supply/Procurement, personnel, and transportation. As resource requests are received in the Logistics Section, post the request on a status board and track the progress of the request until filled.

Status boards should track requests by providing at a minimum, the following information: date & call out time of the request, items requested, priority designation, time the request was processed and estimated time of arrival or delivery to the requesting party. Work closely with other Logistics units and assist in notifying requesting parties of the status of their resource request.

An additional status board may be developed to track resource use by the requesting party. Information categories might include the following: actual arrival time of the resource, location of use, and an estimate of how long the resource will be needed.

Keep in mind that it is generally not necessary to track mutual aid resources unless they are ordered through the Logistics Section.

### Demobilization Phase:

Follow the generic Demobilization Phase Checklist.

## **FINANCE/ADMINISTRATION SECTION CHIEF**

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: Finance Director  
ALTERNATE: Assigned through Finance  
SUPERVISOR: Director of Emergency Services  
WORK STATION: Emergency Operations Center

### **Function Description:**

The Finance/Administration function in the EOC manages all financial, administrative and cost analysis aspects of the emergency. Initially, this work may be done in the EOC, but in later stages of the emergency this function may be accomplished at other locations.

### **Responsibilities:**

1. Ensure that all financial records are maintained throughout the event or disaster.
2. Ensure that all on-duty time is recorded for all City emergency response personnel.
3. Ensure that all on-duty time sheets are collected from Field Level Supervisors or Incident Commanders and their staffs.
4. Ensure there is a continuum of the payroll process for all City employees responding to the event or disaster.
5. Determine purchase order limits for the procurement function in Logistics.
6. Ensure that Worker's Compensation Claims, resulting from the response are processed within a reasonable time, given the nature of the situation.
7. Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation.
8. Provide administrative support to all EOC Sections as required, in coordination with the Personnel Unit.
9. Activate units within the Finance/Administration Section as required; monitor section activities continuously and modify the organization as needed.
10. Ensure that all recovery documentation is accurately maintained during the response and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.
11. Supervise the Finance/Administration Section.

**Activation Phase:**

Follow the generic Activation Phase Checklist.

Ensure that the Finance/Administration Section is set up properly and that appropriate personnel, equipment, and supplies are in place.

Based on the situation, activate units within section as needed and designate Branch Coordinators for each element:

- Time Keeping Unit
- Compensation & Claims Unit
- Purchasing Unit
- Recovery Unit

Ensure that sufficient staffs are available for a 24-hour schedule, or as required.

Meet with the Logistics Section Chief and review financial and administrative support requirements and procedures; determine the level of purchasing authority to be delegated to Logistics Section.

Meet with all Unit Leaders and ensure that responsibilities are clearly understood.

In conjunction with Unit Leaders, determine the initial Action Planning objectives for the first operational period.

Notify the EOC Director when the Finance/Administration Section is operational.

Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

**Operational Phase:**

Ensure that Finance/Administration position logs and other necessary files are maintained.

Ensure that displays associated with the Finance/Administrative Section are current and that information is posted in a legible and concise manner.

Participate in all Action Planning meetings.

Brief all Unit Leaders and ensure they are aware of the EOC objectives as defined in the Action Plan.

Keep the EOC Director, general staff, and elected officials aware of the current fiscal situation and other related matters, on an on-going basis.

Ensure that the Recovery Unit maintains all financial records throughout the event or disaster.

Ensure that the Time-Keeping Unit tracks and records all agency staff time.

In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.

Ensure that the Compensation & Claims Unit processes all Workers' Compensation Claims, resulting from the disaster, in a reasonable time frame, given the nature of the situation.

Ensure that the Time-Keeping Unit processes all time sheets and travel expense claims promptly.

Ensure that the Finance/Administration Section provides administrative support to other EOC Sections as required.

Ensure that all recovery documentation is accurately maintained by the Recovery Unit during the response, and submitted on the appropriate forms to Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.

**Demobilization Phase:**

Follow the generic Demobilization Phase Checklist.

## Time Keeping Unit Leader

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: Human Resources Department  
ALTERNATE: As Assigned  
SUPERVISOR: Finance Section Chief  
WORK STATION: Emergency Operations Center

### Responsibilities:

1. Track, record, and report all on-duty time for personnel working during the event or disaster.
2. Ensure that personnel time records, travel expense claims and other related forms are prepared and submitted to payroll.
3. Supervise the time keeping unit.

### Activation Phase:

Follow the generic Activation Phase Checklist.

### Operational Phase:

Establish and maintain position logs and other necessary files.

Initiate, gather, or update time reports from all personnel, to include volunteers assigned to each shift; ensure that time records are accurate and prepared in compliance with City policy.

Obtain complete personnel rosters from the Personnel Unit. Rosters must include all EOC Personnel as well as personnel assigned to the field level.

Provide instructions for all supervisors to ensure that time sheets and travel expense claims are completed properly and signed by each employee prior to submitting them.

Establish a file for each employee or volunteer within the first operational period, to maintain a fiscal record for as long as the employee is assigned to the response.

Keep the Finance/Administration Section Chief informed of significant issues affecting the Time-Keeping Unit.

### Demobilization Phase:

Follow the generic Demobilization Phase Checklist.

## Compensation and Claims Unit Leader

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: City Clerk  
ALTERNATE: Human Resources Department  
SUPERVISOR: Finance Section Chief  
WORK STATION: Emergency Operations Center

### Responsibilities:

1. Oversee the investigation of injuries and property/equipment damage claims involving the City, arising out of the event or disaster.
2. Complete all forms required by Worker's Compensation program.
3. Maintain a file of injuries and illnesses associated with the event or disaster, which includes results of investigations.
4. Supervise the Compensation and Claims Unit.

### Activation Phase:

Follow the generic Activation Phase Checklist.

### Operational Phase:

Establish and maintain a position log and other necessary files.

Maintain a chronological log of injuries and illnesses, and property damage reported during the event or disaster. Investigate all injury and damage claims as soon as possible.

Prepare appropriate forms for all verifiable injury claims and forward them to Worker's Compensation within the required time frame consistent with City Policy & Procedures.

Coordinate with the Safety Officer regarding the mitigation of hazards.

Keeps the Finance/Administration Chief informed of significant issues affecting the Compensation and Claims Unit. Forward all equipment or property damage claims to the Recovery Unit.

### Demobilization Phase:

Follow the generic Demobilization Phase Checklist.

## Purchasing Unit Leader

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: Finance Director  
 ALTERNATE: As Assigned  
 SUPERVISOR: Finance Section Chief  
 WORK STATION: Emergency Operations Center

### Responsibilities:

1. Coordinate vendor contracts not previously addressed by existing approved vendor lists.
2. Coordinate with Supply/Procurement Unit on all matters involving the need to exceed established purchase order limits.
3. Supervise the Purchasing Unit.

### Activation Phase:

Follow the generic Activation Phase Checklist.

### Operational Phase:

Establish and maintain position logs and other necessary files.

Review the City's emergency purchasing procedures, and FEMA requirements. Prepare and sign contracts as needed; obtain concurrence from the Finance/Administration Section Chief. Ensure that all contracts identify the scope of work and specific site locations.

Negotiate rental rates not already established, or purchase price with vendors as required. Admonish vendors as necessary, regarding unethical business practices, such as inflating prices or rental rates for their merchandise or equipment during disasters. Finalize all agreements and contracts, as required.

Complete final processing and send documents to Finance for payment. Verify costs data in the pre-established vendor contracts and/or agreements.

In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner. Keeps the Finance/Administration Section Chief informed of all significant issues involving the Purchasing Unit.

### Demobilization Phase:

Follow the generic Demobilization Phase Checklist.

## Recovery Unit Leader

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

PRIMARY: Finance Director  
ALTERNATE: As Assigned  
SUPERVISOR: Finance Section Chief  
WORK STATION: Emergency Operations Center

### Responsibilities:

1. Collect and maintain documentation of all disaster information for reimbursement from the Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services through NDAA (Natural Disaster Assistance Act).
2. Coordinate all fiscal recovery with disaster assistance agencies.
3. Prepare and maintain a cumulative cost report for the event or disaster.
4. Supervise the Recovery Unit and all recovery operations.

### Activation Phase:

Follow the generic Activation Phase Checklist.

### Operational Phase:

Establish and maintain position log and other necessary files.

Compute costs for use of equipment owned, rented, donated or obtained through mutual aid.

Obtain information from the Resources Status Unit regarding equipment use times.

Ensure that the Finance Department establishes a disaster accounting system, to include an exclusive cost code for disaster response.

Ensure that each section is documenting cost recovery information from the onset of the event or disaster; collect required cost recovery documentation daily at the end of each shift.

Meet with the Documentation Unit Leader and review EOC Position logs, journals, all status reports and Action Plans to determine additional cost recovery items that may have been overlooked.

Act as the liaison for the City of Ridgecrest EOC, with the City and other disaster assistance agencies to coordinate the cost recovery process.

Prepare all required state and federal documentation as necessary to recover all allowable disaster response and recovery costs.

Contact and assist Incident Commanders, and obtain their cumulative cost totals for the event or disaster, on a daily basis.

Prepare and maintain a cost report for the Finance/Administration Chief, EOC Director, and City Council. The report should provide cumulative analyses, summaries, and total disaster/event related expenditures for the City.

Assist the EOC Coordinator and Planning/Intelligence Section with preparation of the After Action Report.

**Demobilization Phase:**

Follow the generic Demobilization Phase Checklist.

## RECOVERY OPERATIONS

The City of Ridgecrest, the Kern County Operational Area (OA), and all the special districts serving the operational area will be involved in recovery operations. In the aftermath of a disaster, many citizens will have specific needs that must be met before they can begin to return to their pre-disaster lives. Typically, there will be a need for such services as these:

- Assessment of the extent and severity of damages to homes, and other property;
- Restoration of services generally available in communities – water, food, and medical assistance;
- Repair of damaged homes and property; and
- Professional counseling when the sudden changes result from the emergency have resulted in mental anguish and inability to cope.

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

Short-term recovery operations will begin during the response phase of the emergency. The major objectives of short-term recovery operations include:

- Rapid debris removal and cleanup;
- A systematic and coordinated restoration of essential services, such as electricity, water and sanitary systems.

Short-term recovery operations will include all departments of the City of Ridgecrest.

The major objectives of long-term recovery operations include:

- Coordinated delivery of social and health services;
- Improved land use planning;
- Improved City of Ridgecrest Emergency Operational Plan (EOP);
- Re-establishing the local economy to pre-disaster levels;
- Recovery of disaster response costs; and
- Effective integration of mitigation strategies into recovery planning and operations.

### **Short - Term Recovery**

The goal of short-term recovery is to restore City of Ridgecrest government to at least a minimal capacity. Short-term recovery includes:

- Utility restoration;
- Expanded social, medical, and mental health services;
- Re-establish City of Ridgecrest governmental operations;
- Transportation routes;
- Debris removal;
- Clean-up operations; and
- Abatement and demolition of hazardous structures.

City of Ridgecrest government will coordinate its efforts to restore utility systems and services during recovery operations. Medical services may need to operate from temporary facilities, as necessary. City of Ridgecrest government will coordinate with the Kern County Operational Area. Ridgecrest's risk management authority, will assist in the coordination and/or conducting of Critical Incident Stress Debriefing for emergency response personnel and victims of the disaster.

During federally declared disasters, tele-registration centers may be established by the Federal Emergency Management Agency (FEMA) to assist disaster victims and businesses in applying for grants, loans, and other benefits. In coordination with the American Red Cross, City of Ridgecrest government will provide sheltering for disaster victims until housing can be arranged.

City of Ridgecrest government will ensure that debris removal and cleanup operations are expedited. During structure assessments, City of Ridgecrest government will demolish and remove those structures that pose a public safety concern.

### **Long-Term Recovery**

City of Ridgecrest goal of long-term recovery is to restore facilities to pre-disaster condition. Long-term recovery includes hazard mitigation activities, restoration or reconstruction of public facilities, and disaster response cost recovery. City of Ridgecrest government will be responsible for mitigation, which could include zoning variances, building code changes, plan reviews, seismic safety elements, and other land use planning techniques.

With public safety as a primary concern, rapid recovery may require adjustments to policies and procedures to streamline the recovery process.

Hazard mitigation actions will need to be coordinated and employed in all activities by City of Ridgecrest government in order to ensure a maximum reduction of vulnerability to future disasters. City of Ridgecrest government will strive to restore essential facilities to their pre-disaster condition by retrofitting, repairing or reconstructing them during long-term recovery operations.

Recovery programs will also be sought for individual citizens and private business. City of Ridgecrest government Redevelopment Agency will play a vital role in rebuilding commercial areas.

## **RECOVERY OPERATIONS ORGANIZATION**

Recovery operations will be managed and directed by the City of Ridgecrest, City Manager's office. The Kern County Office of Emergency Services (OES) will coordinate recovery issues outside of the City boundaries.

On a regularly scheduled basis, the City Manager will convene meetings with city department heads, key individuals, and representatives from recovery organizations, county, state and federal agencies.

These meetings will be held to make policy decisions collectively. They will also be used to obtain and disseminate information regarding completed and ongoing recovery operations. City of Ridgecrest departments will also be represented and responsible for certain functions throughout the recovery process. The chart on page 168 depicts the functional responsibilities assigned to city departments and/or key personnel.

## **Recovery Damage and Safety Assessment**

The recovery damage and safety assessment is the basis for determining the type and amount of state and/or federal financial assistance necessary for recovery. Under City of Ridgecrest Emergency Operations Center Standard Operating Procedure, an initial Damage Estimate is developed, during the emergency response phase, to support a request for a Gubernatorial Proclamation and for the State to request a Presidential Declaration. During the recovery phase, this assessment is refined to a more detailed level. This detailed damage and safety assessment will be needed to apply for the various disaster financial assistance programs. A list of mitigation priorities will need to be developed by City of Ridgecrest departments. For City of Ridgecrest, the City staff will complete the detailed damage and safety assessment.

## RECOVERY OPERATIONS RESPONSIBILITIES

<u>Function</u>	<u>Departments/Agencies</u>
Political process management; interdepartmental coordination; policy development; decision making; and public information.	City Manager
Land use and zoning variance; permits and controls for new development; revision of building regulations and codes; code enforcement; plan review; and building safety inspections.	Public Services Department
Restoration of medical facilities and associated services; continue to provide mental health services; and perform environmental services.	City Manager
Debris removal; demolition; construction; management of and liaison with construction contractors; and restoration of utility services. To include private sector organizations such as SCE, PG&E, AT&T, Verizon, etc....	Public Works/Utilities Divisions
Housing programs; assistance programs for the needy; oversight of care facility property management; and low income and special housing needs.	City Manager
Public finance; budgeting; contracting; accounting and claims processing; taxation; and insurance settlements.	Finance Director
Redevelopment of existing areas; planning of new redevelopment projects; and financing new projects.	Redevelopment Agency
Applications for disaster financial assistance; liaison with assistance providers; onsite recovery support; and disaster financial assistance project management.	City Manager
Advise on emergency authorities, actions, and associated liabilities; preparation of legal opinions; and preparation of new ordinances ad resolutions.	City Manager
Government operations and communications; space acquisition; supplies and equipment; vehicles; personnel; and related support.	City Manager

## **Documentation**

Documentation is the key to recovering eligible emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs.

Under the State Natural Disaster Assistance Act (NDAA), documentation is required for damage sustained to the following:

- Public buildings;
- Levees;
- Flood control works;
- Irrigation works;
- City streets and County roads;
- Bridges; and
- Other public works.

Under federal disaster assistance programs, documentation must be obtained regarding damages sustained to:

- Roads;
- Water control facilities;
- Public buildings and related equipment;
- Public utilities;
- Facilities under construction;
- Recreational and park facilities;
- Educational institutions; and
- Certain private non-profit facilities.

Debris removal and emergency response costs incurred by City of Ridgecrest should also be documented for cost recovery purposes under the federal programs.

It will be the Public Works Division's responsibility to collect documentation of these damages and submit them to the Recovery Manager for City of Ridgecrest.

The documenting information should include the location and extent of damages, and estimates of cost for:

- Debris removal;
- Emergency work; and
- Repairing or replacing damaged facilities to a non-vulnerable and mitigated condition.

The cost of compliance with building codes for new construction, repair, and restoration will also be documented. The cost of improving facilities may be provided under federal mitigation programs.

Documentation is a major key to recovering expenditures related to emergency response and recovery operations. For the City of Ridgecrest, documentation must begin at the field response level and continue throughout the operation of the City Emergency Operations Center (EOC) as the disaster unfolds.

## **AFTER ACTION REPORTING**

The Standardized Emergency Management System (SEMS) regulations require any city, (City of Ridgecrest and/or Kern County) 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 CalEMA 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 serve as a source for documenting City of Ridgecrest emergency response activities, and identifying areas of concern and successes.

It will also be utilized to develop a work plan for implementing improvements. An After Action Report will be a composite document for all SEMS levels, providing a broad perspective of the incident, referencing more detailed documents, and addressing all areas specified in regulations.

It will include an overview of the incident, including enclosures, and will also address specific areas of the response, if necessary. It will be coordinated with, but not encompass, hazard mitigation. Hazard mitigation efforts may be included in the “recovery actions to date” portion of the After Action report.

City of Ridgecrest Manager will be responsible for completion and distribution of the City of Ridgecrest After Action report, including the sending of the report to CalEMA within the required 90-day period.

City of Ridgecrest may coordinate with the Kern County Office of Emergency Services in completion of the After Action Report.

City of Ridgecrest After Action Report’s primary audience will be the city management and employees. As public documents, the After Action Report is accessible to anyone who requests a copy and will be made available through the City Clerk’s Office.

The After Action Reports will be written in simple language, well structured, brief and well presented, and geared to multiple audiences.

Data for the After Action Report will be collected from a questionnaire, Response Information Management System (RIM) documents, other documents developed during the disaster response, and interviews of emergency responders. The most recent After Action Report Instructions and Report Form are available on RIMS.

## **DISASTER ASSISTANCE PROGRAMS**

### **Introduction**

When requesting implementation of disaster assistance programs, some key areas of concern must be adequately addressed. These areas include the needs of distinct groups, disaster assistance available at each level of declaration, and the level of detail required on each request for disaster assistance. The disaster assistance programs have been developed for the needs of four distinct groups:

- Individuals;
- Businesses (including agriculture interests);
- Governments; and
- Non-profit organizations.

### **Individuals**

Individuals may receive loans or grants for real and personal property, dental, funeral, medical, transportation, unemployment, sheltering, and rental assistance, depending on the extent of damage.

### **Businesses**

Loans for many types of business are often made available through the United States Small Business Administration (SBA), assisting with physical and economic losses as a result of a disaster or an emergency.

### **Agriculture**

Programs exist for agriculture or other rural interests through the United States Department of Agriculture, including assistance for physical and production losses.

### **Government**

Funds and grants are available to government and certain non-profit organizations to repair, reconstruct, and mitigate the risk of future damage. A state grant program is available to local governments to respond and recover from disasters. Federal grant programs are available to assist governments and certain non-profit organizations in responding to and recovering from disasters. At each level of emergency declaration, various disaster assistance programs become available to:

- Individuals;
- Businesses;
- Governments; and
- Non-profit organizations.

## **Local Emergency Declaration**

Under local emergency declarations, City of Ridgecrest and Kern Operational Area (OA) may be eligible for assistance under the Natural Disaster Assistance Act (with the State OES Director's concurrence). Businesses and individuals may be eligible for local government tax relief, low-interest loans from the United States Small Business Administration, and relief programs under the United States Department of Agriculture.

## **State of Emergency**

Under a state of Emergency Proclamation by the Governor, City of Ridgecrest government, Kern County Operational Area, individuals, and businesses may be eligible, in addition to assistance available under a local emergency proclamation, for services from the following agencies:

- Contractor's License Board;
- Department of Motor Vehicles;
- Department of Aging;
- Department of Insurance;
- Department of Social Services;
- Franchise Tax Board Tax Relief;
- State Board of Equalization; and
- Department of Veteran's Affairs.

## **Presidential Declaration**

Under a Presidential Declaration, City of Ridgecrest, Kern County Operational Area, individuals, and businesses may be eligible for the following disaster assistance programs and services:

- Cora Brown Fund;
- Crisis Counseling Program;
- Disaster Unemployment;
- Temporary Housing Program;
- Individual and Family Grant Program;
- Internal Revenue Service Tax Relief;
- Public Assistance;
- Hazard Mitigation;
- Veteran's Affairs Assistance; and
- Federal Financial Institutions.

## **Public Assistance Program Responsibilities**

City of Ridgecrest government has the responsibility for completion and submittal of the required documents for both state and federal public assistance programs.

## **Federal Public Assistance Program**

The federal public assistance program is authorized under the Federal Disaster Relief Act of 1974, as amended by the Robert T. Stafford Disaster relief and Emergency Assistance Amendments of 1988. The federal program requires a local emergency declaration, state of emergency proclamation, and a federal declaration of major disaster or emergency.

Eligible applicants are state agencies, counties, cities, special districts, K-12 schools, colleges, and private non-profit organizations. The private non-profit organizations include educational, utility, emergency, medical, and custodial care facilities.

Private non-profit organizations that manage and operate essential government service facilities such as community centers, libraries, homeless shelters, senior citizen centers, shelter workshops, and similar facilities that open to the general public are also eligible under the federal public assistances program.

Private non-profit organizations must, when applying for assistance, produce a letter from the Internal Revenue Service (IRS) that grants them tax-exempt status. They must also provide satisfactory evidence from the State of California showing they are a non-revenue-producing organization.

### ***Eligible Work Projects:***

City of Ridgecrest work projects must be required as a result of a disaster event, and all work projects must be located within the boundaries of City of Ridgecrest government system, and be the sole legal responsibility of City of Ridgecrest government.

There are seven (7) categories of work projects under the federal program:

- Category A: Debris Clearance;
- Category B: Emergency Protective Measures;
- Category C: Street/Road System Repairs;
- Category D: Water Control Facilities;
- Category E: Buildings and Equipment;
- Category F: Public Utility Systems; and
- Category G: Other (Parks, Recreational Facilities, etc.)

To qualify under the federal program, removal of debris from privately or publicly owned lands and waters must:

- Eliminate immediate threats of life, public health, and safety;
- Eliminate immediate threats of significant damage to improved public or private property; or
- Ensure economic recovery of the affected community at large.

Measures undertaken to preserve public health and safety must:

- Eliminate or lessen immediate threats to life, public health, and safety;
- Eliminate or lessen immediate threats of significant damage to improve public/private property; or
- Eliminate or lessen immediate threats of significant damage to improved public or private property through cost-effective measures.

Examples of emergency protective measures include shelter, temporary repairs, National Guard emergency labor, emergency communications, emergency transportation, and cooperative agreement costs.

### ***Permanent Restoration***

Permanent restoration of eligible facilities will be based on the design of such facilities, as they existed immediately prior to the disaster, and will be conformity with current codes and standards. Standards must:

- Apply to the type of repair or restoration required;
- Be appropriate to pre-disaster use of the facility;
- Be in writing and adopted prior to project approval; and
- Apply uniformly to all similar types of facilities within the jurisdiction of the code granting authority.

If a facility is deemed non-repairable by the Federal Emergency Management Agency (FEMA) Region IX Director; approved restoration work shall include replacement of the facility on the basis of pre-disaster design, in conformity with applicable codes and standards for new construction. The FEMA Region IX Director may require and approve funding for restoration of a destroyed facility at a new location when the facility is and will be subject to repetitive heavy damage. Facilities that were not in active use at the time of the disaster are not eligible except in those instances where the facilities were temporarily inactive due to repairs or remodeling. Reasonable repair costs for equipment are eligible or, if destroyed, equipment may be replaced with a comparable item. Replacement is subject to current fair market value, less salvage and/or insurance recovery.

**Eligible Costs**

Generally, in order for costs of work projects to be eligible, they must be:

- Necessary and reasonable;
- Authorized or not prohibited under state, local, or other federal laws, regulations, or other governing limitations;
- Consistent with policies, regulations, and procedures that apply uniformly to federal assistance and other activities of the unit government;
- Treated consistently through application of generally accepted accounting principles;
- Not allocable to or included as a cost of any other federally financed program; and
- Net amount of all applicable credits.

***Eligible Wage Costs Include***

Eligible wage costs include overtime and overtime fringe benefits only for emergency protective measures performed by force account labor. Regular and overtime wages are eligible for permanent work performed by force account labor. If labor is contracted, whether emergency or permanent work, all costs are eligible: Extra hire costs; limited supervisor or management staff salaries; and Compensatory Time Off (CTO).

***Eligible Equipment Costs Include***

Regulations allow for reimbursement for ownership and operation of costs of applicant-owned equipment used to perform eligible work. Reimbursement rates under local guidelines are established from FEMA Schedule of Equipment Rates. Equipment damaged or destroyed as result of the disaster is also eligible. Rental equipment is reimbursed under a reasonableness rate schedule, as determined by FEMA.

***Consumable Supplies and Materials and Cooperative Agreements***

Consumable supplies that are eligible under the federal program include hand tools, materials, and other supplies used for the work project. Direct costs associated with cooperative agreements are also eligible under the federal program.

### ***Administrative Allowances***

Allowances for necessary costs of requesting, obtaining, and administering federal disaster assistance sub-grants are:

- \$ 0 - \$ 99,999 3 percent
- \$ 100,000 - \$ 999,999 2 percent
- \$1,000,000 - \$4,999,999 1 percent
- \$5,000,000 and up 0.5 percent

### ***Applying for Assistance Under the Federal Public Assistance Program***

CalEMA is responsible for processing all sub-grants for applicants, including providing technical assistance and advice to sub grantees; providing state support for damage survey activities; ensuring that potential applicants for assistance are aware of available federal assistance; and, submitting documents necessary for grant awards. CalEMA will conduct briefings for public officials and potential applicants.

The applicant process and requirements within the Kern County Operational Area (OA) are:

- Notice of Interest submittal within 30 days of the federal program activation;
- List of Projects (Exhibit B);
- Resolution Designating an Authorized Representative; and OES Project Application (OES 89).

*Note: Procedures and allowable costs for contracted services may be different than force labor costs.*

### ***Damage Survey Report (DSR)***

Once the OES Project Application is received, a joint State/Federal inspection team comes to the requesting jurisdiction to perform a Damage Survey Report (DSR). The DSR identifies the scope of work and the quantitative estimate of cost of each work project.

The inspection team prepares a DSR data sheet for each project listed on the List of Projects. A project means all work performed at a single site. A large project is a project with an approved estimate of costs of \$43,600 or more. A small project is a project with an approved estimate of costs under \$43,600.

Any damage not shown to the inspection team during initial visit must be reported to the FEMA Region IX Director, through the Governor's Authorized Representative (GAR), within 60 days following the completion of the initial visit. For large projects over \$200,000, a construction-monitoring program must be implemented. Within 45 days of receipt of the application for federal assistance, the DSRs are reviewed by the FEMA Region IX Director and a decision to obligate the funds will be rendered. Once the projects are approved, the CalEMA must submit quarterly progress reports to the FEMA Region IX Director.

Supplements to the original application may be approved for substantial errors or omissions, overruns/under runs caused by variations in the unit prices (cost adjustments), and changed site conditions and scope adjustments. Changes to small projects will normally be adjusted at the time of final inspection or an offsetting procedure will be implemented. Supplements should be requested at the earliest possible time and prior to completion of the work in question. Requests for a change in scope must be filed prior to work commencement on a "Damage Verification Form."

If there is a disagreement with the inspection team's estimates, it can be indicated with "non-concurrence" with the DSR. In addition to indicating non-concurrence on the DSR form, you may also submit a letter of non-concurrence to CalEMA. In this letter, include the reasons why you disagree with the inspections team's estimate. Provide as much supporting documentation with your letter. CalEMA will recommend that FEMA review the DSR to reinstate eligible costs before the DSR is approved. The letter to CalEMA should include the disaster number, the Kern County Federal Project Application Number (PA Number), and the DSR number(s).

### ***Work Project Funding***

To receive payment, the sub grantee must have a resolution that designates an authorized representative, have filed an OES Project Application, and have a Vendor Data Record (STD 204). Work project funding is subject to FEMA/State Agreement and 75%/25% federal/State and local costs shares, as establish as the minimum under the Federal Stafford Act. Funding of improved projects are subject to the Governor's Authorized Representative's approval.

Alternate projects are subject to the FEMA Region IX Director's approval and will be penalized 10%. Payments for administrative allowances and small projects are automatic advance payments (after supplement approval). Payments for large projects must be requested on a "Request for Reimbursement" form (OES 131).

Reimbursement payments are sent in the form of progress payments, withholding 25% until after final inspection or audit.

**Completion Deadlines**

The following deadlines have been established for each work category:

- Debris Clearance 6 Months\*
- Emergency Work 6 Months\*
- Permanent Work 18 Months\*

Note: \* Dates established from date of disaster declaration.

The Governor’s Authorized Representative may extend deadlines, when justified, as follows:

- Debris Clearance 6 Months
- Emergency Work 6 Months
- Permanent Work 30 Months

The FEMA Region IX Director may, with adequate justification, extend the deadlines beyond these dates. Costs are allowed only to date of last approved time extension.

**Final Claim**

The applicant must submit the final claim within 60 days of the completion of all approved projects. A state engineer will complete an onsite inspection of all completed projects and a final audit will be performed. The applicant must retain all records for six years.

**State Natural Disaster Assistance Act Program**

The State Natural Disaster Assistance Act (NDAA) Program is authorized under Title 19, Subchapter 5, the Natural Disaster Assistance Act, and California Code of Regulations. The Act requires a local government to declare a local emergency within 10 days of the incident. For permanent restoration assistance under NDAA, the Director of CalEMA must concur with the local declaration.

For disaster response and permanent restoration assistance under NDAA, the Governor of California must proclaim a State of Emergency. For matching fund assistance for cost sharing required under federal public assistance programs, the President of the United States must declare a major disaster or emergency.

**Eligible Applicants**

Eligible Applicants for NDAA include City of Ridgecrest, Kern County, Special Districts, School Districts, Kern County Office of Education, and Community College Districts.

### ***Eligible Work Projects***

The following projects are eligible:

- Work projects as a result of a natural disaster (Earthquake, Flood, Fire, etc.);
- The project is performed within area covered by the local emergency declaration; and
- Work project is the responsibility of the applicant agency.

There are seven (7) categories of work projects under the program:

- Category A: Debris Clearance
- Category B: Emergency Protection Measures
- Category C: Street/Road System repairs
- Category D: Water Control Facilities
- Category E: Buildings and Equipment
- Category F: Public Utility Systems
- Category G: Other (Parks, Recreational Facilities, etc.).

### ***Eligible Cost***

Eligible costs generally include local agency personnel regular hourly wage and overtime costs. Also included are equipment costs, the cost of supplies and materials used during disaster response activities incurred as a result of a state of emergency proclaimed by the Governor. Excluded are the normal hourly costs of regularly assigned emergency services and public safety personnel. Costs to repair, restore, reconstruct, or replace public facilities belonging to local agencies are also eligible. Matching fund assistance for cost sharing required under federal public assistance programs is an eligible cost. Indirect costs, based on the Indirect Cost Rate Proposal as approved by the State Controller's Office are an eligible cost (40% maximum, subject to state/local cost sharing).

### ***Eligible Wages***

Eligible wages under the NDAA program follow the same guidelines as the federal public assistance program. The state will not assume any regular time costs, which are ineligible under the federal program; the state will cost share any wages, which are eligible for federal program funding.

### ***Eligible Equipment Costs***

Actual reasonable equipment rental costs are eligible. Force account equipment may be claimed based on the applicant's own rental schedule or, in the absence of such rate

schedule, the current Department of Transportation Labor Surcharge and Equipment Rental Rates.

### ***Supplies, Materials, and Cooperative Agreements***

Consumable supplies that are eligible under NDAA include hand tools, materials, and other supplies used for the work project. Costs for work performed under cooperative agreements between local governments are eligible under NDAA, but shall be limited to those costs of the responding entity for which an applicant is legally obligated to pay.

### ***Applying for Assistance***

CalEMA is responsible for transmitting applications for NDAA to all eligible applicants. State OES will conduct briefings for public officials and potential applicants. Project application for assistance must be filed within 60 days of the date of the local declaration (NDAA Form 1).

The application must include the List of Projects (Exhibit B) and a Resolution Designating an Authorized Representative (OES 130). In the event of a federal disaster declaration, the federal Notice of Interest (NOI) establishes eligibility in both programs.

### ***Damage Survey Reports***

A state engineer accompanied by local representatives conducts damage surveys. The engineer prepares a DSR for each project reported on the List of Projects. The DSR identifies the scope of work and the quantitative estimate of cost of each work project. All damage sites must be reported within the 60-day application period. All sites must be surveyed within the 60 days of the date of a local agency application. Damage Survey Reports are reviewed and approved by the Chief, Disaster Assistance Division. The completed application, with copies of approved DSRs, summary, and a cover letter, will be sent to applicants for review and approval. The Applicant Approval forms (Exhibit D) must be returned to CalEMA within 10 days from date of approval letter. Supplements to the original application may be approved for substantial errors or omissions, overruns/under runs caused by variations in unit prices (cost adjustments), and changed site conditions and scope adjustments. Changes to small projects will normally be adjusted at the time of final inspection or an offsetting procedure will be implemented. Supplements should be requested at the earliest possible time and prior to completion of the work in question. Requests for a change in scope must be filed prior to work commencement.

If the applicant does not agree with the inspection team's estimate, the applicant may indicate non-concurrence with the DSR. In addition to indicating non-concurrence on the DSR form, a letter of non-concurrence may be submitted to CalEMA. In this letter, include the reasons why you disagree with the inspection team's estimate. Provide as much supporting documentation with the letter. CalEMA will recommend that FEMA review the DSR to reinstate eligible costs before the DSR is approved.

The letter to CalEMA should include the disaster number, the federal Project Application Number (PA Number), and the DSR number(s).

Eligible projects are subject to 75%/25% state/local cost sharing. The local share may be waived. Project applications resulting in a state share of less than \$2,500 will not be approved. Replacement provisions of the NDAA operation are similar to those applied for federal “Improved Project.” NDAA funds can be used for the local share of a federal “Alternate Project” when the program has been implemented under a federal disaster declaration.

The applicant may receive up to 90% of the estimated State share of a project as an advance. Advances must be requested, using a “Request for Advance” form (NDAA Form 3). Applicants are expected to comply with federal requirements when federal funds are involved. Applicants are expected to fully pursue federal funds otherwise available in the absence of state financial assistance. State funds cannot be used to replace funds lost through noncompliance with other program requirements.

### **Completion Deadlines**

When federal funds are involved, the federal deadlines apply. In the event a Director’s concurrence with local declaration or a Governor’s proclamation of a state of emergency, the following deadlines will apply from the date of the declaration:

- Debris Clearance      6 Months\*
- Emergency Work      6 Months\*
- Permanent Work      18 Months\*

Note: \* Extensions are allowable with adequate justifications

### ***Final Claim***

Applicant must submit final claim within 60 days of the completion of all approved projects. A state engineer will complete an on-site inspection of all completed projects. Claims including more than \$50,000 in State assistance will be subject to a field audit. Any funds owed to an applicant by the State will be paid after final determination of eligible costs by CalEMA, and after review of the final inspection report or audit.

## **INDIVIDUAL ASSISTANCE PROGRAM RESPONSIBILITIES**

Individuals are expected, whenever possible, to provide for themselves and be responsible for their own personal recovery. However, many individuals will expect City of Ridgecrest and Kern County to deliver assistance to them well after the disaster. Both City of Ridgecrest and Kern County will assist individuals in any way possible, including providing them with the Federal Emergency Management Agency (FEMA) hotline number for individual assistance. A Sequence of Delivery Guide has been developed by FEMA to assist individual assistance. The objective of Kern County and City of Ridgecrest is to provide the citizens of the community with all necessary information to help themselves recover from the disaster or emergency. The sequence of delivery appears as follows:

1. Individual actions for assistance  
(Family, friends, volunteer organizations, churches, etc.)
2. Recovery and Assistance from private insurance carrier
3. FEMA Disaster Housing Assistance
4. United States Small Business Administration Assistance
5. Individual and Family Grant Program Assistance
6. Cora Brown Fund Assistance

## **INDIVIDUAL ASSISTANCE PROGRAMS**

Ridgecrest City Council's objective is to provide the community with all the necessary information so they may help themselves recover from a disaster. A brief summary of some individual assistance programs and services are listed below:

### ***American Red Cross***

Provides for the critical needs of individuals such as food, clothing, shelter, and supplemental medical needs. Provides recovery needs such as furniture, home repair, home purchasing, essential tools, and some bill payments may be provided.

### ***Salvation Army***

Provides assistance in mobile feeding, emergency shelter, applicant registration, collection and distribution of clothing and supplies, counseling, language interpretation, and assistance in locating missing persons.

***Cora Brown Fund***

Funds may be used for disaster related needs that have not or will not be met by government or other organizations that have programs to address such needs. This fund program is administered and awarded through the Federal Emergency Management Agency.

***State Department of Aging***

Provides outreach services for seniors, including food, shelter, and clothing. Individuals may contact the California Department of Ageing for a referral to nearest location.

***Crisis Counseling Program***

Provides funds for counseling, outreach, and consultation for those affected by the disaster. Individuals should contact the local mental health agency.

***State Department of Consumer Affairs***

Offers consumer information, investigates and corrects price gouging, and provides a toll-free number so consumers can check on license status of contractors.

***State Department of Insurance***

Provides assistance in obtaining copies of policies and provides information regarding filing claims. Individuals should contact this department direct.

***Department of Motor Vehicles***

May offer waivers of certain fees. Individuals should contact this department direct.

***Department of Veterans' Affairs***

Provides damage appraisals and settlements for VA-insured homes, and assists with filing of survivor benefits. Individuals should contact this department direct.

***State Employment Development Department***

Provides weekly unemployment subsistence grants for those who become unemployed because of a disaster or major emergency. Applicants must have exhausted all benefits for which they would normally be eligible.

***Federal Financial Institutions***

Member banks of FDIC, FRS or FHLBB may be permitted to waive early withdrawal penalties for Certificates of Deposit and Individual Retirement Accounts.

***State Franchise Tax Board***

Following proclamation of a State of Emergency by the Governor, the Legislature authorizes the acceptance of casualty loss deductions within the California tax returns of those affected. Applicants may contact the California Franchise Tax Board direct.

***State Board of Equalization***

Provides tax relief services, which may allow for the transfer of tax basis to another property, exemptions for property losses, and deferment of a tax bill until the damaged property can be surveyed to reflect its value following a disaster. Individuals should contact the Board of Equalization direct.

***Individual and Family Grant Program***

Awards grants to individuals or families for disaster-related serious needs, such as moving and storage, medical, dental, funeral, essential personal or real property needs. Eligibility is dependent on the seriousness of need and exhaustion of FEMA and SBA funds. Referral to the program is automatic with FEMA registration and SBA application.

***United States Department of Agriculture***

Assistance provided includes Federal Crop Insurance, Emergency Conservation Program, Non-Insured Assistance, the Agriculture Conservation program, Emergency Watershed Protection, Rural Housing Service, Rural Utilities Service, and Rural Business and Cooperative Service. Contact Kern County Agriculture Commissioner regarding these programs.

***Internal Revenue Service Tax Relief***

Provides extensions to current year's tax return, allows deductions for disaster losses, and allows amendment of previous tax returns to reflect loss back to three years. Individuals should contact IRS direct.

***United States Small Business Administration***

Provides low-interest disaster loans to individuals and businesses that have suffered a loss due to the disaster. Submit request for SBA loan assistance to CalEMA, Inland Region.

***Temporary Housing Assistance***

Provides for transient accommodations, rental assistance, mobile homes, furniture rental, mortgage assistance, and emergency home repairs, Individuals should contact FEMA to register.

## **HAZARD MITIGATION GRANT PROGRAM RESPONSIBILITIES**

Following a Presidential disaster declaration, the Hazard Mitigation Grant Program (HMGP) is activated. The program's purpose is to fund projects which are cost-effective and which substantially reduce the risk of future damage, hardship, loss, or suffering resulting from a major natural disaster. Grants are available to eligible applicants in the declared area only.

Delivered as either part of a Public Assistance grant or as a stand-alone measure, mitigation projects must be cost-effective and represent a solution to a problem. The Hazard Mitigation Grant Program (HMGP) fund is based upon a 155 share of the FEMA estimate of all Damage Survey Reports (DSRs) for public assistance work performed, and individual assistance costs. The federal contribution can be up to 75% of the cost of the hazard mitigation project approved for funding, with applications providing match funding through a combination of state, local, or private resources. Hazard Mitigation Grant Program (HMGP) funds cannot be used as the sole match for other federally funded programs.

## **HAZARD MITIGATION GRANT PROGRAM**

Eligible applicants include state agencies, local governments, and private non-profit organizations, which own or operate facilities providing essential government services. Essential government services include educational facilities, utilities, emergency services, medical services, custodial care, etc. Although Hazard Mitigation Grant Program (HMGP) funds are based on a percentage of Public Assistance funding, awards are not limited to public projects, but must be sponsored by an eligible public entity. Virtually all types of hazard mitigation projects are eligible, provided they benefit the declared disaster area and meet basic project eligibility. The priorities of funding will be established by CalEMA. Eligible projects must be cost-effective and substantially reduce the risk of future damage, hardship, loss, or suffering resulting from natural disasters.

### ***Hazard Mitigation Grant Program Eligible projects must:***

- Be consistent with the community's long-range hazard mitigation planning goals; represent significant risk if left unresolved;
- Address, when applicable, long-term changes to the areas and entities it protects, and have manageable future maintenance and modification requirements; comply with all applicable codes and standards for the project locale; have a direct beneficial impact upon the designated disaster area;
- Not fund personnel only, except for short-term projects which result in long-term benefits; not cost more than the anticipated value of the reduction in both direct damages and subsequent negative impacts were future disasters to occur;

- Provide solutions, rather than merely identify or analysis of hazards, unless such constitutes a functional portion of a solution; and
- Provide the most practical, effective, and environmentally sound solution, given a well-considered range of options.

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**Annex A – Emergency Management Glossary****GLOSSARY OF TERMS****INTRODUCTION**

The Glossary contains definitions of terms commonly used in the Standardized Emergency Management System (SEMS). It has been supplemented with terms and definitions related to specific resources and activities in this area. Certain acronyms have also been added.

AAR	After Action Report
ADA	American Disability Act
ARB	Air Resources Board
ARC	American Red Cross
CALBO	California Association of Building Officials
CalEMA	California Emergency Management Agency (former OES)
CALTRANS	California Department of Transportation
CCC	California Conservation Corps
CDC	California Department of Corrections
CDF & FP	California Department of Forestry & Fire Protection
CDFA	California Department of Food and Agriculture
CHP	California Highway Patrol
CNG	California National Guard
CTO	Compensatory Time Off
CUPA	Certified Unified Program Agency
CYA	California Youth Authority
DSR	Damage Survey Report
DAT	Disaster Action Team (Red Cross)
DFG	California Department of Fish and Game
DHS	California Department of Health Services
DIR	California Department of Industrial Relations (CALOSHA)
DMAT	Disaster Medical Assistance Team
DOC	Department Operations Center
DOD	United States Department of Defense
DOE	United States Department of Energy
DOE	United States Department of Education
DOJ	California Department of Justice
USDOJ	United States Department of Justice
USDHS	United States Department of Homeland Security
DOT	United States Department of Transportation
DPR	California Department of Pesticide Regulation
DTSC	California Department of Toxic Substances
DWR	California Department of Water Resources
EAS	Emergency Alert System
EMMA	Emergency Mutual Aid System
EMSA	California Emergency Medical Services Authority
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EOPT	Emergency Operations Planning and Training (OES Division)
ERV	Emergency Response Vehicle

FAA	Federal Aviation Administration
FBI	United States Federal Bureau of Investigation (Justice Department)
FBI OSC	FBI On-scene Commander
FEMA	Federal Emergency Management Agency
FOSC	Federal On-Scene Commander
FRERP	Federal Radiological Emergency Response Plan
FRP	Federal Response Plan
FTB	California Franchise Tax Board
GAR	Governor's Authorized Representative
HHS	United States Department of Health and Human Services
HMGP	Hazard Mitigation Grant Program
HMICP	Hazardous Materials Incident Contingency Plan
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IRS	Internal Revenue Service
LFA	Lead Federal Agency
WMD/NBC	Weapons of Mass Destruction/Nuclear, Biological, Chemical
NDDA	Natural Disaster Assistance Act
NCP	National Oil and Hazardous Substances Pollution Contingency Plan
NEST	Nuclear Emergency Support Team (Federal) Neighborhood Emergency Service Team (Local)
NIMS	National Incident Management System
NOI	Notice of Interest
NRT	National Response Team
OASIS	Operation Area Satellite Information System
OEHHA	California Office of Environmental Health Hazard Assessment
OES	CalEMA / Formerly the Office of Emergency Services
OP	Operational Area
OSC	On-Scene Commander (FBI)
PIO	Public Information Officer
REOC	Regional Emergency Operations Center (OES)
RIMS	Response Information Management System
SBA	Small Business Administration
SEMS	Standardized Emergency Management System
SEP	State Emergency Plan
SOC	State Operations Center
SOP	Standard Operating Procedures
SSCOT	State Standing Committee on Terrorism
SWRCB	California State Water Resources Control Board
TCP	Traffic Control Point
USAR	Urban Search and Rescue
USCG	United States Coast Guard
USEPA	United States Environmental Protection Agency

## A

**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.

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

**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. Or the implementation by a designated official of the Emergency Plan in response to an emergency situation.

**AFTER ACTION REPORT (AAR):** A report covering response actions, application of SEMS, modifications to plans and procedures, training needs, and recovery activities. After Action Reports are required under SEMS after any emergency which requires a declaration of an emergency. Reports are required within 90 days.

**AGENCY:** An agency is a division of government with a specific function, or a non-governmental organization (i.e., 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 Agency, Cooperating Agency and Multi-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 been delegated authority to make decisions on matters affecting the agency's participation at the incident or 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.

**AREA COMMAND:** An organization established to: 1) Oversee the management of multiple incidents that are 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 designator will be added to the term "Base"). The Incident Command Post may be co-located with the Base.

**BRANCH:** The organizational level and 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 (i.e., medical, security, etc.). Branches are also used in the same sequence at EOC levels.

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

## C

**CACHE:** A pre-determined compliment of tools, equipment and/or supplies stored in a designated location, available for incident use.

**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 incident personnel.

**CASUALTY COLLECTION POINT (CCP):** A location within a jurisdiction which is used for the assembly, triage (sorting), medical stabilization, and subsequent evacuation of casualties. It may also 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.

**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).

**CLEAR TEXT:** The use of plain English in radio communication transmissions. No "Ten" codes or agency specific codes are used when utilizing Clear Text.

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

**COMMAND POST:** See Incident Command Post

**COMMAND STAFF:** The Command Staff at the 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 EOC's, 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 (i.e., trailer or mobile van) used to provide the major part of an Incident Communications Center.

**COMPACTS:** Formal working agreements among agencies to obtain mutual aid.

**COMPENSATION UNIT/CLAIMS UNIT:** A 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.

**COOPERATING AGENCY:** An agency supplying assistance other than direct tactical or support functions or resources to the incident control effort (i.e., 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 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:** Function unit within the Finance/Administration Section responsible for

tracking costs, analyzing cost data, making cost estimates, and recommending cost saving measures.

**COUNTERFORCE TARGETS:** Places that contain strategic offensive military forces; e.g., SAC Bomber Bases, ICBM Fields, Missile Submarine Support Bases.

**CRISIS RELOCATION:** The organized relocation of people, in time of international crisis, from areas that are potentially at high risk from the direct effects of nuclear weapons to lower risk areas, and their reception, care, and protection in such areas.

## D

### **DECONTAMINATION/CONTAMINATION CONTROL:**

**Radioactive Materials:** The reduction (normally by removal) of contaminating radioactive material from a structure, area, person, or object. Decontamination may be accomplished by treating (e.g., washing down or sweeping) the surface so as to remove the contamination. Contamination control is accomplished by isolating the area or object and letting the material stand so that the radioactivity is decreased as a result of natural decay. Contaminated material may be covered to prevent redistribution and/or to provide shielding.

**Other Hazardous Materials:** Decontamination consists of physically removing contaminants and/or changing their chemical nature to innocuous substances. How extensive decontamination must be depends on a number of factors, the most important being the type of contaminants involved. The more harmful the contaminant, the more extensive and thorough decontamination must be. Less harmful contaminants may require less decontamination. Combining decontamination, the correct method of doffing personal protective equipment, and the use of site work zones minimizes cross-contamination from protective clothing to wearer, equipment to personnel, and one area to another. Only general guidance can be given on methods and techniques for decontamination. The exact procedure to use must be determined after evaluating a number of factors specific to the incident.

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

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

**DEPARTMENT OPERATIONS CENTER:** A facility used by a distinct discipline, such as flood operations, fire, medical, hazardous material, or a Unit such as Department of Public Works, or Department of Health. Department Operations Centers may be used at all SEMS levels above the Field response level, depending on the needs 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.

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

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

**DISASTER APPLICATION CENTER (DAC):** A facility jointly established by the Federal and State Coordinating Officers within or adjacent to a disaster impacted area to provide disaster victims a "one-stop" service in meeting their emergency and/or rehabilitation needs. It will usually be staffed by representatives of local, state, and federal governmental agencies, private service organizations and certain representatives of the private sector.

**DISASTER FIELD OFFICE (DFO):** A central facility established by the Federal Coordinating Officer 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 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 pre -designated 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-range 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:** Divisions are used to divide an incident into geographical areas of operation. Divisions are identified by alphabetic characters for horizontal applications and, often, by numbers when used in buildings. Divisions are also used at SEMS EOC levels and are found organizationally between Branches and Units.

**DIVISION OR GROUP SUPERVISOR:** The position title for individuals responsible for command of a Division or Group at an incident. At the 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 and incident or within an EOC.

## E

**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.

**ELECTROMAGNETIC PULSE (EMP):** A large amount of energy is released by the detonation of a high altitude nuclear weapon. A small proportion of this energy appears in the form of a high intensity, short duration, electromagnetic pulse (EMP), somewhat similar to that generated by lightning. EMP can cause damage or malfunction in unprotected electrical or electronic systems. When nuclear weapons are detonated at high altitudes, EMP damage can occur essentially instantaneously over very large areas. All unprotected communications equipment is susceptible to damage or destruction by EMP, including broadcast stations, radios, televisions, car radios, and battery-operated portable transistor radios.

**EMERGENCY - Also see Local Emergency and State of 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 (Federal Definition):** Any hurricane, tornado, storm, flood, high-water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe in any part of the United States which requires federal emergency assistance to supplement state and local efforts to save lives and protect public health and safety or to avert or lessen the threat of a major disaster.

**EMERGENCY BROADCAST SYSTEM (EBS):** A system that enables the President and federal, state, and local governments to communicate with the general public through commercial broadcast stations in the event of a war-caused emergency or, in some cases, large natural disaster. EBS uses the facilities and personnel of the broadcast industry on a voluntary organized basis. It is operated by the industry under rules and regulations of the Federal Communications Commission. This system has been replaced by the Emergency Alert System (EAS).

**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. For cities and counties, this responsibility is commonly assigned by local ordinance.

**EMERGENCY MEDICAL TECHNICIAN:** A health care specialist with particular skills and knowledge in pre-hospital emergency medicine.

**EMERGENCY OPERATIONS CENTER (EOC):** A facility used for the centralized direction and/or coordination of emergency operations. An effective EOC must provide adequate working space and be properly equipped to accommodate its staff, have a capability to communicate with field units and other EOC, s, and provide protection commensurate with the projected risk at its location. EOC facilities are established by an agency or jurisdiction responsible for the support of an emergency response.

**EMERGENCY OPERATIONS PLAN (SEE EMERGENCY PLANS):** The plan that each jurisdiction has and maintains for responding to appropriate hazards.

**EMERGENCY ORGANIZATION:** Civil government augmented or reinforced during an emergency by elements of the private sector, auxiliaries, volunteers, and persons impressed into service.

**EMERGENCY PERIOD:** A period that 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 EPIS 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, or providing mutual aid support to such organizations, whether in the field, at the scene of an incident, or to an operations center.

**EMERGENCY RESPONSE PERSONNEL:** Personnel involved with an agency's response to an emergency.

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

**ESSENTIAL FACILITIES:** Facilities that is 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 (i.e., 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, i.e., parades, concerts, athletic events and other related drills.

**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.

**FALLOUT SHELTER:** A habitable structure or space therein, used to protect its occupants from radioactive fallout. Criteria (National Shelter Survey requirements) include a protection factor of 40 or greater, a minimum of 10 square feet of floor space per person, and at least 65 cubic feet of space per person. In unventilated underground space, 500 cubic feet of space per person is required.

**FALLOUT SHELTER DEVELOPMENT:** The building of fallout shelters to eliminate existing or anticipated shelter deficits. During non-crisis periods this may include construction of single purpose fallout shelters, modifications to existing structures, or use of special procedures in new construction. During a crisis period, it would include shelter upgrading and expedient shelter construction.

**FALLOUT SHELTER UPGRADING:** Actions taken to improve fallout shelter protection in existing facilities. Typical methods include placement of soil or other materials overhead and around walls to provide shielding from fallout, the construction of ventilation devices, and the blocking of apertures.

**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 (F.C.O.) (Federal Definition):** 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.

**FIELD OPERATIONS GUIDE:** A pocket-sized manual of instructions on the application of the Incident Command System (ICS).

**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.

**FIRST AID STATION:** A location within a mass care facility or Casualty Collection Point where first aid may be administered to disaster victims.

**FOOD UNIT:** Functional Unit within the Service Branch of the Logistics Section responsible for providing meals for incident and/or EOC personnel.

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

**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 have a Deputy, as needed. The General Staff consists of: Operations Section Chief, Planning/Intelligence Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. At some EOC levels, the position titles are Section Coordinators.

**GENERIC ICS:** Refers to the description of ICS that is generally applicable to any kind of incident or event.

**GOVERNOR'S AUTHORIZED REPRESENTATIVE (Federal Definition):** The person named by the Governor in a Federal/State Agreement to execute, on behalf of the state, all necessary documents for disaster assistance, following the declaration of an Emergency or Major Disaster by the President, including certification of applications for public assistance.

**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. Groups are located between branches and Resources in the Operations Section.

## H

**HAZARD:** Any source of danger or element of risk.

**HAZARD AREA:** A geographically identifiable area in which a specific hazard presents a potential threat to life and property.

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

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

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

**INCIDENT COMMAND POST (ICP):** The location at which the primary command functions are executed. The ICP may be collocated with the Incident Base or other incident facilities.

**INCIDENT COMMAND SYSTEM (ICS):** The nationally used, standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications

operating within a common organizational structure, with the responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident. A system designed for the on-scene management of emergencies resulting from fires and other natural or man-caused emergencies. ICS can be used during serious multidisciplinary (fire, law, medical) emergencies or for operations involving a single jurisdiction with single or multi-agency involvement, or multi-jurisdiction/multi-agency involvement.

**INCIDENT COMMUNICATIONS CENTER:** The location of the Communications Unit and the Message Center.

**INCIDENT MANAGEMENT TEAM:** The Incident Commander and the appropriate General and Command Staff personnel assigned to an incident.

**INCIDENT OBJECTIVE:** Statement 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.

**INFORMATION OFFICER:** 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 Information Officer per incident. The Information Officer may have assistants. This position is also referred to as the Public Affairs or Public Information 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.

**INITIAL ACTION:** The action taken by resources, which are the first to arrive at an incident.

**INITIAL RESPONSE:** Resources initially committed to an incident.

**INSTITUTIONALIZED PERSONS:** Persons who reside in public or private group quarters rather than households, for example, residents of hospitals, nursing homes, orphanages, colleges, universities, and correctional facilities. These residents generally lack major household possessions or transportation, or require special care and custody.

## J

**JOINT EMERGENCY OPERATIONS CENTER (JEOC):** A facility established on the periphery of a disaster area to coordinate and control multi-jurisdictional emergency operations within the disaster area. The JEOC will be staffed by representatives of select local, state and federal agencies and private organizations, and will have the capability of providing a communications link between any Mobile Emergency Operating Centers established in the disaster area and the State Operations Center in Sacramento.

**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 (i.e., Special District, City, County, State or Federal Boundary line) or functional (i.e., Police, Fire, health department). 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 force, or team.

**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.

**LIFE-SAFETY:** Refers to the joint consideration of both the life and physical well-being of individuals.

**LIFELINES:** Includes the infrastructure for (storage, treatment, and distribution) fuel, communication, and water and sewage systems.

**LIMITED MOBILITY POPULATION:** Persons requiring transportation during emergency movement operations.

**LOCAL GOVERNMENT (State Definition):** Local agencies per Article 3 of the SEMS regulations. The Government Code 8680.2 defines local agencies as any city, city and county, county, school district, or special district.

**LOCAL GOVERNMENT ADVISORY COMMITTEE:** Committees established by the Director of Emergency Services (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 CalEMA 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.

## M

**MAJOR DISASTER (Federal Definition):** 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 OBJECTIVE:** In SEMS Field and EOC levels, this is a top-down management activity, which involves a three step process to achieve a desired goal. The steps are: establishing the objectives; selection of appropriate strategy (ies) to achieve the objective(s); and the direction or assignments associated with the selected strategy (ies).

**MASS CARE FACILITY:** A location such as a school at which temporary lodging, feeding, clothing, registration, welfare inquiry, first aid, and essential social services can be provided to disaster victims during the immediate/sustained emergency period.

**MASTER MUTUAL AID AGREEMENT (State Definition):** An agreement entered into by and between the State of California, its various departments and agencies, and the various political subdivisions, 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.

**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 are utilized particularly for disasters outside the continental United States.

**MEDIA:** Means of providing information and instructions to the public, including radio, television, and newspapers.

**MEDICAL SELF-HELP:** The medical treatment provided for the sick and injured by citizens and emergency forces in the absence of professional care.

**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 and is collocated or adjacent to it. It receives records, and routes information to appropriate locations at an incident or within the EOC.

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

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

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

**MULTI-AGENCY COORDINATION SYSTEM (MACS):** The combination of personnel, facilities, equipment, procedures and communications integrated into a common system. When activated, MACS has the responsibility for coordination of assisting agency resources and support in a multi-agency or multi-jurisdictional environment. A MAC Group functions within the MACS. MACS organizations are used

within the California Fire Service.

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

**MUTUAL AID AGREEMENT:** A written agreement between agencies and/or jurisdictions in which they agree to assist on 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 on the mutual aid system.

**MUTUAL AID REGION (State Definition):** A subdivision of CalEMA 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 counties (operational areas).

**MUTUAL STAGING AREA:** A temporary facility established by CalEMA 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.

## O

**OFFICE OF EMERGENCY SERVICES (OES):** A state (Governor's Office of Emergency Services), operational area (county), city, or other jurisdiction administrative and operational function with the mission of planning for, preparing for, reacting to, and recovering from disasters and major events. The OES may not be staffed on a full time basis, although the function is necessary. The day-to-day operations may be administered by a Coordinator. The state OES is now CalEMA.

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

**OPERATIONAL PERIOD:** The period of time scheduled for the 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 is responsible for all tactical operations at the incident, or for the coordination of operational activities at an EOC. The Operations Section at the Field

level can include Branches, Divisions, and/or Groups, Task Forces, Teams, Single Resources and Staging Areas. At 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 personal reasons.

## P

**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). 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 the Incident or EOC Action Plan. 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:** 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 (State Definition):** 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.

**PROTECTION FACTOR (PF):** A number used to express the relationship between the amount of fallout gamma radiation that would be received by an unprotected person and the amount that would be received by a person in a shelter. Occupants of a shelter with a PF of 40 would be exposed to a dose rate 1/40th (2-1/2%) of the rate to which they would be exposed if unprotected.

**PUBLIC INFORMATION OFFICER (PIO):** The individual at Field or EOC level that has been delegated the authority to prepare public information releases and to interact with the media. Duties will vary depending on the agency and SEMS level.

## R

**RADIOACTIVE FALLOUT:** The process or phenomenon of the gravity-caused fallback to the earth's surface of particles contaminated with radioactive materials from a cloud of this matter formed by a nuclear detonation. The term is also applied in a collective sense to the contaminated particulate matter itself. The early (or local) fallout is defined, somewhat arbitrarily, as those particles, which reach the earth within 24 hours

after a nuclear explosion. Delayed (worldwide) fallout consists of the smaller particles, which ascend into the upper troposphere and into the stratosphere and are carried by the winds to all parts of the earth. Delayed fallout is brought to earth mainly by rain or snow, over extended periods ranging from months to years with relatively little associated hazard.

**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 an 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 instruments.

**RECEPTION AND CARE CENTER:** A facility established in a reception area to receive and process incoming relocatees, and assigns them to lodging facilities, and provides them with information on feeding, medical care, and other essential services.

**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.

Example: An area at the periphery of a dam failure inundation area, which can accommodate evacuated persons in the event of need.

**RECORDERS:** Individuals within ICS or EOC organizational units who are responsible for recording information. Recorders may be found in Planning, Logistics, and Finance/Administration.

**REGION 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.

**RELOCATEE:** An individual who is relocated from a hazard area to a reception area with the possibility of not returning.

**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, HEAVY:** Rescue requiring heavy lifting, prying or cutting, and/or consisting of several tasks which require involvement of two or more teams working concurrently.

**RESCUE, LIGHT:** Rescue not requiring use of heavy lifting, prying, or cutting operations and not more than one rescue team to accomplish in one hour.

**RESCUE TEAM:** Four or five personnel organized to work as a unit. One member is designated team leader.

**RESCUE VEHICLE, HEAVY:** A mobile unit equipped to support two or more rescue teams involved in heavy rescue operations.

**RESCUE VEHICLE, LIGHT:** A mobile unit equipped to support one rescue team involved in light rescue operations.

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

**RESOURCES UNIT:** Functional unit within the Planning Section at the SEMS Field 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 resource needs.

## S

**SAFETY OFFICER:** A member of the Command Staff at the incident or within the 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. i.e., Operations, Planning, Logistics.

**SECTION CHIEF:** The ICS title for individuals for command of functional sections: Operations; Planning/Intelligence; Logistics; and Finance/Administration. 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 no external assistance.

**SENSITIVE FACILITIES:** Facilities in reception areas that will not normally be used as lodging facilities for relocatees. These facilities are either considered unsuitable or are required for essential activities (food establishments, fire stations, banks, radio stations, service stations, etc.). However, if any of these facilities provide adequate protection against radioactive fallout, they may be used as fallout shelters.

**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, and/or operational 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.

**SINGLE RESOURCE:** An individual, a piece of equipment and its personnel complement (crew), 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 the purposes of natural disaster assistance. This may include joint powers authority established under section 6500 et seq. of the Code.

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

**STAGING AREA MANAGERS:** Individuals within ICS organizational units that are assigned specific managerial responsibilities at staging areas. (Also Camp Manager).

**STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS):** A system required by California Government Code for managing response to multi-agency and multi-jurisdiction emergencies in the State of California. SEMS consists of five organizational levels, which are activated as necessary: Field Response, Local Government, Operational Area, Region, and State. The State of California's designated emergency management structure for all government agencies, jurisdictions and Districts mandated by law. Failure to comply with this law may result in the loss of all State and Federal Funding for expenses incurred while dealing with a natural or man-made disaster. For this EOP, SEMS is the same as NIMS (National Incident Management System). SEMS conforms with NIMS.

**STANDING OPERATING PROCEDURE (SOP):** A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness.

**STATE AGENCY:** Any department, division, independent establishment, or agency of the executive branch of the state government.

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

**STATE EMERGENCY ORGANIZATION:** The agencies, boards, 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 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.

**STATE OF WAR EMERGENCY (State Definition):** 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):** A facility established by CalEMA for the purpose of coordinating and supporting operations within a disaster area, and controlling the response efforts of state and federal agencies in supporting local governmental operations. The SOC will be staffed by representatives of state and federal agencies and private organizations, and will have the capability of providing a communications link to a Joint Emergency Operating Center established on the periphery of a disaster area and to any Mobile Emergency Operating Centers established in the disaster area. It operates 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.

**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, and Finance/Administration Sections of the Command Staff.

**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.

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

**TRAFFIC CONTROL POINT (TCP):** Places along movement routes that are manned by emergency personnel to direct and control the flow of traffic.

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

**U**

**UNIFIED AREA COMMAND:** A Unified Area Command is established when incidents under an Area Command are 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 sections 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.

**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.

***Annex B – General Activation and Demobilization Checklists***

**Generic Checklists**

**Activation Phase:**

Check in upon arrival at the EOC.

Report to EOC Director, Section Coordinator, Branch Coordinator, or other assigned Supervisor.

Set up your workstation and review your position responsibilities.

Establish and maintain a position log that chronologically describes your actions taken during your shift.

Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

Ensure RIMS (Response Information Management System) is operational.

**Demobilization Phase:**

Deactivate your assigned position and close out logs when authorized by the EOC Director.

Complete all required forms, reports, and other documentation, as appropriate, prior to your departure.

Be prepared to provide input to the after-action report.

If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.

Clean up your work area before you leave.

Leave a forwarding phone number where you can be reached.

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*Annex C – ICS Forms*

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<b>ICS Form 209</b>	<b>Incident Status Summary</b>
<b>ICS Form 211</b>	<b>Incident Check-In List</b>
<b>ICS Form 213</b>	<b>General Message Form</b>
<b>ICS Form 214</b>	<b>Unit Activity Log</b>
<b>ICS Form 215</b>	<b>Operational Planning Worksheet</b>
<b>ICS Form 215a</b>	<b>Incident Action Plan Safety Analysis</b>
<b>ICS Form 216</b>	<b>Radio Requirements Worksheet</b>
<b>ICS Form 220</b>	<b>Air Operations Summary</b>

## ICS Form 201 – Incident Briefing Form

### Instructions

**Purpose:** The Incident Briefing form provides the Incident Commander (and the Command and General Staffs assuming command of the incident) with basic information regarding the incident situation and the resources allocated to the incident. It also serves as a permanent record of the initial response to the incident.

**Preparation:** The briefing is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing. Appropriate symbols should be used when preparing a map of the incident.

**Distribution:** After the initial briefing of the Incident Commander and General Staff members, the Incident Briefing is duplicated and distributed to the Command Staff, Section Chiefs, Branch Directors, Division/Group Supervisors, and appropriate Planning and Logistics Section Unit Leaders. The sketch map and summary of current action portions of the briefing form are given to the Situation Unit while the Current Organization and Resources Summary portion are given to the Resources Unit.

Item #	Item Title	Instructions
1.	Incident Name	Print the name assigned to the incident.
2.	Date Prepared	Enter date prepared (month, day, year).
3.	Time Prepared	Enter time prepared (24-hour clock).
4.	Map Sketch	Show perimeter and control lines, resources assignments, incident facilities, and other special information on a sketch map or attached to the topographic or orthophoto map.
5.	Prepared By	Enter the name and position of the person completing the form.
6.	Summary of Current Actions	Enter the strategy and tactics used for the incident and note any specific problem areas.
7.	Current Organization	Enter on the organization chart the names of the individuals assigned to each position. Modify the chart as necessary.
8.	Resources Summary	Enter the following information about the resources allocated to the incident. Enter the number and type of resources ordered.
	Resources Ordered	Enter the number and type of resource ordered.
	Resource Identification	Enter the agency three-letter designator, S/T, Kind/Type and resource designator.
	ETA/On Scene	Enter the estimated arrival time and place the arrival time or a checkmark in the “on the scene” column upon arrival.
	Location/Assignment	Enter the assigned location of the resource and/or the actual assignment.

**ICS Form 201**

<b>INCIDENT BRIEFING</b>	<b>1. Incident Name</b>	<b>2. Date Prepared</b>	<b>3. Time Prepared</b>
<b>4. Map Sketch</b>			
ICS 201 Page 1 of 4	<b>5. Prepared by (Name and Position)</b>		

**6. Summary of Current Actions**

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**7. Current Organization**

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**ICS Form 202 – Incident Objectives  
Instructions**

Item #	Item Title	Instructions
1.	Incident Name	Print the name assigned to the incident.
2.	Date Prepared	Enter date prepared (month, day, year).
3.	Time Prepared	Enter time prepared (24-hour clock).
4.	Operational Period	Enter the time interval for which the form applies. Record the start time and end time and include date(s).
5.	General Control Objectives (Include alternatives)	Enter short, clear, and concise statements of the objectives for managing the incident, including alternatives. The control objectives usually apply for the duration of the incident.
6.	Weather Forecast for Operational Period	Enter weather prediction information for the specified operational period.
7.	General Safety Message	Enter information such as known safety hazards and specific precautions to be observed during this operational period. If available, a safety message should be referenced and attached.
8.	Attachments	The form is ready for distribution when appropriate attachments are completed and attached to the form.
9.	Prepared By	Enter the name and position of the person completing the form (usually the Planning Section Chief).
10.	Approved By	Enter the name and position of the person approving the form (usually the Incident Commander).



## ICS Form 203 – Organization Assignment List

### Instructions

**Purpose:** The Organization Assignment List provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position or unit. It is used to complete the Incident Organization Chart (ICS Form 207) that is posted on the Incident Command Post display.

**Preparation:** The list is prepared and maintained by the Resources Unit under the direction of the Planning Section Chief.

**Distribution:** The Organization Assignment List is duplicated and attached to the Incident Objectives form and given to all recipients of the Incident Action Plan.

**NOTE:** An Organization Assignment List may be completed at any time that the number of personnel assigned to the incident increases or decreases or when a change in assignment occurs.

Item #	Item Title	Instructions
1.	Incident Name	Print the name assigned to the incident.
2.	Date Prepared	Enter date prepared (month, day, year).
3.	Time Prepared	Enter time prepared (24-hour clock).
4.	Operational Period	Enter the time interval for which the assignment list applies. Record the start time and end time and include date(s).
5 through 10.		Enter the names of personnel staffing each of the listed positions. Use at least first initial and last name. For Units indicate Unit Leader and for Division/Groups indicate Division/Group Supervisor. Use an additional page if more than three branches are activated.
	Prepared By	Enter the name of the Resources Unit member preparing the form. Attach form to the Incident Objectives.



**ICS Form 204 – Assignment List**

Instructions

**Purpose:** The Incident Organization Chart is used to indicate what ICS organizational elements are currently activated and the names of personnel staffing each element. The attached chart is an example of the kind of organizational chart used in the ICS. Personnel responsible for managing organizational positions would be listed appropriately in each box.

**Preparation:** The organization chart is prepared by the Resources Unit and posted along with other displays at the Incident Command Post. A chart is completed for each operational period and updated when organizational changes occur.

**Distribution:** When completed, the chart is posted on the display board located at the Incident Command Post.

**Wall Size Chart:** The ICS 207 WS is a large chart that is primarily used on the command post display board for better visibility.

Item #	Item Title	Instructions
1.	Branch	A separate sheet is used for each Division or Group. Enter the number (Roman numeral) assigned the Branch.
2.	Division/Group	The identification letter of the Division/Group is entered in the form title. Circle Division or Group.
3.	Incident Name	Print the name assigned to the incident.
4.	Operational Period	Enter the time interval for which the information applies. Record the start time and end time and include date(s).
5.	Operations Personnel	Enter the name of the Operations Chief, applicable Branch Director and Division/Group Supervisor. Circle Division or Group.
6.	Resources Assigned This Period	List resource designators, leader name, and total number of personnel for Strike Teams, Task Force or single resources assigned to the Division/Group.
7.	Control Assignments	Provide a statement of the tactical objectives to be achieved within the operational period. Include any special instructions for single resources working within the Division/Group.
8.	Special Instructions/ Safety Message	Enter statement, calling attention to any safety problems or specific precautions to be exercised or other important

Item #	Item Title	Instructions
		information.
9.	Division/Group Communication Summary	The Communications Unit provides this information on the form for Command, Division/Group Tactical, Summary Support, and Ground-to-Air frequencies.
	Prepared By	Enter the name of the Resources Unit member completing the form.
	Approved By	Enter the name of the person approving the form (usually the Planning Section Chief).



## ICS Form 205 – Incident Radio Communications Plan

### Instructions

**Purpose:** The Incident Radio Communications Plan provides, in a concise format, information on all radio frequency assignments for each operational period. The plan is a summary of information obtained from the Radio Requirements Worksheet (ICS Form 216) and the Radio Frequency Assignment Worksheet (ICS Form 217). Information from the Radio Communications Plan on frequency assignments is normally placed on the appropriate Assignment List (ICS Form 204).

**Preparation:** The Incident Radio Communications Plan is prepared by the Communications Unit Leader and given to the Planning Section Chief. Detailed instructions on preparing this form may be found in ICS 223-5, Communications Unit Position Manual.

**Distribution:** The Incident Radio Communications Plan is duplicated and given to all recipients of the Incident Objectives form including the Incident Communications Center. Information from the plan is placed on Assignment Lists.

Item #	Item Title	Instructions
1.	Incident Name	Print the name assigned to the incident.
2.	Date/Time Prepared	Enter date (month, day, year) and time prepared (24-hour clock).
3.	Operational Period Date/Time	Enter the date and time interval for which the Radio Communications Plan applies. Record the start time and end time and include date(s).
4.	Basic Radio Channel Utilization System/Cache	Enter the radio cache system(s) assigned and used for the incident (e.g., Boise Cache, FIREMARS, Region 5, Emergency Cache, etc.).
	Channel	Enter the radio channel numbers assigned.
	Function	Enter the function each channel number is assigned (i.e., command, support, division, tactical, and ground-to-air.)
	Frequency	Enter the radio frequency tone number assigned to each specified function (e.g., 153.400).
	Assignment	Enter the ICS organization assigned to each of the designated frequencies (e.g., Branch I, Division A).
	Remarks	This section should include narrative information regarding special situations.
5.	Prepared By	Enter the names of the Communications Unit Leader preparing the form.

<b>INCIDENT RADIO COMMUNICATIONS PLAN</b>		1. INCIDENT NAME	2. DATE/TIME PREPARED	3. OPERATIONAL PERIOD DATE/TIME	
4. BASE RADIO CHANNEL UTILIZATION					
SYSTEM/CACHE	CHANNEL	FUNCTION	FREQUENCY/TONE	ASSIGNMENT	REMARKS
5. PREPARED BY (COMMUNICATIONS UNIT)					

## ICS Form 206 – Medical Plan

### Instructions

**Purpose.** The Medical Plan provides information on incident medical aid stations, transportation services, hospitals and medical emergency procedures.

**Preparation.** The Medical Plan is prepared by the Medical Unit Leader and reviewed by the Safety Officer.

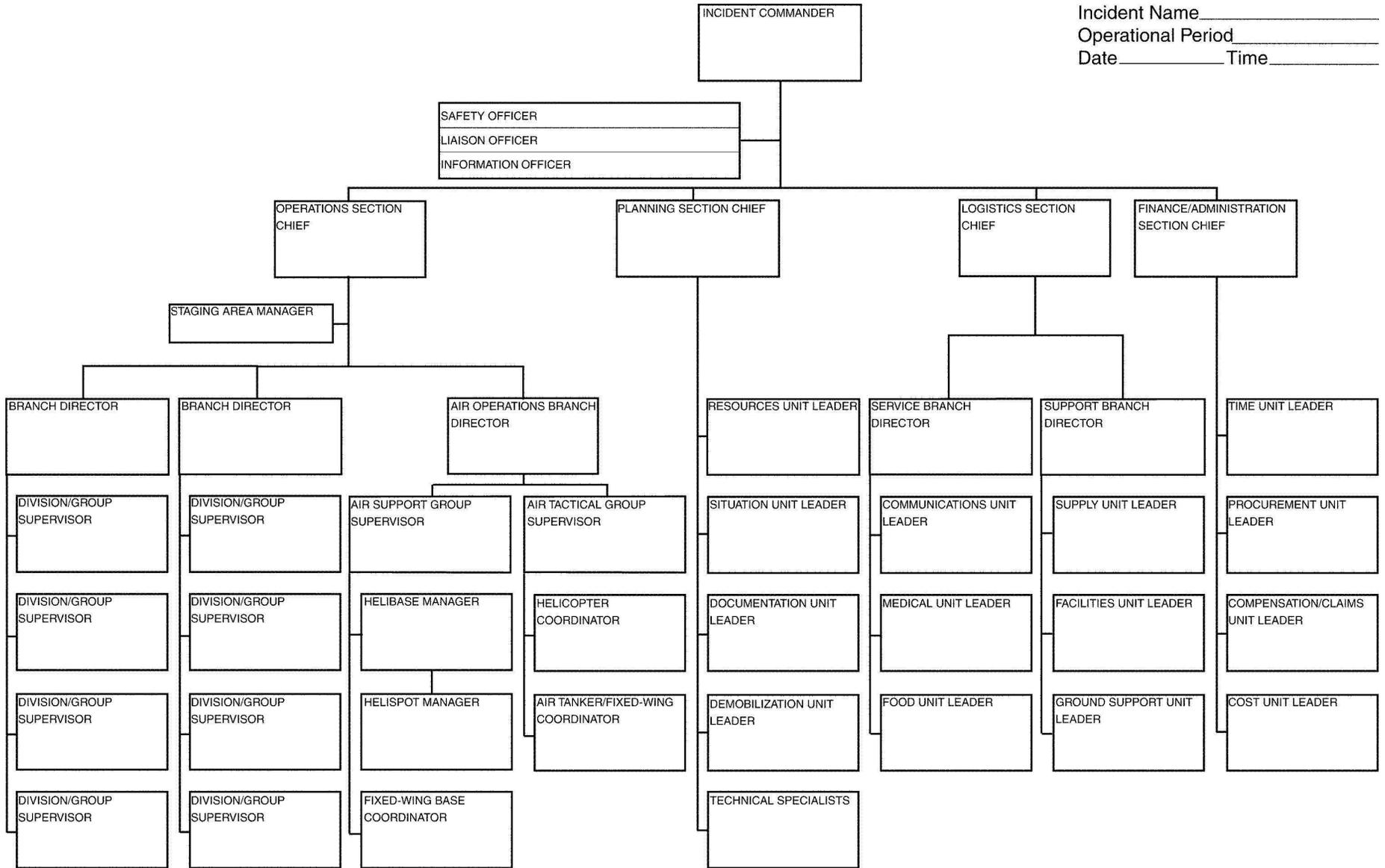
**Distribution.** The Medical Plan may be an attachment to the Objectives (ICS Form 202), or information from the plan pertaining to incident medical aid stations and medical emergency procedures may be taken from the plan and placed on Assignment Lists (ICS Form 204).

Item #	Item Title	Instructions
1.	Incident Name	Print the name assigned the incident.
2.	Date Prepared	Enter date prepared (month, day, year).
3.	Time Prepared	Enter time prepared (24-hour clock).
4.	Operational Period Date/Time	Record the date and time of the Operational Period for which this Plan is in effect.
5.	Incident Medical Aid Stations	Enter name and location of incident medical aid stations, e.g., Cajon Staging Area, Cajon Camp Ground, and indicate with a check mark if paramedics are located at the site.
6.	Transportation	
A.	Ambulance Services	List name and address of ambulance services, e.g., Shaeffer, 4358 Brown Parkway, Corona. Provide phone number and indicate if ambulance company has paramedics
B.	Incident Ambulances	Name of organization providing ambulances and the incident location. Also indicate if paramedics are aboard.
7.	Hospitals	List hospitals that could serve this incident. Incident name, address, the travel time by air and ground from the incident to the hospital, phone number, and indicate with a check mark if the hospital is a burn center and has a helipad.
8.	Medical Emergency Procedures	Note any special emergency instructions for use by incident personnel.
9.	Prepared By	Enter the name of Medical Unit Leader preparing the plan.
10.	Reviewed By	Obtain the name of the Safety Officer who must review the plan

<b>MEDICAL PLAN</b>	1. Incident Name	2. Date Prepared	3. Time Prepared	4. Operational Period				
	<b>5. Incident Medical Aid Station</b>							
Medical Aid Stations	Location			Paramedics		Yes	No	
<b>6. Transportation</b>								
<b>A. Ambulance Services</b>								
Name	Address		Phone		Paramedics		Yes	No
<b>B. Incident Ambulances</b>								
Name	Location			Paramedics		Yes	No	
<b>7. Hospitals</b>								
Name	Address		Travel Time		Helipad		Burn Center	
			Air	Ground	Yes	No	Yes	No
<b>8. Medical Emergency Procedures</b>								
Prepared by (Medical Unit Leader)					10. Reviewed by (Safety Officer)			

ICS 206

Incident Name \_\_\_\_\_  
Operational Period \_\_\_\_\_  
Date \_\_\_\_\_ Time \_\_\_\_\_



## ICS Form 209 – Incident Status Summary

### Instructions

**Purpose:** The Incident Status Summary serves the following purposes:

1. Used by Situation Unit personnel for posting information on Command Post displays.
2. When duplicated and provided to Command Staff members, it provides them with basic information for use in planning for the next operational period.
3. Provides basic information to the Information Officer for preparation of media releases.
4. Provides incident information to agency dispatch and off incident coordination centers.

**Preparation:** The Situation Unit prepares The Incident Status Summary. Resources information should be obtained from the Resources Unit. It is scheduled for presentation to the Planning Section Chief and other General Staff members prior to each Planning Meeting and may be required at more frequent intervals by the Incident Commander or Planning Section Chief.

**Distribution:** When completed, the form is duplicated and copies are distributed to the Incident Commander and staff, and all Section Chiefs, Planning Section Unit Leaders, and Agency Dispatch Centers. It is also posted on the display board located at the Command Post.

Completion of the Incident Status Summary will be as specified by Agency or municipality. Report by telephone, teletype, computer, or facsimile to the local Agency or municipality headquarters by 2100 hours daily on incidents as required by Agency or municipality (reports are normally required on life threatening situations, real property threatened or destroyed, high resource damage potential, and complex incidents that could have political ramifications). Normally, wildland agencies require a report on all Class D (100 acres plus) and larger incidents (unless primarily grass type in which case report Class E, 300 acres or larger). The first summary will cover the period from the start of the incident to 2100 hour the first day of the incident, if at least four hours have elapsed; thereafter, the summary will cover the 24-hour period ending at 1900 (this reporting time will enable compilation of reporting data and submission of report to local Agency or municipality headquarters by 2100 hours) daily until incident is under control.

Item Title	Instructions
Date	Enter date (month, day, year) report completed.
Time	Enter time (24-hour clock) report completed.
Initial/Update/Final	There is only ONE initial report and ONE final report. Any other report is an update. The final report is the one on which the incident is declared controlled.
Incident Number	Enter the number that has been assigned by the jurisdictional agency. This should start with the 2-letter state identifier, followed by the unit identifier and the fire/incident number. This is usually the incident project order number in block 3 of the resource order (e.g., CA-ASD-006)
Incident Name	Enter the name assigned to the incident.
Incident Kind	Wildland fire, wildland fire use, prescribed fire, hazardous materials, hurricane, tornado, flood, earthquake, search and rescue, or other.

Item Title	Instructions
Start Date/Time	Enter date (month, day, year) and time (24-hour clock) incident began (first reported).
Cause	State probable cause if known. Otherwise state “under investigation.”
Incident Commander	Use both the first and last name. If the incident is under unified command, list both IC’s by last name only.
IMT Type	Enter the type of Incident Management Team assigned (1,2 or 3), if applicable.
State-Unit	Enter the 2 letter identifier for the state, followed by the unit identifier of the agency unit or municipality that has administrative jurisdiction over the land on which the incident is located; i.e. city, county, state, BLM district, National Park, National Forest, etc.
County	Enter the county in which the incident originated. If other counties are involved, enter them in the “Remarks” section.
Latitude and Longitude	Enter the latitude and longitude in degrees, minutes and seconds where the incident originated.
Short Location Description	Give a general location in reference to the nearest town or landmark.
Size/Area Involved	For fire incidents enter the acreage. If the incident has more than one jurisdiction, show the total acreage here and break out the different agencies’ acreages in the “Remarks” section. For other incidents, enter descriptive size (square miles, hectares, square kilometers).
% Contained or MMA	For wildland fire incidents, enter the % of the incident that is contained. For wildland fire use and/or prescribed fire incidents, enter the Maximum Manageable Area (MMA) as an acreage value. For non-fire incidents, leave blank.
Expected Containment	For fire incidents, enter the date and time (24 hour clock) at which full containment is expected.
Line to Build	For fire incidents, enter the number of chains, miles or feet of line still to be completed (the default is chains, so if using miles or feet, please specify).
Costs to Date	Enter the total incident costs to date.
Declared Controlled	Enter the date and time (24 hour clock) at which the incident was declared controlled. Once this item has been filled, the report is considered to be “final”. Remember to check appropriate box at the top of the report.
Injuries this Reporting Period	Report only serious injuries for this reporting period. The nature of the injuries must be explained in the “Remarks” section. Serious injuries are those in which the person is unable to continue to perform in their incident assignment.

Item Title	Instructions
Fatalities	Enter the total number of fatalities for the duration of the incident.
Structure Information	<b>Threatened:</b> Enter the number of structures threatened by type during this reporting period. <b>Damaged:</b> Enter the number of structures damaged by type for the duration of the incident. <b>Destroyed:</b> Enter the number of structures damaged by type for the duration of the incident.
Threat to Human Life/Safety	Check all boxes that are relevant for this reporting period.
Fuels Involved	List the general fuels or materials involved on this incident by common name.
Resources Threatened	Summarize significant threats to resources such as timber, wildlife, habitat, watershed, agricultural areas, endangered species or other valuable resources.
Current Weather Conditions	For fire incidents, enter the current readings for wind speed, wind direction, temperature and relative humidity. For non-fire incidents in which other weather conditions are a factor, use the "Remarks" section to describe the conditions.
Resource Benefits	For wildland fire use and prescribed fire incidents only, describe the resource objective and benefit derived.
Today's observed fire behavior	For fire incidents describe the fire behavior observed for this reporting period in general terms.
Significant Events Today	Describe significant events occurring during this period being reported including closures, evacuations, progress made, accomplishments, etc.
Committed Resources	Enter the number of resources committed by agency and type of resource under the appropriate column SR (Single Resource) or ST (Strike Team). This section is used mainly to track federal, state, military and other general ownership of resources. Multiple county resources can be grouped under "County," and local city or rural cooperators can be listed as "Local Government Resources" (LGR). If there are any resources that do not fit into these categories, they can be listed under "Other". Any grouped resources can be listed as individual entities in the "Cooperating Agencies" section. The total number of personnel in the boxes should correlate with the number of people per crew, engine, helicopter (module and pilots), etc.
Cooperating Agencies	This section is for local cooperators and will generally include entities such as the Red Cross, Salvation Army, local law enforcement, etc. Do not repeat individual agencies already listed in the "Committed Resources" section.
Prepared By	Normally, this will be the Situation Unit Leader or Planning Section Chief at the incident but it may be a dispatcher in the local dispatch or communications center.
Approved By	Normally, this will be the Planning Section Chief or Incident Commander, but it may be the local Dispatch Center Manager, or Agency Manager.

<b>Item Title</b>	<b>Instructions</b>
Sent To...	Enter appropriate dispatch center or GACC.
Estimated Control	For fire incidents, give the date and time (24 hour clock) at which control is expected. For non-fire incidents, enter the date incident support is expected to be completed.
Projected Final Size	Enter an estimate of the total area that is expected to be involved/affected over the course of the incident/
Estimated Final Cost	Enter an estimate of the total costs for the incident once all bills will have been processed.
Tomorrow's Forecasted Weather	For fire incidents, enter the next reporting period's forecast wind speed, wind direction, temperature and relative humidity/ Highlight significant forecasted weather events such as dry lightning, gusty erratic winds in the "Remarks" section. For non-fire incidents in which other weather conditions are a factor, use the "Remarks" section to describe the conditions.
Critical Resource Needs	List the specific types and amounts of resources needed, in order or priority.
Actions Planned...	Provide a short summary of actions planned for the next operational period.
Projected Incident...	Provide an estimate of the direction in which the incident is expected to spread/migrate/expand during the next operational period (when applicable). Include an estimate of the acreage/area that will likely be affected. Describe potential structure threats and evacuations. Projections should be made for 12, 24 and 48 hours.
Major Problems and Concerns	Describe safety concerns and control problems such as heavy fuels, steep terrain, difficult access, adverse weather conditions and erratic/extreme fire behavior. Include social/political/economic concerns or impacts and relate critical resource needs to the planned actions.
For Fire Incidents...	Describe the fire's resistance to control in terms of growth potential and difficulty of terrain.
How likely it is...	Give a short assessment of the likelihood of meeting the containment/control targets, given the current resources and strategy. If containment is unlikely, explain why and/or adjust the containment/control targets accordingly.
Projected Demobe Start	Enter the date and time (24 hour clock) at which significant demobilization is expected to begin.
Remarks	Use this block to expand on any above information or to include other pertinent information not previously addressed.

### INCIDENT STATUS SUMMARY ICS Form 209

1. Date/Time		2. Initial <input type="checkbox"/> Update <input type="checkbox"/> Final <input type="checkbox"/>		3. Incident Name				4. Incident Number													
5. Incident Commander		6. Jurisdiction		7. County		8. Type incident		9. Location		10. Started Date/Time											
11. Cause	12. Area Involved		13. % Controlled		14. Expected Containment Date/Time		15. Estimated Controlled Date/Time		16. Declared Controlled Date/Time												
17. Current Threat						18. Control Problems															
19. Est. Loss		20. Est. Savings		21. Injuries		Deaths		22. Line Built		23. Line to Build											
24. Current Weather WS                      Temp WD                      RH		25. Predicted Weather WS                      Temp WD                      RH		26. Cost to Date				27. Est. Total Cost													
28. Agencies																					
Resources																	Totals				
Kind of Resource	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	
ENGINES																					
DOZERS																					
CREWS	Number of Crews:																				
	Number of Crew Personnel:																				
HELICOPTERS																					
AIR TANKERS																					
TRUCK COS.																					
RESCUE/MED.																					
WATER TENDERS																					
OVERHEAD PERSONNEL																					
TOTAL PERSONNEL																					
30. Cooperating Agencies																					
31. Remarks																					
32. Prepared by						33. Approved by						34. Sent to: Date                      Time                      By									

<b>CHECK-IN LIST</b>		1. INCIDENT NAME				2. CHECK-IN LOCATION				3. DATE/TIME		
<b>CHECK-IN INFORMATION</b>												
4. LIST PERSONNEL (OVERHEAD) BY AGENCY NAME – OR LIST EQUIPEMENT BY THE FOLLOWING FORMAT: S=Supplies                      H=Helicopter O=Overhead                    VL=Vessels E=Equipment                 C=Crew A=Aircraft                      VH=Vehicle			5.	6.	7.	8.	9.	10.	11.	12.	13.	14.
<b>AGENCY</b>		<b>RESOURCE IDENTIFIER</b>	ORDER/ NUMBER	DATE/TIME CHECK-IN	LEADER'S NAME	TOTAL NO. PERSONNEL	INCIDENT CONTACT INFORMATION	INCIDENT LODGING INFO/CONTACT INFO	HOME UNIT	METHOD OF TRAVEL	INCIDENT ASSIGNMENT	SENT TO RESTAT TIME/INT.
		KIND										
15. ICS 211 PAGE _____ of _____			16. PREPARED BY (Name and Position) USE BACK FOR REMARKS OR COMMENTS									







## ICS Form 215 – Operational Planning Worksheet

### Instructions

**Purpose:** The purpose of the Operational Planning Worksheet is to communicate the decisions made during the Planning Meeting concerning resource assignments to the Resources Unit. The Worksheet is used by the Resources Unit to complete Assignment Lists for each division and by the Logistics Section Chief for ordering resources for the incident.

**Initiation of Form:** The Incident Commander and General Staff at each Planning Meeting initiate The Operational Planning Worksheet. It is recommended that the format be drawn on the chalkboard, and when decisions are reached, the information is recorded on the Operational Planning Worksheet.

**Distribution:** When the Division/Group work assignments and accompanying resource allocations are agreed to, the form is distributed to the Resources Unit to assist in the preparation of the Division worksheet for Assignment Lists. The Planning Section will use a copy of this preparing requests for resources required for the next operational period.

Item #	Item Title	Instructions
1.	Incident Name	Print the name assigned to the incident.
2.	Date/Time Prepared	Enter date (month, day, year) and time (24-hour clock) prepared.
3.	Operational Period (Date/Time)	Enter the time interval for which the information applies. Record the start time and end time and date.
4.	Division/Group/Staging or Other Location	Enter Division/Group/Staging identifier or location of the work assignment for the resources.
5.	Work Assignments	Enter the specific work assignments given to each of the Division/Group/Staging or Other Location (Item #4).
6.	Resources By Type	Enter the quantity of resources by type (engines, crews, etc.), for the each of the following: REQ (required); HAVE the actual number or resources available to perform the work assignment. Then record the number of resources needed, "NEED" row, by subtracting the number in the "HAVE" row from the number in the "REQ" row.
7.	Overhead	Enter supervisory and technical specialist needs (Division/Group Supervisor, Assistant Safety Officer, Wildlife Specialist, etc.).
8.	Special Equipment	Enter specialized equipment needs (Crew Transport, Fuel Tender, Portable Pump, etc.).

9.	Supplies	Enter supply needs (feet of hose, gallons of foam, drinking water, etc.).
10.	Reporting Location	Enter the specific location the "needed" resources are to report for the work assignment (staging area, location on the fire line, etc.).
11.	Requested Arrival Time	Enter time the resources are requested to arrive at the reporting location.
12.	Total Resources Required/ on Hand/ Needed	Enter the total number of resources by type (engines, crews, dozers, etc.,) required, on hand, and needed.
13.	Prepared By	Record the name and position of person completing the form.
<b>NOTE:</b> Any extra assignment notes must be noted on back of Form 215.		



**ICS Form 215a – Incident Action Plan Safety Analysis  
Instructions**

<b>Item #</b>	<b>Item Title</b>	<b>Instructions</b>
1.	Incident Name	Print the name assigned to the incident.
2.	Date/Time Prepared	Enter date (month, day, year) and time (24-hour clock) prepared.
3.	Operational Period	Record the date (month, day, year) and time (24-hour (Date/Time) clock) of the Operational Period for which this analysis is in effect.
	Division/Group	Enter Division/Group Identifiers.
	Blank Risk Header	Enter appropriate title for risk, if not already in list.
	Blank Risk Mitigation Header	Enter appropriate title for risk mitigation.
	Blank Risk Cells/ Mitigation Cells	Enter an “X” to indicate a risk type of concern in a division/group.
	Blank Risk	Enter an “X” to indicate mitigation for risk to division or group.
	Prepared By	Enter the name and title of the person preparing the form.

INCIDENT ACTION PLAN SAFETY ANALYSIS		1. Incident Name							2. Date	3. Time
Division or Group	Potential Hazards								Mitigations (e.g., PPE, buddy system, escape routes)	
	Type of Hazard:	Type of Hazard:	Type of Hazard:	Type of Hazard:	Type of Hazard:	Type of Hazard:	Type of Hazard:	Type of Hazard:		
Prepared by (Name and Position)										

<b>RADIO REQUIREMENTS WORKSHEET</b>			1. Incident Name			2. Date			3. Time		
4. Branch			5. Agency			6. Operational Period			7. Tactical Frequency		
8. Division/Group			Division/Group			Division/Group			Division/Group		
Agency			Agency			Agency			Agency		
9. Agency	ID No.	Radio Requirements	Agency	ID No.	Radio Requirements	Agency	ID No.	Radio Requirements	Agency	ID No.	Radio Requirements
Page 1 of			10. Prepared by (Name and Position)								

## ICS Form 220 – Air Operations Summary

### Instructions

**Purpose:** The Air Operations Summary provides air operations units with the number, type, location and specific assignments of helicopters and air tankers.

**Initiation of Form:** The Operations Section Chief or the Air Operations Director completes the summary during each Planning Meeting. General air resources assignment information is obtained from the Operational Planning Worksheet (ICS Form 215), which also is completed during each Planning Meeting. The Air and Fixed-Wing Support Groups provide specific designators of the air resources assigned to the incident.

**Distribution:** Once the summary is completed by Air Operations personnel, the form is given to the Air Support Group Leader and Fixed-Wing Support personnel. These personnel complete the form by indicating the designators of the helicopters and air tankers assigned missions during the specified operational period. This information is provided Air Operations personnel who, in turn, give the information to the Resources Unit.

AIR OPERATIONS SUMMARY		1. Incident Name			Helibases Fixed Wing Bases				
4. Personnel and Communications		Name	Air/Air Frequency	Air/Ground Frequency	5. Remarks (Spec. Instructions, Safety Notes, Hazards, Priorities)				
Air Operations Director									
Air Attack Supervisor									
Helicopter Coordinator									
Air Tanker Coordinator									
6. Location/Function	7. Assignment	8. Fixed Wing		9. Helicopters		10. Time		11. Aircraft Assigned	12. Operating Base
		No.	Type	No.	Type	Available	Commence		
14. Air Operations Support Equipment					15. Prepared by (include Date and Time)				



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**Incident Action Plan****(IAP)**

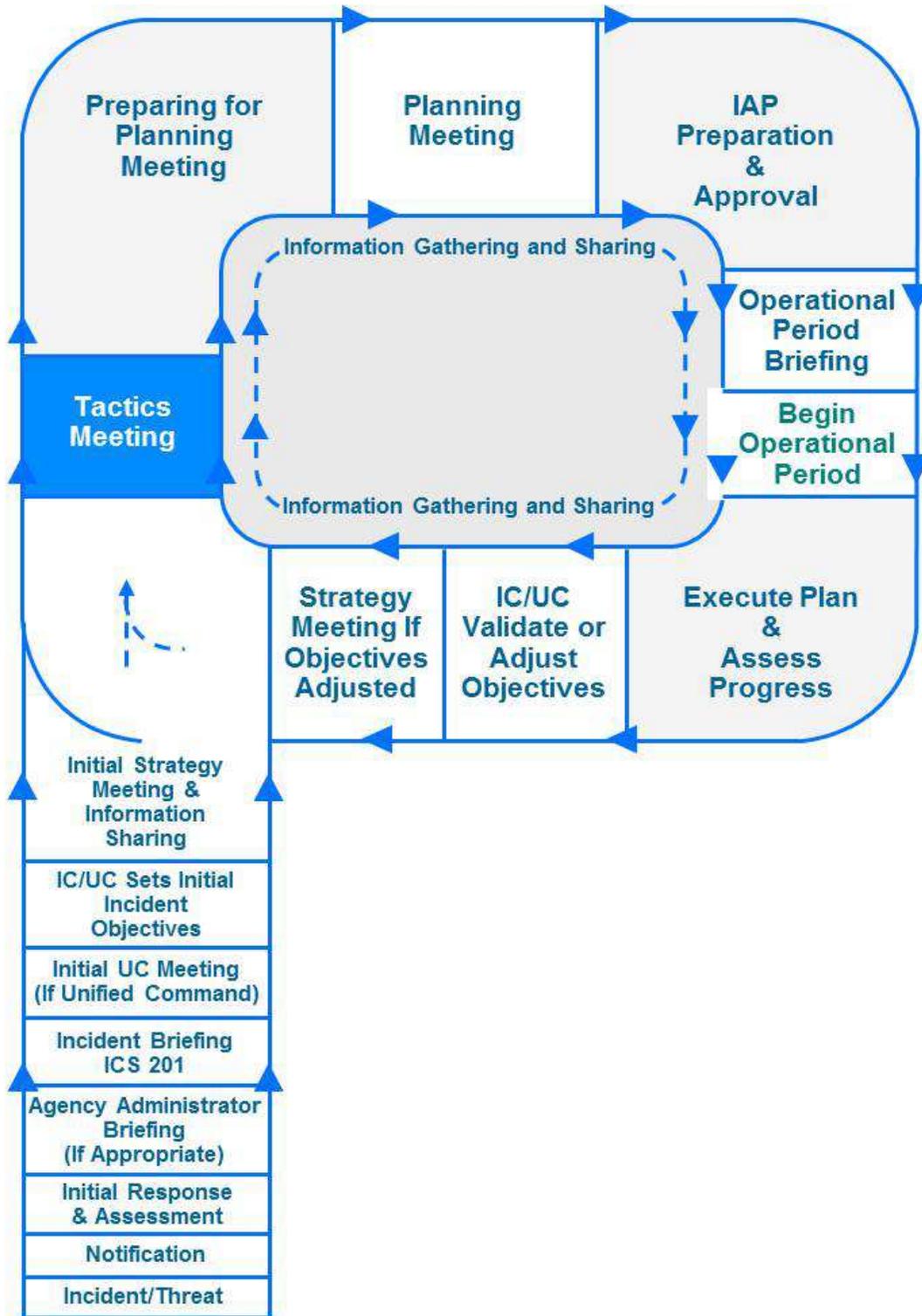
- The written IAP is a series of standard forms and supporting documents that convey the Incident Commander's and the Operations Section's directions for the accomplishment of the plan for the designated operational period.
- A written IAP should be considered whenever:
  - Two or more jurisdictions are involved in the emergency response.
  - The incident continues into the next operational period.
  - A number of ICS organizational elements are activated (typically when General Staff Sections are staffed).
  - It is required by agency policy.
  - A hazmat incident is involved.
- A written IAP provides:
  - A clear statement of objectives and actions.
  - A basis for measuring work effectiveness and cost effectiveness.
  - A basis for measuring work progress and providing accountability.
  - Documentation for post-incident fiscal and legal activities.
- In some cases, the IAP includes a cover sheet to indicate which forms and supporting documents are included. The IAP Cover Sheet is not an ICS form; however, it is sometimes used to provide a quick overview of the contents of the IAP. The cover sheet may also serve as a checklist to indicate which forms and supporting documents are enclosed as part of the IAP.

**Remember:** When developing the IAP, Incident Objectives should have the following SMART characteristics:

- **Specific** – The wording must be precise and unambiguous in describing the objective.
- **Measurable** – The design and statement of objectives should make it possible to conduct a final accounting as to whether objectives were achieved.
- **Action Oriented** – The objective must have an action verb that describes the expected
- **Realistic** – Objectives must be achievable with the resources that the agency (and assisting agencies) can allocate to the incident, even though it may take several operational periods
- **Time Sensitive** – The timeframe should be specified.



### The Planning Process and IAP Preparation



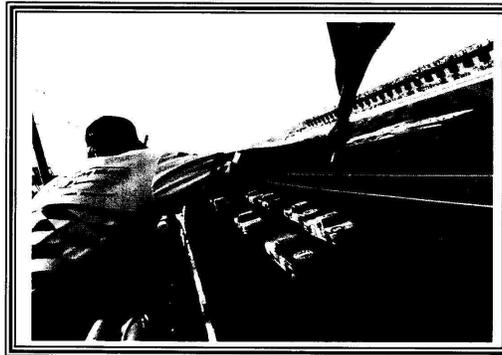
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A UNIFIED COMMAND  
**INCIDENT ACTION  
PLAN**

FOR THE  
**CALIFORNIA  
SPEEDWAY**

**FEBRUARY 23 - 26, 2006  
EVENTS**



<b>INCIDENT OBJECTIVES</b>  <b>ICS 202</b>	1. INCIDENT NAME  <b>SPEEDWAY</b>	2. DATE PREPARED	3. TIME PREPARED
4. OPERATIONAL PERIOD (DATE/TIME)  <p style="text-align: center;"><b>February 23 - 26, 2006</b></p>			
5. GENERAL CONTROL OBJECTIVES FOR THE INCIDENT (INCLUDE ALTERNATIVES) <b>FIRE/RESCUE OBJECTIVES:</b>			
1. Provide for firefighter & public safety. 2. Primary fire suppression of the infield, parking lots, & race facilities. 3. Fire			
Prevention inspection & enforcement of UFC. 4. Provide standby coverage during fueling operations.			
5. Provide support to all allied agencies.			
<b>LAW ENFORCEMENTS OBJECTIVES</b> 1. Keep the Peace. 2. Provide primary Law Enforcement and Security functi			
in and around the event including indirect race functions such as the concert and Infield R.V. Park. 3. Provide and coordinate			
other agencies performing traffic control in and around the event. 4. Provide a supervisor to the Unified Command Post in the			
Race Tower to act as Law Enforcement IC. 5. Be familiar with travel routes and general layout. 6. Be alert for suspicious			
activities including vehicles and packages.			
<b>SPEEDWAY OBJECTIVES</b>			
1. Coordinate with and assit other members of the Unified Comman as part of the Emergency Action Plan.			
2. Provide primary fire rescue for racing surface, garage, and pit areas. 3. Provide primary medical care for the facility.			
4. Assist County Fire Department with fire suppression activities in all other areas as directed. 5. Deliver to our competitors,			
guests, and co-workers, the highest level of professional service.			
6. WEATHER FORECAST FOR OPERATIONAL PERIOD  <p style="text-align: center;"><b>TBA</b></p>			
7. GENERAL / SAFETY MESSAGE  1. Maintain communications at all times. 2. Use proper hearing protection.			
3. Provide for proper hydration for all personnel. 4. Keep hydrated			
8. ATTACHMENTS (CHECK IF ATTACHED)			
<input checked="" type="checkbox"/> ORGANIZATION LIST (ICS 203) <input checked="" type="checkbox"/> COMMUNICATIONS PLAN (ICS 205) <input checked="" type="checkbox"/> MEDICAL PLAN (ICS 206)			
<input checked="" type="checkbox"/> DIVISION ASSIGNMENT LISTS (ICS 204)                      FIRE WEATHER <input checked="" type="checkbox"/> CONTACT TELEPHONE LIST			
<input type="checkbox"/> AIR OPERATIONS SUMMARY (ICS 220)                      SAFETY MESSAGE <input checked="" type="checkbox"/> INCIDENT MAP			
<b>ICS 202</b>	9. PREPARED BY		10. APPROVED BY (INCIDENT COMMANDER)  <p style="text-align: center;"><b>Fire/LE/Speedway</b></p>

<b>ORGANIZATION ASSIGNMENT LIST ICS-203</b>		1. INCIDENT NAME <b>SPEEDWAY 2-06</b>	2. DATE PREPARED <b>2/6/2006</b>	3. TIME PREPARED
5. <b>INCIDENT COMMANDER AND STAFF</b>		4. OPERATIONAL PERIOD (DATE/TIME) <b>2-23-06 THRU 2-26-06</b>		
INCIDENT COMMANDER	<b>Nunez/-Fire/Rescue</b>	9. <b>OPERATIONS SECTION</b>		
DEPUTY	<b>Kovinsky-Law Enf. (SO)</b>			
SAFETY OFFICER	<b>Sandoval-Speedway (CSW)</b>			
INFORMATION OFFICER	<b>TBA as needed</b>			
LIAISON OFFICER	<b>TBA-CSW</b>			
AGENCY REPRESENTATIVES		a. <b>FIRE/RESCUE BRANCH</b>		
AGENCY	NAME	BRANCH DIRECTOR	<small>Day Branch: 0800-2400</small> <b>Greg Sears</b> <small>Night Branch</small>	
SBCFD	<b>Dennen / Wellman / Wessel</b>	DEPUTY		
CHP		DIVISION "A"	<b>E-79 (ME-72)</b>	
FBI	<b>TBA</b>	DIVISION "B"	<b>E-80 (ME-74)</b>	
SBSO	<b>Brown</b>	DIVISION "C"	<b>BP40 (24 HRS.)</b>	
State OES LE	<b>Beene</b>	R.I.C. GROUP	<b>WT-79 (manned as needed)</b>	
		STRUCTURE GROUP	<b>BE72 (manned as needed)</b>	
		b. <b>EMS BRANCH</b>		
7. <b>PLANNING SECTION</b>		BRANCH DIRECTOR	<b>Grange</b>	
CHIEF	<b>Fire/LE/Speedway TBA's</b>	DEPUTY		
INTERN		TRIAGE GROUP		
RESOURCES UNIT		TREATMENT GROUP		
SITUATION UNIT		TRANSPORTATION GROUP		
DOCUMENTATION UNIT		DIVISION/GROUP		
DEMOBILIZATION UNIT		DIVISION/GROUP		
TECHNICAL SPECIALISTS		c. <b>HAZMAT BRANCH</b>		
		BRANCH DIRECTOR	<b>Gary Provansal</b>	
		DEPUTY		
		HAZMAT GROUP	<b>Otter</b>	
		CIT GROUP	<b>Mora</b>	
		DIVISION/GROUP		
		DIVISION/GROUP		
		DIVISION/GROUP		
8. <b>LOGISTICS SECTION</b>		d. <b>LAW ENFORCEMENT BRANCH</b>		
CHIEF	<b>CSW as needed</b>	BRANCH DIRECTOR	<b>McCoy</b>	
DEPUTY		DEPUTY		
a. <b>SUPPORT BRANCH</b>		FBI	<b>Pluncky / Schmidt</b>	
DIRECTOR		CHP/Traffic Control	<b>TBA</b>	
SUPPLY UNIT		TEWG	<b>Amrhein</b>	
FACILITIES UNIT		Speedway Security	<b>Terry Dunn</b>	
GROUND SUPPORT UNIT		DIVISION/GROUP		
b. <b>SERVICE BRANCH</b>		DIVISION/GROUP		
DIRECTOR		<b>FINANCE SECTION</b>	<b>CSW-TBA as needed</b>	
COMMUNICATIONS UNIT		PROCUREMENT UNIT		
MEDICAL UNIT		COMP/CLAIMS UNIT		
FOOD UNIT		COST UNIT		
<b>ICS 203</b>	PREPARED BY <b>D. Nunez</b>			













1. BRANCH <b>HAZMAT</b>		2. DIVISION/GROUP <b>HAZMAT Group</b>		3. DIVISION ASSIGNMENT LIST <b>ICS 204</b>			
3. INCIDENT NAME <b>SPEEDWAY 2-06</b>			4. OPERATIONAL PERIOD <b>2/23/06 THRU 2/26/06</b>				
OPERATIONS CHIEF <b>Fire/Rescue or Law Enforcement</b>			DIVISION/GROUP SUPERVISOR <b>Otter</b>				
BRANCH DIRECTOR <b>Provansal</b>			AIR ATTACK SUPERVISOR _____				
6. RESOURCES ASSIGNED THIS PERIOD							
STRIKE TEAM/TASK FORCE/ RESOURCE DESIGNATOR	LEADER	NUMBER PERSONS	TRANS. NEEDED	DROP OFF POINT / TIME	PICK UP POINT / TIME		
<b>NG 9th CST</b>	<b>TBA</b>						
<b>Mass Decon Unit</b>				<b>As Needed</b>			
<b>SBC Health Department</b>	<b>TBA</b>						
7. CONTROL OPERATIONS							
8. SPECIAL INSTRUCTIONS <b>Follow Objectives and Tactical Priorities on Form ICS 202 and meet needs of Branch.</b>							
9. DIVISION/GROUP COMMUNICATIONS SUMMARY							
FUNCTION	FREQ.	SYSTEM	CHAN.	FUNCTION	FREQ.	SYSTEM	CHAN.
FIRE COMMAND	LOCAL	<b>5-Fire-1</b>	<b>800</b>	SUPPORT	MEDICAL/EMS	<b>5-Fire-1</b>	<b>800</b>
	REPEAT				BRANCH	<b>CSW</b>	<b>3 &amp; 16</b>
FIRE DIV./GROUP	TACTICAL	<b>5FGND1</b>	<b>800</b>	<b>Law Enforcement Tactical</b>	<b>5FTAC-1</b>	<b>800</b>	
PREPARED BY (RESOURCE UNIT LDR.)				APPROVED BY (PLANNING SECT. CH.)		DATE	TIME
				<b>Fire/LE/Speedway</b>		<b>02/06/06</b>	





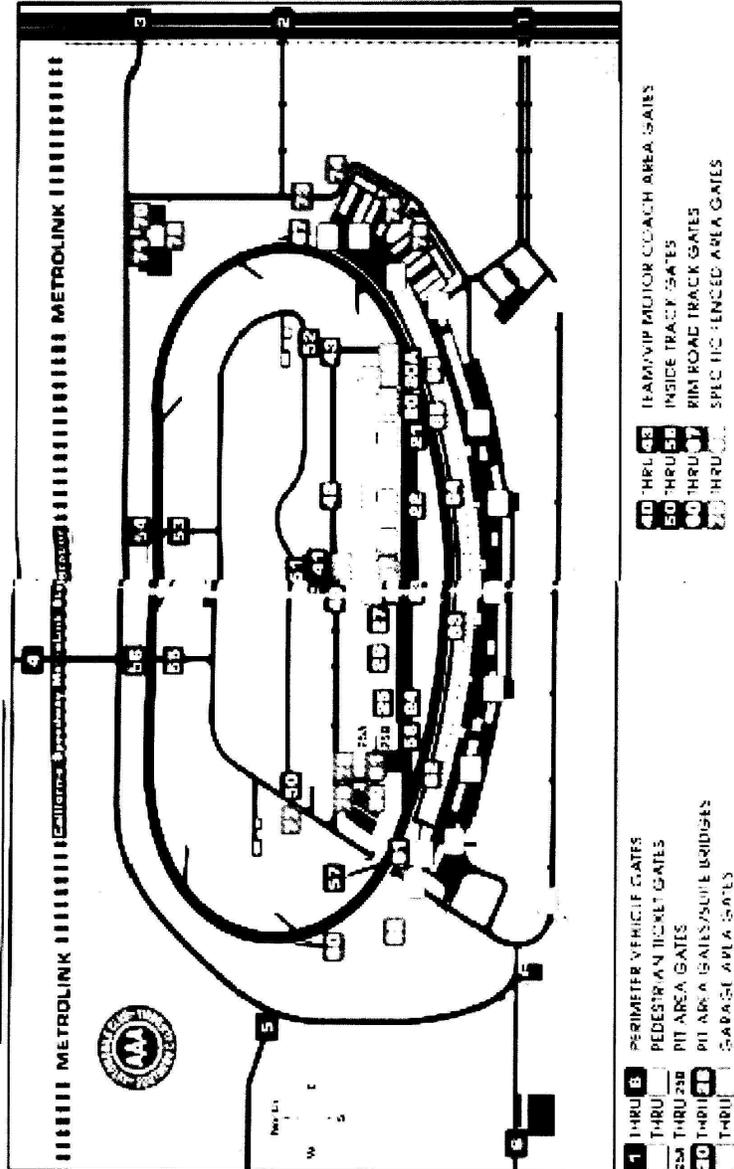




INCIDENT RADIO COMMUNICATIONS PLAN		1. INCIDENT NAME Speedway 2/06	2. DATE/TIME PREPARED 2/6/06	3. OPERATIONAL PERIOD DATE/TIME 2/23/06 THRU 2/26/06
4. BASIC RADIO CHANNEL UTILIZATION				
SYSTEM/CACHE	CHANNEL	FUNCTION	FREQUENCY	ASSIGNMENT REMARKS
800	5-FIRE-1	FIRE COMMAND		COMMAND & MED COMM.
800	5-FGND-1	FIRE TACTICAL		OPERATIONS & MED COMM.
800	5-ATAC-1	LAW COMMAND		SBSO
800	5-ATAC-2	LAW TACTICAL		SBSO
CSW Radios	Channel 1	CALIFORNIA SPEEDWAY ADMINISTRATION		California Speedway
CSW Radios	Channel 3 & 16			
800	5-FIRE-1	EMS/Med. Comm.		California Speedway
CSW Radios	Channel 2	CALIF. SPEEDWAY SECURITY		California Speedway
	Channel 13	TACTICAL		California Speedway
800	5-CTAC-1	Terrorist Early Warning Grp		TEWG
PREPARED BY:				
<b>ICS 205</b>				

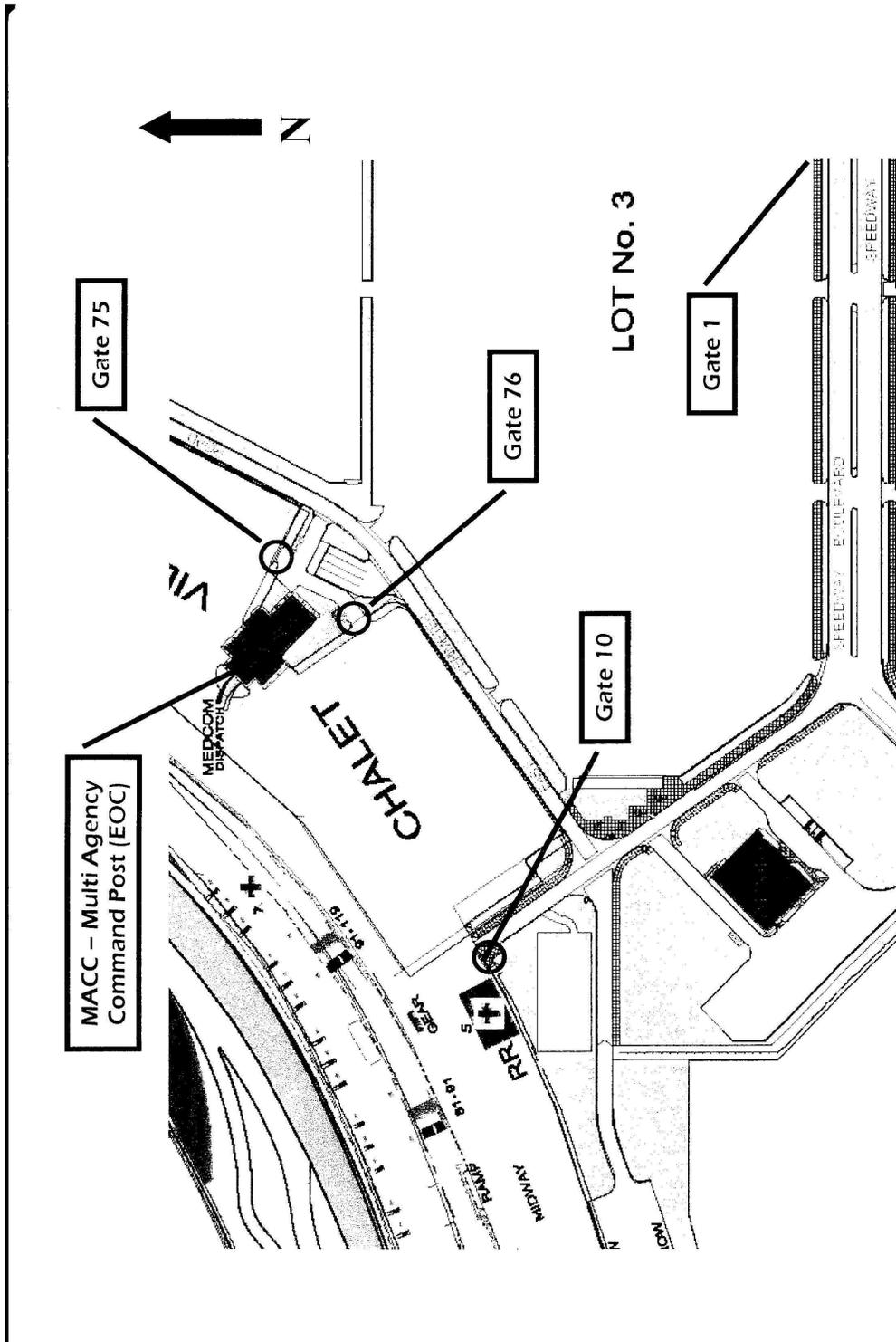
<b>MEDICAL PLAN</b>		1. INCIDENT NAME <b>SPEEDWAY 2-06</b>		2. DATE PREPARED <b>02/06/06</b>	3. TIME PREPARED	4. OPERATIONAL PERIOD <b>2/23/06 THRU 2/26/06</b>			
<b>5. INCIDENT MEDICAL AID STATIONS</b>									
MEDICAL AID STATIONS		LOCATION				PARAMEDICS			
						YES		NO	
Infield Care Center		S/W corner of infield access thru tunnel				<input checked="" type="checkbox"/>			
Center Midway		Midway level, S/O center elevator				<input checked="" type="checkbox"/>			
Aid Stations		Refer to map for locations				<input checked="" type="checkbox"/>			
<b>6. TRANSPORTATION</b>									
<b>A. AMBULANCE SERVICE</b>									
NAME		ADDRESS			PHONE		PARAMEDICS		
							YES		NO
Calif Speedway					429-5950		<input checked="" type="checkbox"/>		
Symons Ambulance					"		<input checked="" type="checkbox"/>		
AMR					1-800-474-1777		<input checked="" type="checkbox"/>		
Mercy Air					429-5950		<input checked="" type="checkbox"/>		
<b>B. INCIDENT AMBULANCES</b>									
NAME		LOCATION			PHONE		PARAMEDICS		
							YES		NO
Calif Speedway		5 - on track			429-5950		<input checked="" type="checkbox"/>		
Symons Ambulance		off track (7 - on Saturday, 8 - on Sunday)			"		<input checked="" type="checkbox"/>		
AMR		Rancho Cucamonga			1-800-474-1777		<input checked="" type="checkbox"/>		
Mercy Air		Infield, next to care center			429-5950		<input checked="" type="checkbox"/>		
<b>7. HOSPITALS</b>									
NAME	ADDRESS	TRAVEL TIME		PHONE		HELIPAD		BURN CENTER	
		AIR	GRND			YES	NO	YES	NO
ARMC	Colton	7	15	909-580-1000		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
LLUMC	Loma Linda	7	20	909-558-4444		<input checked="" type="checkbox"/>			
Kaiser	Fontana	5	10	909-427-5521		<input checked="" type="checkbox"/>			
SACH	Rancho Cucamonga		15	909-985-2811					
<b>8. MEDICAL EMERGENCY PROCEDURES</b>									
All Speedway employees are to report <b>all</b> injuries to the Infield Care Center. All SBCoFD personnel are to report all injuries to their immediate supervisor and to the Fire Branch Director.									
<b>ICS 206</b>		9. PREPARED BY (MEDICAL UNIT LEADER)			10. REVIEWED BY (SAFETY OFFICER)				

**GATE NUMBERS AND MAP**



**MULTI-AGENCY COMMAND CENTER (MACC)**

- In the event of a major incident the MACC will be activated. The MACC is the physical location for the Unified Command.
  
- The MACC is located at the SE corner of the race track in the N end of the Commissary Bldg. The entrance and parking are through gate 75. If the MACC is rendered inoperable by the incident an alternate will be established in an appropriate Safe Zone dictated by the incident. Some of the alternate MACC locations are:
  - Site 2: NE corner of the California Steel Co. (a large parking area)
  - Site 3: The Fontana Sheriff's Station
  - Site 4: West Valley Detention Center
  - Site 5: County EOC
  
- It should be comprised of command officers and authorized decision makers from the following agencies and authorities (as appropriate):
  - San Bernardino County Sheriff's Dept.
  
  - San Bernardino County Fire Dept.
  
  - San Bernardino County Health Dept.
  
  - FBI
  
  - California Speedway
  
- The Law and Fire Branch Command Posts will be located as close to the MACC as practical.
  
- The Branch Command Posts may include the following agencies:
  - Law Branch:
    - FBI
    - SBCSD
    - CHP
    - State OES LE
  
  - Fire Branch:
    - SBCFD
    - HAZ MAT
    - SBC Public Health
    - NG 9<sup>th</sup> CST
    - LACFD DECON Unit
    - State OES Fire



## **MAJOR INCIDENT INITIAL TEWG ACTIONS**

- All incident management will be done in accordance with SEMS/NEMS utilizing ICS to manage the incident.
- If it's a terrorist act or suspected terrorist act the FBI agent on scene will, by law, either assume the IC position or becomes part of the Unified Command, at his discretion.
- The Fontana SBSO CP and its staff will become the Law Branch CP if not affected by the incident. An alternate Law Enforcement CP could be the TEWG CP.
- TEWG members will immediately report to their respective departments and fill positions assigned to them.
- The TEWG members not affiliated with a local agency will be assigned as follows:
  - National Guard 9<sup>th</sup>. CST will deploy with the County Fire HAZMAT Unit.
  - Riverside EOD will deploy with the SBSO EOD.
  - SBC Health should initially report to the ICP as an Agency Rep.



**Ridgecrest Municipal Code**

**Ordinance 2-3.109. - Disaster Council.**

(a)

The Disaster Council is hereby established.

(b)

The Disaster Council shall provide for the preparation and carrying out of plans for the protection of persons and property within this City in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions of this City with all other public agencies, corporations, organizations, and affected private persons.

As used herein "emergency" shall mean the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within this City caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake, or other conditions, including conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor controversy, which conditions are, or likely to be, beyond the control of the services, personnel, equipment and facilities of this City, requiring the combined forces of other political subdivisions to combat.

(c)

The Disaster Council shall consist of the following: The Mayor, who is the Chair; the Director of Emergency Services, who is the City Administrator and who shall be Vice-Chair; the Assistant Director of Emergency Services who is the Chief of Police or the person appointed by the Director in the Assistant Director's absence; such chiefs of emergency services as are provided for in a current emergency plan of the City adopted pursuant to this section; and such representatives of civic, business, labor, veterans, professional, or other organizations having an official emergency responsibility as may be appointed by the Director to fulfill the requirements of the Emergency Operations Plan.

(d)

The Disaster Council shall develop and recommend for adoption by the City Council, emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements. The Disaster Council shall meet upon the call of the Chair, or in the Chair's absence from the City or inability to call such meeting, upon the call of the Vice Chair.

(e)

The Disaster Council shall be responsible for the development of the City Emergency Operations Plan, which plan shall provide for the effective mobilization of all of the

resources of this City, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency; and shall provide for the organization, powers and duties, services, and staff of the emergency organization. Such plan shall take effect upon adoption by resolution of the City.

(f)

As required by the Emergency Operations Plan and State statute, the Chairman shall:

(1)

Request the City Council to proclaim the existence or threatened existence of a "local emergency" if the Council is in session, or to issue such proclamation if the City Council is not in session. The Council shall take action to ratify the proclamation within seven (7) days thereafter or the proclamation shall have no further force or effect.

(2)

Request the Governor to proclaim a "state of emergency" when, in the opinion of the Chair, the locally available resources are inadequate to cope with the emergency.

(g)

As required by the Emergency Operations Plan and State statute the Director shall:

(1)

Declare a local emergency, provided, whenever a local emergency is proclaimed, the Council shall take action to ratify the proclamation within seven (7) days thereafter or the proclamation shall have no further force or effect.

(2)

Control and direct the effort of the emergency organization of this City for the accomplishment of the purposes of this section.

(3)

Direct cooperation between and coordination of services and staff of the emergency organization of this City; and resolve questions of authority and responsibility that may arise between them.

(4)

Represent this City in all dealings with public and private agencies on matters pertaining to emergencies as defined herein.

(h)

In the event of the proclamation of a "local emergency" as herein provided, the proclamation of a "state emergency" by the Governor or the Director of the State Office of Emergency Services, or the existence of a "state of war emergency" the Director shall:

(1)

Make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the City Council;

(2)

Obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property and to bind the City for the fair value thereof and, if required immediately, to commandeer the same for public use;

(3)

Require emergency services of any City officer or employee and, in the event of the proclamation of a "state of emergency" in Kern County or the existence of a "state of war emergency," to command the aid of as many citizens of this community as he deems necessary in the execution of his duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered disaster service workers;

(4)

Requisition necessary personnel or material of any City department or agency; and

(5)

Execute all ordinary power as City Administrator, all of the special powers conferred by this section or by resolution of emergency plan pursuant hereto adopted by the City Council, all powers conferred by any statute, by any agreement approved by the City Council, and by any other lawful authority.

(i)

The Director of Emergency Services shall designate the order of succession to that office to take effect in the event the Director is unavailable to attend meetings and otherwise perform his duties during an emergency. Such order of succession shall be approved by the City Council.

(j)

The Assistant Director shall, under the supervision of the Director and with the assistance of emergency service chiefs, develop emergency plans and manage the emergency programs of this City; and shall have such other powers and duties as may be assigned by the Director.

(k)

All officers and employees of this City, together with those volunteer forces enrolled to aid them by agreement or operation of law, including persons impressed into service under the provisions of this Code, shall be charged with duties incident to the

protection of life and property in this City during such emergency, and shall constitute the emergency organization of the City.

(l)

Any expenditures made in connection with emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the City.

(m)

It shall be a misdemeanor promulgated in the California Emergency Act and the California Penal Code for any person during an emergency to:

(1)

Willfully obstruct, hinder, or delay any member of the emergency organization in the enforcement of any lawful rule or regulation issued pursuant to this section, or in the performance of any duty imposed upon him by virtue of this section;

(2)

Do any act forbidden by any lawful rule or regulation issued pursuant to this section, if such act is of such a nature as to give or be likely to give assistance to the enemy or to imperil the lives or property of inhabitants of his City, or to prevent, hinder, or delay the defense or protection thereof;

(3)

Wear, carry, or display, without authority, any means of identification specified by the emergency agency of the State.

*(Ord. No. 96-03)*

**MEDIA CONTACTS  
KERN COUNTY OPERATIONAL AREA**

**Radio**

<b>Description</b>	<b>Address</b>	<b>Telephone</b>	<b>Fax</b>
KLOA 1240 AM	731 Balsam St Ridgecrest, CA 93555	760-371-1700	760-371-1824
KRAJ 100.9 FM BC Corbin	731 Balsam St Ridgecrest, CA 93555 bc@kraj.com	760-371-1700	760-371-1824
KZIQ 92.7 FM	121 W. Ridgecrest Blvd. Ridgecrest, CA 93555	760-384-4937	760-384-4978
KKTY 93.7 FM	121 W. Ridgecrest Blvd.	760-384-4937	760-384-4978
KSSI 102.7 FM		760-446-5774	

**Television**

<b>Description</b>	<b>Address</b>	<b>Telephone</b>	<b>Fax</b>
Mediacom	555 S. China Lake Blvd. Ridgecrest, CA 93555	760-371-2474	760-371-4050

**Newspaper**

<b>Description</b>	<b>Address</b>	<b>Telephone</b>	<b>Fax</b>
Daily Independent	224 E. Ridgecrest Blvd. Ridgecrest, CA 93555	760-375-4481	760-375-4880
The News Review	109 N. Sanders St. Ridgecrest, CA 93555	760-371-4301	760-371-4304
Swap Sheet (Ads)	619 W. Ridgecrest Blvd. Ridgecrest, CA 93555	760-375-5400	760-375-1901



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# Law Enforcement Mutual Aid Quick Reference Guide



## Mutual Aid Defined

Mutual aid is the voluntary sharing of personnel and resources when an agency can not deploy, sufficiently, its own resources to respond to an unusual occurrence. Resources are then requested by the affected agency through a recognized system established by the Master Mutual Aid Agreement and Emergency Services Act. This cooperative system may be executed on a local, countywide, regional, statewide, and interstate basis. The state has been divided into seven mutual aid regions to more effectively apply, administer and coordinate mutual aid. Mutual aid can become mandatory at the option of the Governor. Generally, there is no reimbursement for providing mutual aid.

## Authorities

The California Law Enforcement Mutual Aid System and Plan derives its authority from the CA Emergency Services Act (Govt. Code §8550, §8569, §8615-8619, §8632, §8668) and the Master Mutual Aid Agreement.

## Mutual Aid Process

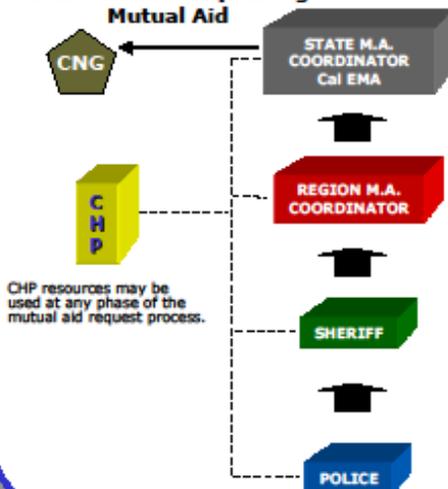
**Local** – Chief of Police determines unusual event is beyond department resources, requests mutual aid assistance from Sheriff.

**County(Operational Area)** – If event is beyond the resource capability of Sheriff's Office and other in-county law enforcement resources, the Sheriff requests mutual aid from Regional Mutual Aid Coordinator.

**Region** – A Sheriff in the region, who is designated as the "Regional Mutual Aid Coordinator" fulfills mutual aid request from other Operational Areas and their respective law enforcement resources.

**State** – If the law enforcement resources within the impacted region are not sufficient, the M.A. Regional Coordinator requests additional mutual aid assistance from the State Mutual Aid Coordinator. Other mutual aid regions may be called upon to assist.

### Channels For Requesting Mutual Aid



Law Enforcement Mutual Aid Regions

## Mutual Aid Considerations

- ★ State declaration of emergency not necessary to request and provide mutual aid.
- ★ Use of National Guard resources for law enforcement mutual aid requires an order by the Governor. National Guard resources are to be used *only* when local and state law enforcement resources are committed to maximum.
- ★ No jurisdiction is required to unnecessarily deplete their own personnel, equipment, and capabilities in order to provide mutual aid. It is generally accepted that a reasonable response will consist of up to 50% of available on-duty uniformed officers.
- ★ Agency Receiving mutual aid is responsible for the care, feeding, and shelter of responding mutual aid resources.
- ★ Planned and scheduled community events do not meet the criteria for mutual aid and therefore, should include costs for additional public safety if required. However, mutual aid may be necessary in extraordinary situations.
- ★ Mutual aid reimbursement costs may be applicable under state and federal disaster declarations. Otherwise, all mutual aid costs are the responsibility of individual agencies participating.
- ★ Cal EMA may assign mission numbers to mutual aid events in order to track and coordinate resources and for Potential liability or financial purposes.
- ★ Out-of state mutual aid is coordinated through Cal EMA and the Emergency Management Assistance Compact (EMAC) unless as already specified in interstate agreements and MOUs.
- ★ Other state law enforcement agencies can be tasked to assist in providing mutual aid.

## Law Enforcement Mutual Aid Regional Coordinators

**Sheriff Tom Bosenko**  
Region III - Shasta County

**Sheriff Scott Jones**  
Region IV - Sacramento County

**Sheriff Margaret Mims**  
Region V - Fresno County

**Sheriff John McMahon**  
Region VI - San Bernardino County

**Sheriff Greg Ahern**  
Region II - Alameda County

**Sheriff Bill Brown**  
Region IA - Santa Barbara County

**Sheriff Lee Baca**  
Region I - Los Angeles County

### Key Contacts

	Cal EMA State Warning Center	(916) 845-8911
	Cal EMA Law Enforcement Division	(916) 845-8700
	STTAC State Terrorism Threat Assessment Center	(888) 834-8200
	FBI Sacramento Division	(916) 481-9110
	FBI San Francisco Division	(415) 553-7400
	FBI Los Angeles Division	(310) 477-6565
	FBI San Diego Division	(858) 565-1255
	CNG Joint Operations Center (JOC)	(916) 854-3440

### Cal EMA Law Enforcement Division

Cal EMA Law Enforcement Division staff are available 24 hours/day to assist your department with law enforcement mutual aid planning and coordination.

California Emergency Management Agency  
Law Enforcement Division  
3650 Schriever Ave.  
Mather, CA 95655  
(916) 845-8700  
24-hr (916) 845-8911




## Law Enforcement Mutual Aid Quick Reference Guide

