

**City of  
Benicia, California**

**Emergency Operations Plan**

**January 2007**

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# **Section I Emergency Operations Plan**

## **Introduction**

Emergencies happen every day: medical emergencies, fires, traffic accidents, and they are responded to by local agencies equipped and trained for that purpose. Most of these emergencies are managed by the First Responders, typically Emergency Medical, Fire Departments, and Law Enforcement. They utilize equipment and support services, both public and private, to assist them as needed. These support services could be city or county public works, tow trucks, bus companies, etc.

When the emergencies extend beyond the capabilities of the First Responders, they may activate existing Mutual Aid Agreements, and request additional support resources from other local and regional agencies, as they would in for major emergencies including, minor earthquakes, floods, acts of terrorism, fires, both residential and wildland, or major traffic accidents. If these emergencies occur in unincorporated areas of the county, cross multiple jurisdictions, or require regional or state assistance, the Solano County Office of Emergency Services is called in to coordinate requests for assistance, set up mobile command centers, activate the Operational Area Emergency Operations Center (EOC), help prioritize emergency resources, and manage critical information flow for responders, news media and the general public.

Plans and procedures to handle the above emergencies are already in place, personnel are trained and equipped, city and county agencies, public and private, are aware of them and invoke them when necessary. These are considered Emergency Incidents, and there is usually no need to proclaim a local emergency.

However, when significant events, natural or man made, such as major earthquakes, floods, aircraft disasters, or terrorist activities, overwhelm even these capabilities, the City of Benicia Emergency Operations Plan may need to be activated, in addition to proclaiming a local, state or federal level emergency. As a city employee, you may be called upon to assist in the planning for such a Disaster, or in the Activation, Operation, or Deactivation of the Emergency Operations Plan. Therefore, you need to be knowledgeable of the overall plan. Read the Emergency Operations Plan and the Emergency Operations Center, review the Annexes, and familiarize yourself and your department staff with the planning and activation processes.

## **Plan Organization**

The City of Benicia Emergency Operation Plan consists of:

### **Section I The Emergency Operations Plan (EOP)**

- Introduction
- Emergency Plan
- Recovery Operations

### **Section II The Emergency Operations Center (EOC)**

- Activation Criteria
- EOC Organization with functional descriptions
- Checklists for Activation, Operation, and Demobilization of the EOC.

### **Section III EOP Annexes**

- The EOP Annexes were developed along with, and are the same as the Solano County Annexes and they are included in the hardcopy and electronic versions of the Benicia EOP.

### **Section IV Authorities and References**

- **List of Authorities:** Local, state, and federal regulations regarding Emergency Plans, Operations, Deactivation and Recovery operations.
- **Action Planning Guide** for developing an effective action plan.
- **Emergency Proclamations** Guidelines for declaring local, state and federal emergencies, along with Examples of Local Emergency Proclamations.
- **Glossary** of Terms Definitions of commonly used terms and abbreviations.
- **EOP Maintenance** Emergency Operations Plan updates, maintenance, and distribution information
- **Forms** Recommended Forms for recording incident and disaster plans, information gathering and distribution, etc.

## **References to Other Emergency Plans**

There are other Emergency Plans maintained by the Fire Department, and other county departments, that are not included in this plan. These include: Area HazMat Plan, Mass Casualty Plan, and Bio-Terrorism Plan. Contact the Fire Department if you have questions about these specific plans.

Other government agencies, NGOs and private sector organizations have their own emergency and business continuity plans. Since this Emergency Plan is a public document, they are referenced in this plan for security reasons. The Liaison Officer in the Emergency Operations Center has access to those organization's representatives who then coordinate their emergency operations plans with this plan.

## **Emergency Operations Plan Electronic and Hard Copy Version**

The Emergency Operations Plan is designed as an electronic document, distributed on a CD, to be viewed with a standard web browser, and may be located on a city web server, on a stand alone PC, or laptop computer. The complete Emergency Operations Plan is also located on the CD in Adobe Acrobat PDF format. The plan is also provided in this hard copy document format in the event electronic access is not available.

The electronic version contains hyperlinks to appropriate reference materials: local, state and federal laws, and guidelines regarding emergency operations and planning, procedures, checklists, glossaries, etc. Copies of these reference materials are included on the CD in the event an internet connection is not available. If an internet connection is available, links to those resources will be in the Reference Section under "Resources." The hard copy version contains a number of these same reference materials, procedures, checklists and glossaries.

## **SEMS**

The City of Benicia Emergency Operations Plan is based on the State of California's Standardized Emergency Management System (SEMS). SEMS was developed in response to Senate Bill 1841, which was passed to improve the coordination of state and local emergency response in California after the East Bay Hills Fire in 1991. This law is found in Section 8607 of the Government Code. By law, state agencies must use SEMS when responding to emergencies involving multiple jurisdictions or agencies. Local governments must use SEMS in order to be eligible for state funding of response related personnel costs.

SEMS is a proven emergency management system whose principle structure has been in use for over twenty years in the fire service; it provides an organizational framework and guidance for operations at each level of the State's emergency management system. SEMS is the umbrella under which all emergency response agencies must function in an integrated fashion.

SEMS is organized in Five Response Levels:

**Field Response Level** is the local emergency personnel responding to an incident or threat.

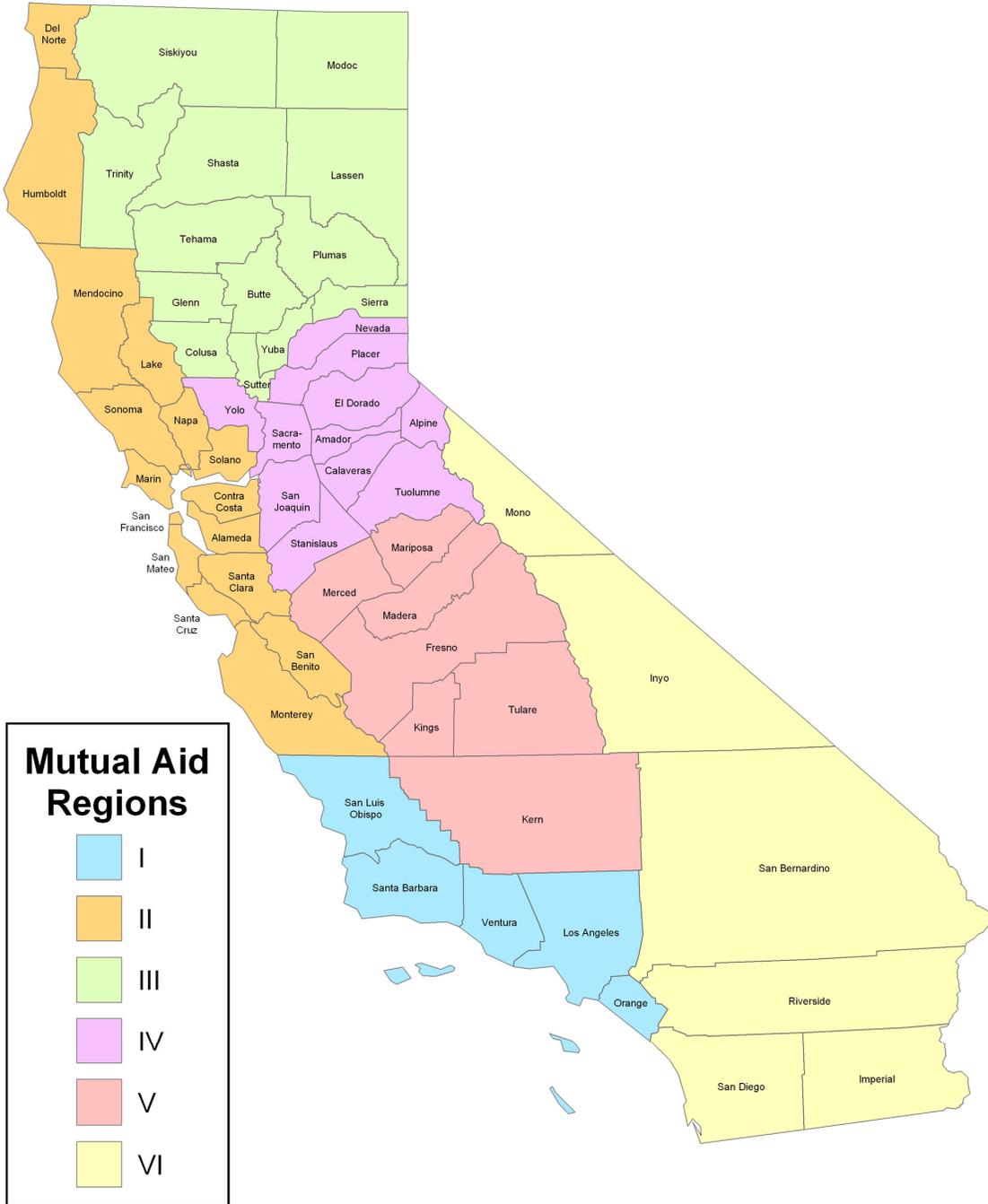
**Local Government Level** is the city, county, or special district which manages overall emergency response and recovery activities within its jurisdiction.

**Operational Area Level** is the county Office of Emergency Services, which manages/coordinates information, resources, and priorities between local governments and the Regional Level. The Solano County Operational Area includes all cities and special districts.

**Region Level**. California is divided into six Mutual Aid Regions, shown on the following page, which coordinate information and resources among the Operational Levels and the State Level. Solano County is in Mutual Aid Region II.

**State Level** operates the State Operations Center at OES Headquarters in Sacramento, and is responsible for coordinating resource requests and resolving priority issues at the Region Level. The State Operations Center also coordinates with the Federal Emergency Management Agency (FEMA) and other federal agencies implementing the Federal Response Plan. For more information, refer to the Emergency Services Act or Chapter 7, Division 1, Title 2 of the California Government Code.

# California OES Mutual Aid Regions



## ICS

One of the primary components of SEMS is the Incident Command System (ICS), which was developed during the 1970s by an inter-agency working group of local, state, and federal fire services in California. ICS has since been endorsed by the American Public Works Association and the International Association of Chiefs of Police and has been adopted by the National Fire Academy as its standard for incident response. Federal law requires the use of ICS for response to HazMat incidents, and many States, including California, have adopted ICS as their standard for responding to all types of incidents.

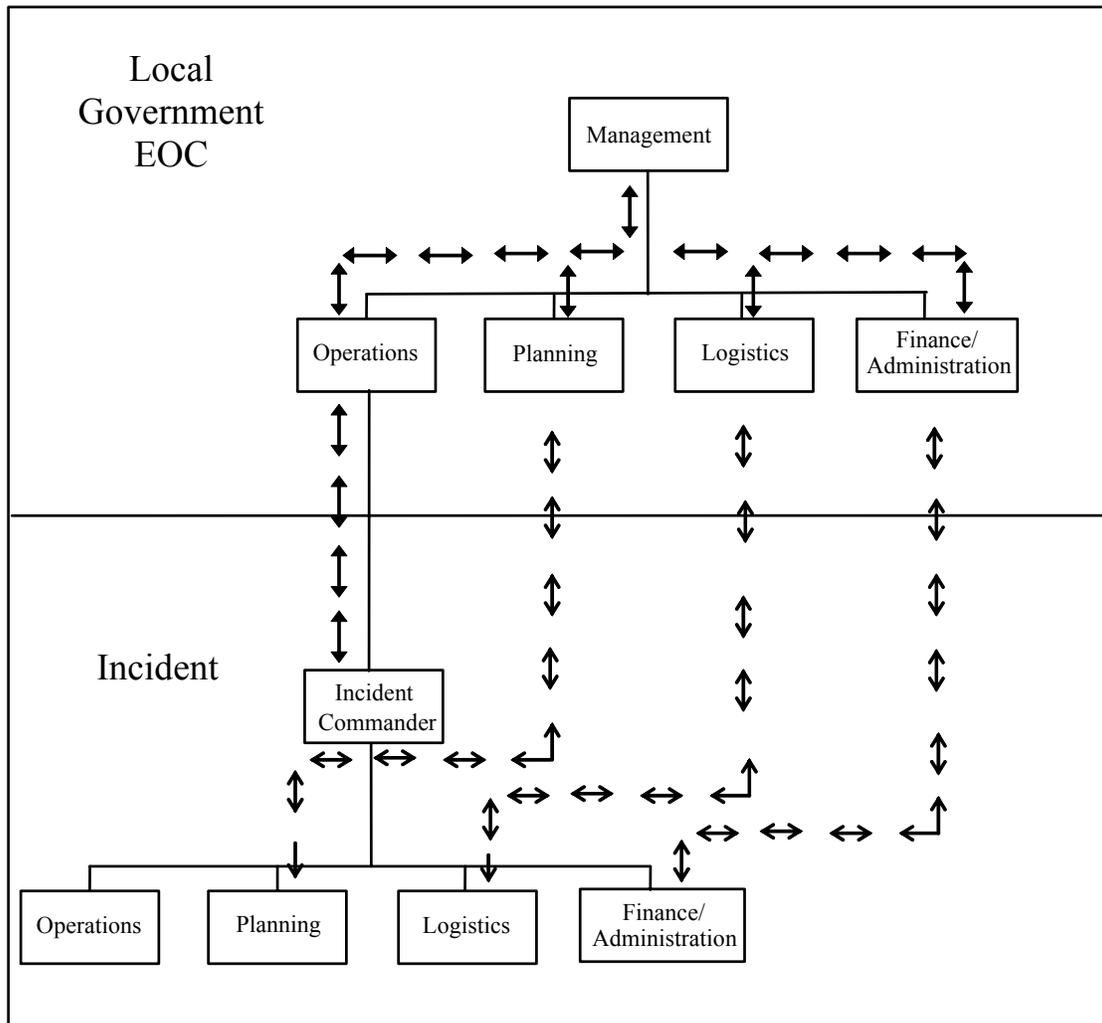
The Incident Command System ensures that every emergency incident has an Incident Commander and appropriate support staff to effectively manage the incident. Initially, the first responder is the Incident Commander who is responsible for identifying and requesting any additional responders and associated support equipment. For example, local Law Enforcement may be the first responder to a traffic accident, which may also require Fire Department responders, Emergency Medical Services, Public Works, and private agencies.

The First Responder to arrive on the scene will be the Incident Commander until a more highly qualified individual arrives, and is assigned by the local jurisdiction. Change of Command is then passed on to the new Incident Commander, who then assumes the overall management and coordination of the incident. The Incident Commander can assign one or more deputies to assist in managing the incident by coordinating Operations, Logistics, Planning, and Finance, etc. as the incident changes in scope and complexity

The Incident Command System will then expand or shrink as necessary during an incident to request and coordinate appropriate resources, manage priorities, as well as recovery and shutdown operations. The Incident Command System is used at all levels of SEMS. A more detailed description of ICS is included in the Reference Materials.

A diagram of information flow and coordination between an Incident Commander and the local government EOC is shown on the following page. This same flow occurs between all five response levels. If a local government EOC requests activation of the Operational Area EOC to request additional support and coordination efforts, the information and coordination efforts flow in the same manner through the Region and State level

## Incident Command System-Local Government EOC Functional Interactions



- ↕ ↕ Primary Field - EOC Coordination and Information Flow
- → Lines of secondary communications and coordination\*
- Lines of Management Authority

\*Note: Secondary lines of communication and coordination are shown as indicated when those Sections are activated at the Incident Command Level. For most Incidents, all lines of communication flow through the Incident Commander. Secondary lines of communication may be necessary during large Incidents when a Department Operational Center (DOC) is activated, and those Sections are supported at the EOC.

## **NIMS**

The National Incident Management System (NIMS) was created by Homeland Security Presidential Directive (HSPD)-5, which directed the Secretary of Homeland Security to develop and administer a National Incident Management System as a consistent nationwide template to enable Federal, State, local and tribal governments, along with private-sector and nongovernmental organizations, to work together effectively and efficiently to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity, including acts of catastrophic terrorism.

NIMS is based on, and is an outgrowth of SEMS and ICS, which are themselves the refinement of standardized best practices in incident and emergency management techniques and principles that have been in use for years. Therefore, SEMS and ICS are NIMS compliant, meaning these practices are incorporated into NIMS, and will be expanded on as NIMS implementation is refined over time. NIMS has six basic components:

### **Command and Management.**

- The Incident Command System (ICS) which defines the operating characteristics, interactive management components, and structure of incident management and emergency response organizations engaged throughout the life cycle of an incident.
- Multiagency Coordination Systems. These define the operating characteristics, interactive management components, and organizational structure of supporting incident management entities engaged at the Federal, State, local, tribal, and regional levels through mutual-aid agreements and other assistance arrangements.
- Public Information Systems. These refer to processes, procedures, and systems for communicating timely and accurate information to the public during crisis or emergency situations.

**Preparedness.** Effective incident management begins with a host of preparedness activities conducted on a “steady-state” basis, well in advance of any potential incident. Preparedness involves an integrated combination of planning, training, exercises, personnel qualification and certification standards, equipment acquisition and certification standards, and publication management processes and activities.

- Planning describes how personnel, equipment and other resources are used to support incident management and emergency response activities.
- Training includes standard courses on multiagency incident command and management, organizational structure, and operational procedures; discipline-specific and agency-specific incident management courses on the integration and use of supporting technologies.

- Exercises. Incident management organizations and personnel must participate in realistic exercises to improve integration and interoperability and optimize resource utilization during incident operations.
- Personnel qualification and certification activities are used to identify and publish national-level standards and measure of performance against these standards to ensure that incident management and emergency responders are qualified and officially certified to perform NIMS-related functions.
- Equipment acquisition and certification provides standards for various types of equipment utilized by emergency responders at all levels. These standards will also include the capability to be interoperable with similar equipment used by other jurisdictions.
- Mutual-Aid agreements are the means for one jurisdiction to provide resources, facilities, services, and other required support to another jurisdiction during an incident. NIMS defines and sets minimum standards for mutual aid agreements at all levels.
- Publications management refers to forms and forms standardization, developing publication materials, administering publications—including establishing naming and numbering conventions, managing the promulgation of documents, and exercising control over sensitive documents—and revising publications when necessary.

**Resource Management.** NIMS defines standardized mechanisms and establishes requirements for processes to describe, inventory, mobilize, dispatch, track, and recover resources over the life cycle of an incident.

**Communications and Information Management.** NIMS identifies the requirement for a standardized framework for communications, information management (collection, analysis, and dissemination), and information-sharing at all levels of incident management. These elements are:

- Incident Management Communications. Incident management organizations must ensure that effective, interoperable communications processes, procedures, and systems exist to support a wide variety of incident management activities across agencies and jurisdictions.
- Information Management processes, procedures, and systems help ensure that information, including communications and data, flows efficiently through a commonly accepted architecture supporting numerous agencies and jurisdictions responsible for managing or directing domestic incidents, those impacted by the incident, and those contributing resources to the incident management effort.

**Supporting Technologies.** Technology and technological systems provide supporting capabilities essential to implementing and continuously refining the NIMS. These include voice and data communications systems, information management systems, and data display systems.

**Ongoing Management and Maintenance.** This component establishes an activity to provide strategic direction for and oversight of the NIMS, supporting both routine review and the continuous refinement of the system and its components over the long term.

Additional information on the National Incident Management System, including training, credentialing, and compliance requirements can be found on the FEMA NIMS web site at <http://www.fema.gov/nims/>. A complete copy of the NIMS manual in Adobe PDF format is available from the FEMA NIMS web site and is also located in the electronic version of this plan.

As NIMS standards and practices are further defined and refined, this emergency plan will be updated to incorporate them as required. The California Office of Emergency Services maintains current SEMS/NIMS Implementation Plans for State, Local and Tribal governments at: <http://www.oes.ca.gov/>. Select Current Information for the latest SEMS/NIMS Implementation information. Electronic copies of appropriate SEMS/NIMS implementation documents in Adobe PDF format are included on the electronic version of this EOP as supporting documentation in the event internet services are not available.

## **Incidents, Disasters, and Emergencies**

These terms are often used somewhat interchangeably and in some cases are used to both *define a situation* and to describe a *level of response* to a situation.

### **Incident**

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

Incidents may result in extreme peril to the safety of persons and property, and may lead to or create conditions of disaster. Incidents may also be rapidly mitigated without loss or damage. Larger incidents, while not yet meeting disaster level definition, may call for local governments to proclaim “a Local Emergency”.

Incidents call for a field on-scene response of an Incident Commander and tactical and support resources organized within an Incident Command System structure.

Examples of incidents could be wide-ranging:

- Protest demonstration
- Broken gas line
- Hostage situation
- Multi-casualty accident
- Downed utility lines
- Structure fire

## **Disaster**

A disaster is a calamitous emergency event bringing great damage, destruction, or loss of life. Disasters may occur with little or no advance warning, e.g., an earthquake or a flash flood, or they may develop from one or more incidents e.g., a minor brush fire caused by a traffic accident which results in a major wildland fire. Some of the characteristics of incidents, and disasters are listed below:

### **Characteristics of Incidents and Disasters**

<b><u>Incidents</u></b>	<b><u>Disasters</u></b>
<ul style="list-style-type: none"><li>• Usually a single event – may be small or large.</li><li>• Has a defined geographical area.</li><li>• Will use local resources and mutual aid may be applied.</li><li>• Usually only one or a few agencies involved.</li><li>• Ordinary threat to life and/or property – limited population and geographic area.</li><li>• Usually a local emergency will not be declared and jurisdictional EOC will not be activated for a single or multiple small incidents.</li><li>• Usually a fairly short duration measured in hours or a few days.</li><li>• Primary command decisions are made at the scene Incident Command Post(s).</li><li>• Strategy, tactics and resource assignments are determined on scene.</li></ul>	<ul style="list-style-type: none"><li>• Single or multiple events (can have many separate incidents associated with it).</li><li>• Resource demand is beyond local capabilities and extensive mutual aid and support needed.</li><li>• Many agencies and jurisdictions involved (multiple layers of government).</li><li>• Extraordinary threat to life and/or property.</li><li>• Generally a widespread population and geographic area affected.</li><li>• Will last over a substantial period of time (days to weeks) and local government will proclaim a Local Emergency.</li><li>• Emergency Operations Centers are activated to provide centralized overall coordination of jurisdiction assets, department and incident support functions, and initial recovery operations.</li></ul>

## **Emergency**

The term *emergency* can also be used to define a conditional state such as proclamation of “Local Emergency”. The California Emergency Services Act describes three states of Emergency:

- **State of War Emergency**

"State of war emergency" means the condition which exists immediately, with or without a proclamation thereof by the Governor, whenever this state or nation is attacked by an enemy of the United States, or upon receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent.

- **State of Emergency**

"State of emergency" means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy or conditions causing a "state of war emergency," which, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.

- **Local Emergency**

"Local emergency" means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy, which are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.

## **Roles and Responsibilities**

Department Heads should review the City of Benicia Emergency Operations Plan, and ensure their management teams and staffs are familiar with the terms and operational concepts. Those departments with separate Disaster Plans must review and update their plans and ensure they are included in the city's Emergency Operations Plan.

Those departments that have been identified to fill positions in the Emergency Operations Center must provide the names and emergency phone numbers of the Primary individuals, along with three Backup names and phone numbers in case the Primary person is not available, to the Fire Department.

The Primary and Backup individuals must familiarize themselves with the City of Benicia Emergency Operations Plan, and be prepared to assume an active role in managing and coordinating critical disaster and recovery operations. They should assemble an Emergency Operations Kit which contains toiletries and a change of clothing that will be readily accessible if they are recalled to staff the EOC. Training sessions and practice exercises will be conducted periodically to ensure the EOC staff is adequately prepared to manage any disaster within the City of Benicia.

Each department covered by the EOP should develop procedures that translate the tasking to that organization into specific action-oriented checklists for use during incident management operations, including how the department will accomplish its assigned tasks. There are four standard levels of procedural documents:

- Overview—a brief concept summary of an incident-related function, team, or capability.
- Standard Operating Procedures (SOP) or Operations Manual—a complete reference document that details the procedures for performing a single function or a number of interdependent functions.
- Field Operations Guide (FOG) or Handbook—a durable pocket or desk guide that contains essential information required to perform specific assignments or functions.
- Job Aid—a checklist or other aid that is useful in performing or training for a job.

## **Disaster Service Workers**

There are city personnel who do not have specific task assignments. They are automatically designated by State Law as Disaster Service Workers during a disaster, and serve in the response effort.

“All public employees and all registered volunteers of a jurisdiction having an accredited disaster council are Disaster Service Workers”, per the Government Code, Title I, Division 4, Chapter 8, and Labor Code, Part I, Division 4, Chapters 1 and 10.

The term, public employees, includes all persons employed by the State, County, City or public district.

Other personnel including volunteers can be quickly registered by the city as Disaster Service Workers, which provides Workers Compensation and liability coverage.

# **Emergency Operations Plan**

## **Overview**

This Emergency Operations Plan (EOP) provides guidance for the City of Benicia's response to extraordinary emergency situations associated with natural disasters, technological incidents, terrorism and Weapons of Mass Destruction (WMD) defense operations in war and peacetime.

This plan does not address ordinary day-to-day emergencies. These are handled by local agencies trained and equipped for such emergencies. Instead, this Emergency Operations Plan concentrates on operational concepts and response procedures relative to large scale disasters. The City of Benicia Fire Department maintains this plan. The standard operating procedures developed by each department or agency operates as an extension of this plan.

This EOP is to be read, understood, and exercised prior to a disaster requiring activation of the plan. Departments and agencies identified in this plan will develop and maintain current standard operational procedures (SOPs) which will detail how their assigned responsibilities will be performed to support implementation of this plan. Mandatory elements to be addressed in these SOPs are:

- Arrangements for the continued operations and management of the agency.
- Specific powers that may be assumed by designated successor(s) during emergency situations.
- Circumstances under which successor's emergency powers would become effective.
- Current personnel notification and recall rosters and a means to implement them.
- Designation and establishment of work/control/dispatch center to manage organizational resources and response personnel and to maintain contact with EOC during emergencies.
- Designation of a representative to report to the EOC during an emergency to advise decision makers and coordinate their organization's effort with other responding agencies.
- Reporting appropriate information (casualties, damage observations, evacuation status, radiation levels, chemical exposure etc.) to the EOC during an emergency.

This is an all-hazard emergency plan. It is based on various emergency response functions, such as enforcement of laws and protection of health. Each function is described in a separate annex and each annex covers all hazards. Therefore, the City of Benicia does not have an earthquake plan, a flood plan, etc.

# Emergency Operations Plan

## Preparing for Emergencies

This Emergency Operations Plan is designed to effectively and efficiently organize and coordinate the City of Benicia's response to major emergencies by:

- Managing and coordinating emergency operations in unincorporated areas of the City.
- Coordinating resources within the City.
- Coordinating mutual aid within the City.
- Resolving and prioritizing conflicting requests for support.
- Requesting and allocating resources from outside the City.

## EOP Priorities

1. Save human lives.
2. Protect property.
3. Provide for the needs of survivors.
4. Provide public information.
5. Preserve government.
6. Restore essential services.
7. Restore the environment.

## **Activation of this Plan**

Use this Plan during situations that require a response beyond the scope of normal emergency operations. Consider this Plan to be officially activated when:

- The order of the City Manager (Director of Emergency Services), or designated representative, provided the existence, or threatened existence, of a **LOCAL EMERGENCY** has been proclaimed in accordance with the appropriate emergency ordinance.

**Notification of the City Manager** It is the responsibility of the employees of the City of Benicia to notify their supervisors, in ascending order to the City Manager, of conditions that they believe may lead to the activation of the emergency plan.

Any field supervisor and above may directly notify the City Manager if unable to follow the chain of command.

In the event of a pending or actual emergency the EOC will be the initial meeting place of EOC members to consult.

- The Governor has proclaimed a **STATE OF EMERGENCY** in an area that includes City of Benicia.
- The Presidential has declared a **NATIONAL EMERGENCY**.
- There is a proclamation of a **STATE OF WAR EMERGENCY** as defined by the California Emergency Services Act.
- There is a terrorist attack warning or the observation of a Weapon of Mass Destruction (WMD).

Some city departments and agencies also have their own departmental emergency plans and procedures that are separate from this plan. This plan supersedes all other city emergency plans and is considered the city's "Master" Emergency Plan. This is the primary plan that will be used even if in conjunction with other departmental plans.

## **Phases of an Emergency**

### **Before the Emergency**

Before an emergency, prepare plans, train personnel, conduct emergency exercises, educate the public, and arrange for resources. Coordinate operations with other organizations. Keep emergency communications systems, warning systems and the Emergency Operations Center ready at all times.

If a situation such as an approaching storm or a worsening international situation warrants an increase in readiness, review and update documents, check procedures, increase public information efforts, accelerate training programs and prepare to use emergency resources.

### **During the Emergency**

#### **Warning Phase**

This phase could begin with the forecast of a flood, or other natural disaster, or an international crisis which could lead to war.

During this phase, you may have to take action, such as warning and evacuating endangered occupants. Notify the Fire Department immediately. Refer to the checklists in this volume for specific instructions.

The City's Emergency Organizations will be activated as needed at the direction of the City Manager. Depending on the situation, coordination of these resources may be centralized or decentralized.

If State and possible Federal aid will be needed, the City Manager may proclaim a LOCAL EMERGENCY.

If a Weapon of Mass Destruction (WMD), or any other terrorist attack appears imminent, the Governor may proclaim a STATE OF WAR EMERGENCY.

#### **Impact Phase**

If there is no warning, the first response is usually by a field unit. The field unit then summons more field units and they establish a field command post with an Incident Commander in charge. The Incident Commander may then decide to increase the level of response and notify the City Manager, or the Fire Department, who will activate this Plan.

## **Employee's Responsibility**

All regular employees have an obligation to physically report to work during an emergency when requested by a supervisor or designee, or upon a general call-to-work media alert issued by City disaster officials. In any other case, all employees shall report to work at the start of their next regular work day unless advised otherwise.

All employees so notified to report to work shall do so as soon as reasonably possible. Exceptions from the duty to report to work during an emergency may be granted by a supervisor. Some examples of good cause to exempt or delay an employee from complying with policy include but are not limited to.

- a) When reasonable attempts to report to work will put an employee or the employee's immediate family in danger.
- b) When leave is approved by the appropriate supervisor to enable the employee to respond to a personal emergency.
- c) When the employee is physically unable to work due to injury or illness.
- d) When the employee is on approved leave and reporting to work would create an unreasonable hardship.
- e) When the employee is a member of a U.S. Military or National Guard unit and has received actual orders to report for military duty.

## **City Responsibility**

The City may assign employees to areas and duties outside their regular assignment with consideration for safety. This may include assignment outside the City of Benicia. Section supervisors should review the task list and skills list to the extent feasible prior to assigning work. An attempt will be made to evenly distribute work assignments among employees.

As long as an employee makes himself/herself available to work, employee shall be paid for their regular work week even if the City has no work for him/her to do, provided: Pay in the absence of work does not exceed 14 calendar days from the last date worked by the employee(s) after the date of the "Emergency" declaration.

## **Workday Assignments**

Length of workday during an "Emergency" declaration:

- For non-safety employees assigned 7½ to 9 hour workdays. In general, no one will be required to work more than 12 consecutive hours. If possible, no one should be allowed to work more than 16 consecutive hours.

### **First Day of “Emergency” declaration**

Any employee sent home would be paid for their full shift if the employee reports back at the next assigned shift.

### **Overtime Assignment**

An attempt will be made to evenly distribute overtime assignments among those qualified.

How selection is made:

- During the initial call back, the Section Chief may utilize any employee who has the appropriate skills.
- After the first operational period (twelve hours) those who in the City’s judgment have the appropriate skills, knowledge, and abilities should be used on a rotational basis, in accordance with departmental policy.

### **Emergency Feeding Policy**

It is the City of Benicia’s standard operating policy to provide food to City employees who are working during a declared or non-declared emergency situation. Examples of that would include firefighting and working an incident for an extended period of time without being able to leave the scene of the incident. Likewise, during a declared emergency, such as a flood or earthquake event, City employees required to work during the event will be either provided food or have food made available to them at designated locations, which could include a food kitchen, local restaurant or other type of eating establishment.

This policy extends to all employees acting as emergency workers, including those working in the Emergency Operations Center.

## **Emergency Organization**

All officers and employees of this city, all volunteer forces enrolled to aid them during an emergency, and all groups, organizations, and persons who by agreement or operation of law, including persons impressed into service under the provisions of Section 2.64.050A (6) (a), may be charged with duties incident to the protection of life and property in this city during the emergency, shall constitute the emergency organization of the city. (Ord. 73-1).

## **After the Emergency (Recovery)**

Recovery from a major disaster can take months, even years. It is a complex process that can include special legislation, financial entanglements, massive construction programs and, of course, lawsuits.

### **The Recovery Phase has the following objectives:**

- Reinstatement of individual autonomy.
- Restoration of family unity.
- Provision of essential public services.
- Permanent restoration of private and public property.
- Restoration of normal government operations.
- Restoration of public services.
- Research to uncover residual hazards, advance knowledge of disasters and improve future emergency operations.

As soon as possible, the Director of Emergency Services will bring together private, local, State, and Federal Agencies to coordinate State and Federal assistance programs and establish support priorities.

Disaster assistance will be coordinated through "one-stop" Disaster Application Centers (DAC's), staffed by representatives of Federal, State and local governmental agencies, private service organizations and private companies. If major damage has occurred, a local government recovery group will be formed to coordinate planning and decision making for recovery and reconstruction.

## **AFTER the emergency (Mitigation)**

The purpose of hazard mitigation is to keep it from happening again. It is also a requirement of Section 406 (minimum Standards for Public and Private Structures) of the Federal Disaster Relief Act of 1974 (Public Law 93-288).

Every disaster can teach us valuable lessons about building construction, land use and emergency response. Unfortunately, many of these lessons are soon forgotten and there is a tendency to return to the poor construction, unsafe land use and other shortsighted practices that caused the disaster in the first place. That's why the Federal Disaster Relief Act of 1974 requires safe land use and construction practices as a condition of receiving Federal disaster aid. NIMS stresses the requirements for Corrective Action as a vital part of After Action Reporting following an incident.

## **Levels of Emergencies**

Generally, emergency response will progress from the City to the County, to regional, to State, and finally to Federal involvement. The Office of Emergency Services has established three levels of emergency response, based on the severity of the situation and the availability of local resources.

### **Minor To Moderate (Level I)**

This type of situation is managed in a normal manner from a command post at the scene. Local resources are adequate and available; a local emergency may or may not be proclaimed.

Both coordination and direction are decentralized: the Emergency Operations Center is not activated and public safety personnel provide necessary support, as established by agreements and ordinances.

Police, fire and other responders coordinate via established telephones, radio systems and dispatch centers.

## **Moderate To Severe (Level II)**

Local resources are not adequate and mutual aid may be required on a regional or even a statewide basis. A Local Emergency is proclaimed and a State of Emergency might be proclaimed.

Multiple City and County agencies, as well as other jurisdictions, require close coordination of resources, coordination is centralized, and key City and County personnel meet in the Emergency Operations Center to coordinate emergency response.

Their activities can include, but are not limited to:

- Establishing an area-wide situation assessment function.
- Establishing an area-wide public information function.
- Determining resource requirements and coordinating requests for the affected area.
- Establishing and coordinating the logistical systems necessary to support multi-incident management.
- Establishing priorities for resource allocation.

Note that these functions are supplementary to those which may be performed by a single agency or within a single jurisdiction.

Direction is decentralized: Incident Command Systems established by local jurisdictions continue to report through local dispatch centers. Agency dispatch centers or liaison personnel provide information to the Emergency Operations Center.

## **Major Disasters (Level III)**

City and County resources are overwhelmed and extensive State or Federal resources are required. A Local Emergency and a State of Emergency are proclaimed and a Presidential declaration of an emergency or major disaster will be requested.

Emergency operations are centralized. The Emergency Operations Center is activated and all coordination and direction activities are done from there. There may be several incidents and the managers of each incident should report status and resource requests to, and receive direction from, the Emergency Operations Center. During war, the Statewide Emergency Management System will be fully activated and the State will coordinate emergency operations from Sacramento.

## **Emergency Management Organization:**

Benicia's emergency management organization may start small and grow, or shrink, as the need arises. When fully activated, the Statewide Emergency Management System consists of all jurisdictions from the Local through the State level.

This plan incorporates the Standardized Emergency Management/Incident Command Systems (SEMS/ICS) and the National Incident Management System (NIMS) to organize emergency operations.

### **City**

Benicia is an incorporated city in the County of Solano, and has an Emergency Management System.

In Solano County, the emergency management organizations of each incorporated city and Special Districts are responsible for coordination and direction of response and recovery operations within their jurisdictions, while the County emergency management organization will serve in a support role.

The County is responsible for coordinating and directing response and recovery operations in the unincorporated areas of the County, with the cities providing support and mutual aid as needed.

### **County (Operational Area)**

The County functions as the Operational Area and is the focal point for information transfer and support requests by cities and Special Districts within the County.

The County Administrative Officer (CAO) is in charge of the Operational Area. In the event of a major disaster, the County emergency organization will operate under a Unified Command Structure as shown in the Solano County Emergency Organization chart on the following page.

Solano County OES will submit information and requests for support to the appropriate section of the State Office of Emergency Services.

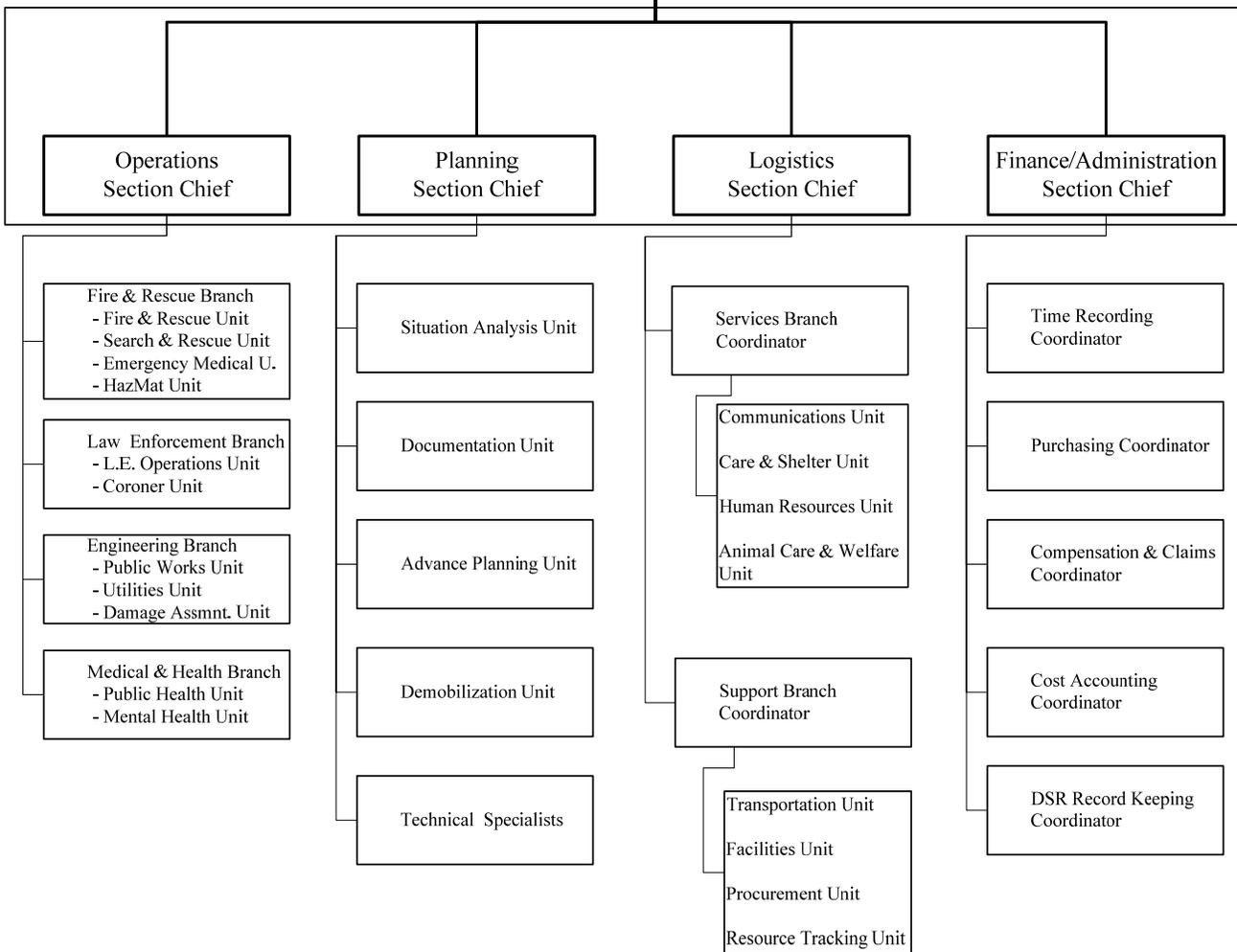
# Benicia Emergency Operations Center Organization Chart

## Command Staff

Director of Emergency Services

Legal Advisor  Liason Officer - Agency Representatives - Community Based Organizations - Private Sector Representatives - Volunteer/Service(VSP) Reps.	Emergency Services Manager  Safety Officer  Security Officer  Public Information Officer
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## General Staff

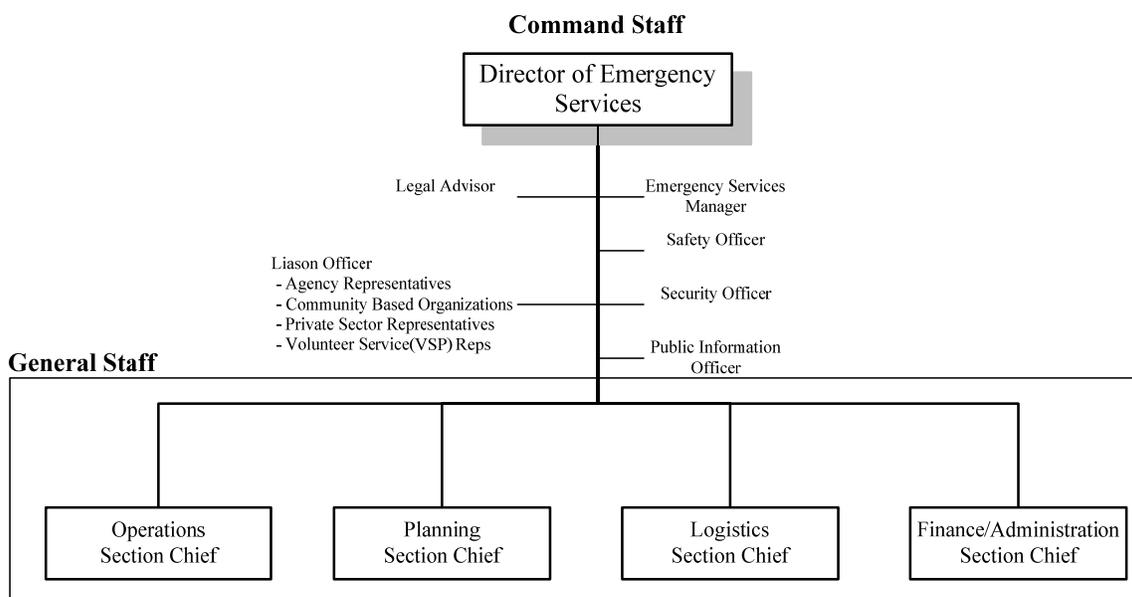


## EMERGENCY FUNCTIONS OF CITY DEPARTMENTS

	COMMAND					OPERATIONS					PLANNING					LOGISTICS					FINANCE							
<i>CITY DEPARTMENT</i>	DIRECTOR	EMERGENCY	SUPPORT	PUBLIC	LEGAL	OPERATIONS	MAINTENANCE	ENGINEERING	ENVIRONMENTAL	PLANNING	DESIGN	ADVISORY	DEMOBILIZATION	LOGISTICS	COMMUNICATIONS	CARRIAGE	HUMAN RESOURCES	ANIMALS	TRANSPORTATION	FACILITIES	PROCUREMENT	RESOURCES	FINANCE	TIME	PURCHASE	COMPTROLLER	RECORDS	
<i>P=Principal Department S=Support Department</i>																												
CITY ATTORNEY	S			P																								
CITY CLERK			S																									
CITY COUNCIL	S		S	S																								
CITY MANAGER	P		P	P													S											
PARKS & C.S.														P		P				P								
FIRE	S	P			S	P	P			P	S				S													
FINANCE																			S				P	P	P	P	P	P
PLANNING										P	P	P	P	P														
POLICE	S		P			S		P			S				P													
PUBLIC WORKS									P									P	P	S	P							
PERSONNEL/H.R.																	P											
LIBRARY												S										S						

**Note:** Local businesses, school districts, BERT, Red Cross, other NGOs, and other government agencies will be assigned roles within the EOC as needed.

## Command Staff



### **Director of Emergency Services (City Manager)**

Manages and coordinates the County's emergency response.

### **Emergency Services Manager (Fire Chief)**

Assists the Director of Emergency Services in the management and coordination of emergency response efforts.

### **Safety Officer (As Assigned)**

Ensures all emergency response operations are conducted in a safe manner

### **Security Officer (Benicia Police Dept.)**

Provides twenty-four hour a day security for all facilities. Controls personnel access to facilities in accordance with the policies established by the EOC Director.

### **Public Information Officer (City Manager's Office)**

Gathers accurate information and releases it to the public through various media.

### **Legal Advisor (City Attorney)**

Checks the legality of various emergency proclamations, writes emergency ordinances and watches out for potential legal liabilities.

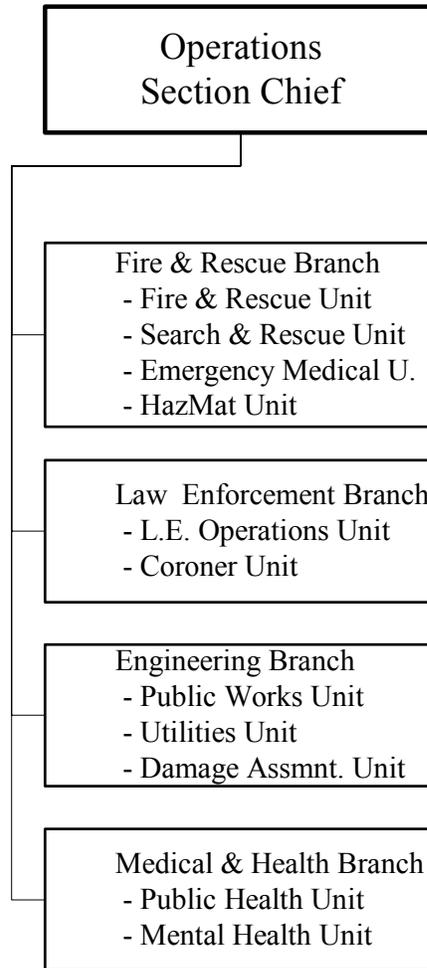
**Liaison Officer (City Manager's Office)**

Oversees all liaison activities, including coordinating/assisting Agency, Private Sector and Volunteer/Service Programs (VSP) representatives assigned to the EOC and handling requests from other agencies for sending liaison personnel to other EOCs.

Liaison Officer also works with and provides support to EOC section chiefs to determine their needs for volunteers, agency representatives and private sector resources to meet their operational requirements.

**Operations Section:** (Benicia Fire Department)

The Operations Section is the coordinating link to Fire, Law, Medical, Public Works and Resource Management. This section works to control the direct and immediate effects of a disaster.



**Operations Section:** (Benicia Fire Department)

**Fire and Rescue Branch** (Deputy Fire Chief)

**Fire & Rescue Unit** puts out fires, rescues trapped and injured persons.

**Search & Rescue Unit** coordinates search and rescue operations

**Emergency Medical Unit** treats and transports injured and ill persons, manages medical supplies and resources, and operates casualty collection points.

**HazMat Unit** coordinates and manages hazardous materials response within the city.

**Law Enforcement Branch** (Shift Commander)

**Law Enforcement Unit** enforces laws, controls traffic, manages evacuations and controls access to hazardous areas.

**Coroner Unit** collects, identifies and stores or buries the dead.

**Engineering Branch** (Public Works)

**Public Works Unit** builds, repairs and restores essential structures and utilities. Removes debris; assists in heavy rescue operations; supports law enforcement and fire services personnel in execution of access and perimeter control.

**Utilities Unit** coordinates restoration of utility services with utility companies.

**Damage/Safety Assessment Unit** inspects damaged structures and posts structures for use.

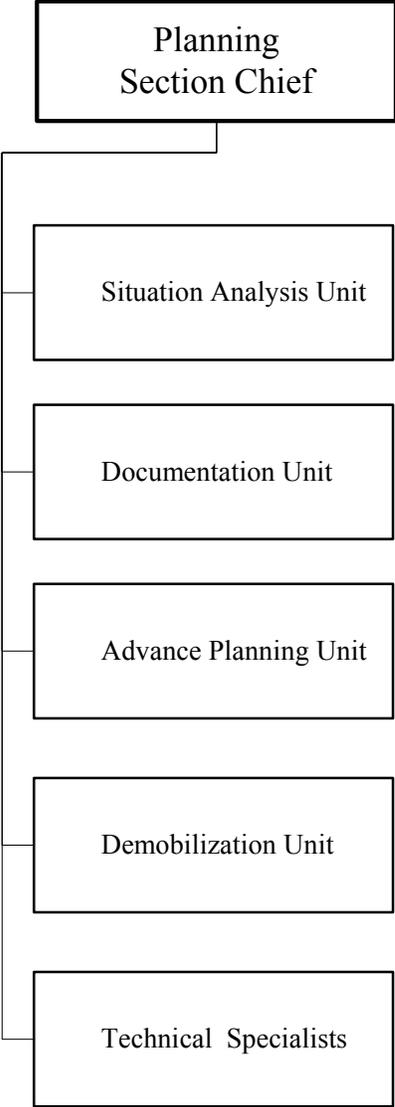
**Medical & Health Branch** (Deputy Fire Chief)

**Public Health Unit** maintains health and safety standards; prevents and controls disease.

**Mental Health Unit** helps meet the psychological needs of emergency responders and the public.

**Planning Section (Community Development Director)**

The Planning Section provides the facts and projections that help others make informed decisions.



**Planning Section** (Community Development Director)

**Situation Analysis Unit** Gathers information such as damage assessment and weather predictions, makes projections and anticipates further problems.

**Documentation Unit** Maintains files and makes copies of all plans and assessment data. Responsible for assembling After Action/Corrective Action (AA/CA) reports for EOC management and as input to the Recovery Plan.

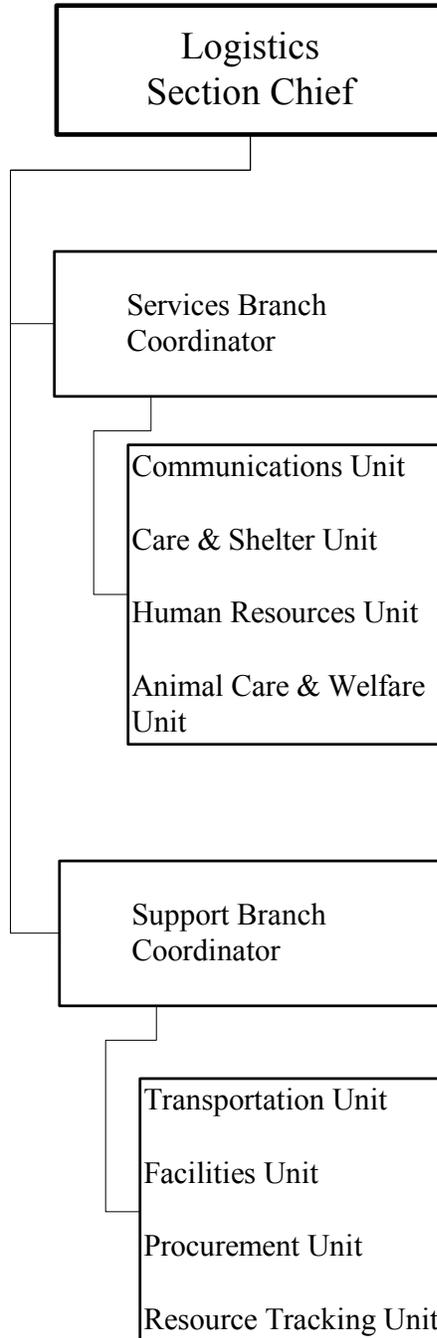
**Advanced Planning Unit** Collects, evaluates, and disseminates information needed to understand the current situation, predict the probable course of ongoing events, prepare alternative strategies, and develop advance and recovery plans.

**Demobilization Unit** Plans for the orderly transition from emergency status to day-to-day status.

**Technical Specialists** Provides technical observations and recommendations to EOC staff in their specialized areas.

**Logistics Section** (Parks and Community Services Director)

The Logistics Section supports emergency response efforts. Depending upon the nature and extent of the emergency, this section may be staffed by a small number of people who take responsibility for all logistics functions. This section coordinates the following units:



## **Logistics Section** (Parks and Community Services Director)

### **Services Branch Coordinator**

**Communications Unit** (Dispatch Supervisor) Manages communication equipment and the EOC Message Center.

**Care and Shelter Unit** (Assigned by Section Chief) Coordinates the procurement, allocation and staffing of shelters. Provides for the needs of disaster victims. Works with American Red Cross and their efforts in providing for shelter. Also coordinates with Public/Mental Health Directors.

**Human Resources Unit** (Human Resources Director) Provides staff to support response and recovery operations.

**Animal Care & Welfare Unit** (Assigned by Section Chief) Determines the need for care and shelter of animals displaced, or put at risk, due to an emergency.

### **Support Branch Coordinator**

**Transportation Unit** coordinates resources required to move people, equipment and essential supplies.

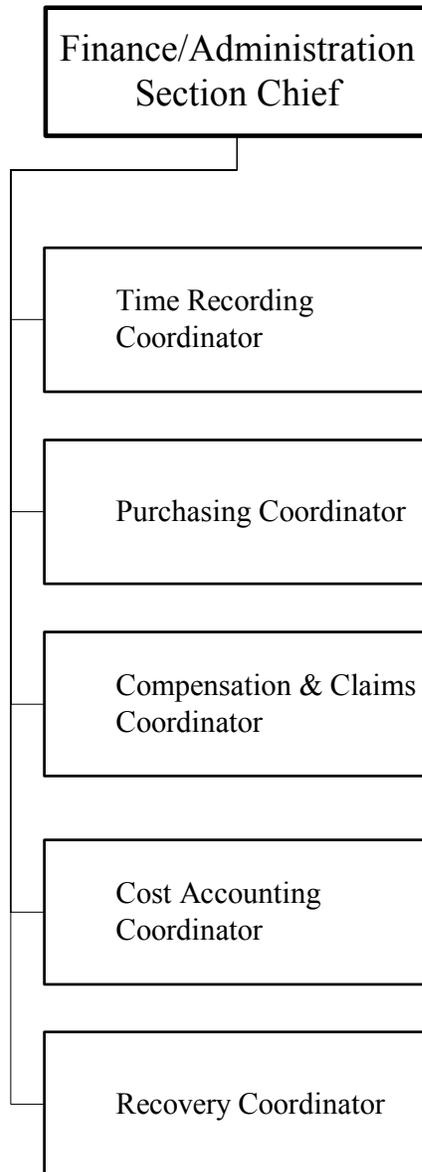
**Facilities Unit** provides staff support to layout and activate city facilities, including initial activation and setup of the EOC. Also administers each facility (shelter, base, mobilization area, etc.) through a manager assigned at the facility.

**Supply/Procurement Unit** coordinates the allocation and distribution of essential supplies including food, fuel, health and equipment supplies. Coordinates the recovery efforts to include long term housing problems that may result.

**Resource Tracking Unit** coordinates with the other units in the Logistics Section to capture and centralize necessary resource/ location status information.

**Finance/Administration Section** (Director of Finance)

Manages the financial aspects of the emergency to ensure appropriate controls are in place to track city resources and expenditures during an emergency so they are properly accounted for, and the city is adequately compensated by state and federal agencies.



**Finance/Administration Section** (Director of Finance)

**Time Recording Coordinator** manages, monitors and maintains time cards For accurate reporting and recovery of personnel costs for response and recovery operations.

**Cost Accounting Coordinator** gathers and reports the cost of disaster response and recovery.

**Compensation and Claims Coordinator** processes Worker's Compensation Claims received at the EOC. Helps file claims to recover the costs of the disaster.

**Purchasing Coordinator** Places orders for all supplies and equipment needed to support various Operational Area jurisdictions and agencies. Establishes ordering procedures, and determines times and locations for delivery of supplies and equipment.

**Recovery Coordinator** Develops recovery plans and strategies for recovery operations after the disaster.

## **Emergency Proclamations**

### **Local Emergency**

#### **Who may proclaim?**

The City Council, City Manager or Director of Emergency Services, or designated individual, may proclaim a **Local Emergency** in the City of Benicia.

#### **When to proclaim?**

The City should proclaim an emergency when a disaster or a possible disaster threatens the safety of persons and property within the City. The proclamation of Local Emergency must be done within 10 days of the disaster event.

Causes could include, but are not limited to:

Earthquake

Fire

Flood

Major Storm

Epidemic

Dam Failure

Aircraft Incidents

Railroad Incidents

HazMat Incidents

Agricultural Incidents

Terrorist Incidents

War

## **What does an Emergency Proclamation do?**

The proclamation of a **Local Emergency** provides legal authority to:

- If necessary, request that the Governor proclaim a State of Emergency.
- Put forth orders and regulations to protect life and property, including orders or regulations imposing a curfew within designated boundaries.
- Provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans or agreements.
- Request that State agencies provide mutual aid.
- Require the emergency services of any local official or employee.
- Requisition necessary personnel and material of any department or agency.
- Obtain vital supplies and equipment and, if required immediately, commandeer the same for public use.
- Impose penalties for violation of lawful orders.
- Conduct emergency operations without facing liabilities for performance or failure of performance. (Note: Article 17 of the Emergency Services Act provides for certain privileges and immunities.)

During a disaster, all public employees at the city, county and state level are automatically designated by State Law as Disaster Service Workers.

Additionally, other personnel and volunteers may be registered as Disaster Service Workers, which provides workers compensation and liability coverage. All Disaster Service Workers will be sworn in under authority of OES.

## **State of Emergency**

### **Who may proclaim?**

The Governor

### **When may the Governor proclaim?**

When a disaster or a situation of extreme peril threatens the safety of persons and property within the State and:

He is requested to do so by local authorities **-OR-** he finds that local authority is inadequate to cope with the emergency.

### **What does the Governor's proclamation do?**

Whenever the Governor proclaims a State of Emergency:

- Mutual aid shall be rendered in accordance with approved Emergency Plans wherever the need arises for outside aid in any county or city.
- The Governor shall, to the extent he deems necessary, have the right to exercise within the area designated all police power vested in the State by the Constitution and the laws of the State of California.
- Jurisdictions may command the aid of citizens as deemed necessary to cope with an emergency.
- The Governor may suspend the provisions of any regulatory statute or statute prescribing the procedure for conducting State business, or the orders, rules or regulations of any agency.
- The Governor may commandeer or use any private property or personnel (other than the media) in carrying out his responsibilities.
- The Governor may promulgate, issue and enforce orders and regulations as he deems necessary.

## **State of War Emergency**

Whenever the Governor proclaims a State of War Emergency, or if a State of War Emergency exists, all provisions associated with a State of Emergency apply, plus:

All State agencies and political subdivisions are required to comply with the lawful orders and regulations of the Governor made or given within the limits of his authority as provided for in the Emergency Services Act.

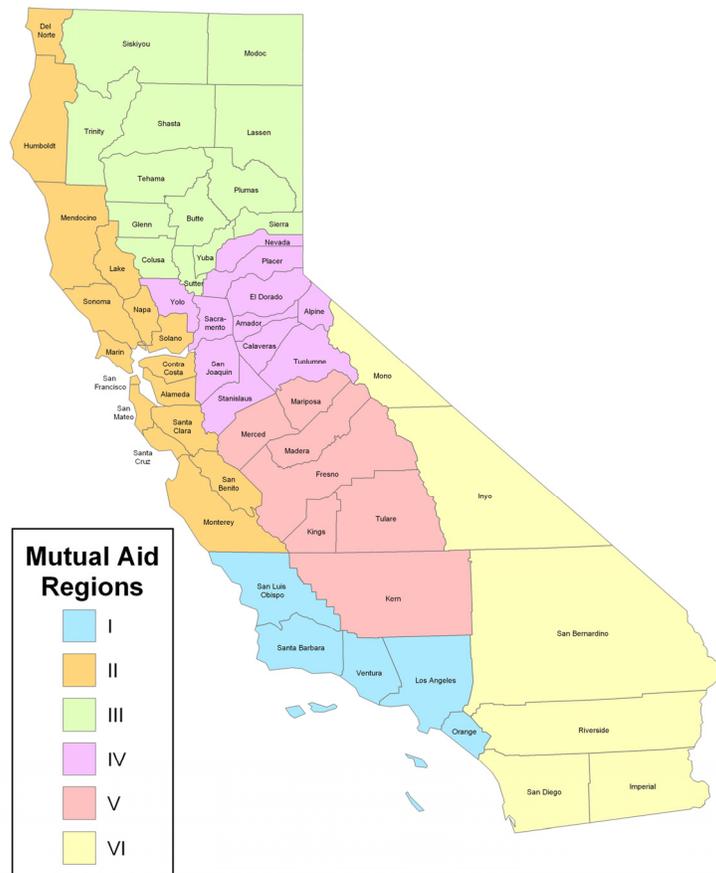
## Mutual Aid

When a City or County needs help, it may request mutual aid. The foundation of California emergency planning and response is a statewide mutual aid system which is designed to ensure adequate resources, facilities and other support is given to jurisdictions wherever their own resources are exhausted.

### **What is Mutual Aid?**

The State OES has been divided into six Mutual Aid Regions and three Administrative Regions. Solano County is part of Mutual Aid Region II.

### **California OES Mutual Aid Regions**



Through the state mutual aid system, the State Office of Emergency Services can receive direct notification from a County OES official that a disaster exists or is imminent. In some cases, mutual aid can prevent a situation from developing into a disaster.

## **Responsibilities**

### **City of Benicia**

- Develop and maintain an Emergency Operations Plan (EOP) consistent with Solano County and the State EOP.
- Maintain liaison with neighboring jurisdictions, County OES and other cities.
- Designate Multipurpose Staging Areas (MSA) for the purpose of providing rally points for incoming mutual aid and staging areas for support and recovery operations.

### **Solano County OES**

- Coordinate in-County mutual aid and assist Area Coordinator with fire mutual aid.
- Maintain liaison with cities, Regional and State OES personnel.
- Designate MSAs.
- Request mutual aid from State OES Region II Warning Center.

**State OES - Region II** The Office of Emergency Services Mutual Aid Region II emergency management staff is headed by a Regional Manager. The regional emergency management staff coordinates and supports local area coordinators. The regional staff submits all requests for support that cannot be obtained within the Region and other relevant information to the State Emergency Management Staff.

- Maintain liaison with State, Federal and local authorities utilizing the Standard Emergency Management System (SEMS).
- Provide planning, guidance and assistance to County and local jurisdictions.
- Respond to requests for mutual aid.
- Provide a clearinghouse for emergency operation information.



## **Policies & Procedures**

Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement and supporting separate agreements.

During a proclaimed emergency, inter-jurisdictional mutual aid will be coordinated at the appropriate County (Operational Area) or Mutual Aid Regional level whenever the available resources are:

- Subject to State or Federal control
- Subject to military control
- Located outside the requesting jurisdiction
- Allocated on a priority basis

Requests for and coordination of mutual aid support will normally be Accomplished through established channels from the City to Operational Area (County), to Mutual Aid Regions and then to the State. Requests should include, as applicable:

- Number of personnel needed
- Type and amount of equipment
- Reporting time and location
- Authority to whom they are to report
- Access routes
- Estimated duration of operations

## **Threat Summaries (Hazard Specific Appendices)**

The City of Benicia is located in the southern portion of Solano County, thirty-five miles northeast of San Francisco. Benicia has a population of approximately 30,000 and covers 13.8 square miles. Due to its geography, climate and demographics, the City of Benicia is subject to a variety of disasters, both natural and man made.

Benicia's economic base is industry and retail.

### **Geography**

The City of Benicia is bordered by the Carquinez Strait on two sides, and the northern end of the Benicia-Martinez Bridge is located within the City limits. There is active boating and fishing recreation activities year round.

### **Transportation**

Major surface transportation routes within the City include Interstate Highways 680 and 780. The City is traversed by rail and water transportation corridors. Travis Air Force Base is located northeast of Benicia and the City is within the flight path of military aircraft. To the south and the east, a major waterway, the San Joaquin-Sacramento Ship Channel, carries traffic through the Carquinez Strait to major inland ports.

### **Hazard Identification**

A hazard identification survey indicates the City of Benicia is subject, in varying degrees, to the effects of the following:

Major Earthquake	Fire
Flood	Dam Failure
Hazardous Material Incident	Drought
Terrorist Incidents	War

While these hazards are generally described in the Emergency Operations Plan, specific operational procedures for them are maintained by each department and in the EOC.

## **Major Earthquake**

Earthquakes are considered to be one of the most potentially destructive threats to life and property in Solano County. A moderate to severe seismic incident on any of several fault zones in relative close proximity to the City is expected to cause:

- Extensive property damage, particularly to pre-1930's non-reinforced masonry structures.
- Significant numbers of fatalities and injuries.
- Damage to water and sewage systems.
- Disruption of communications systems.
- Broken gas mains and petroleum pipelines, resulting in numerous fires.
- Disruption of transportation arteries.
- Competing requests for scarce mutual aid response resources.

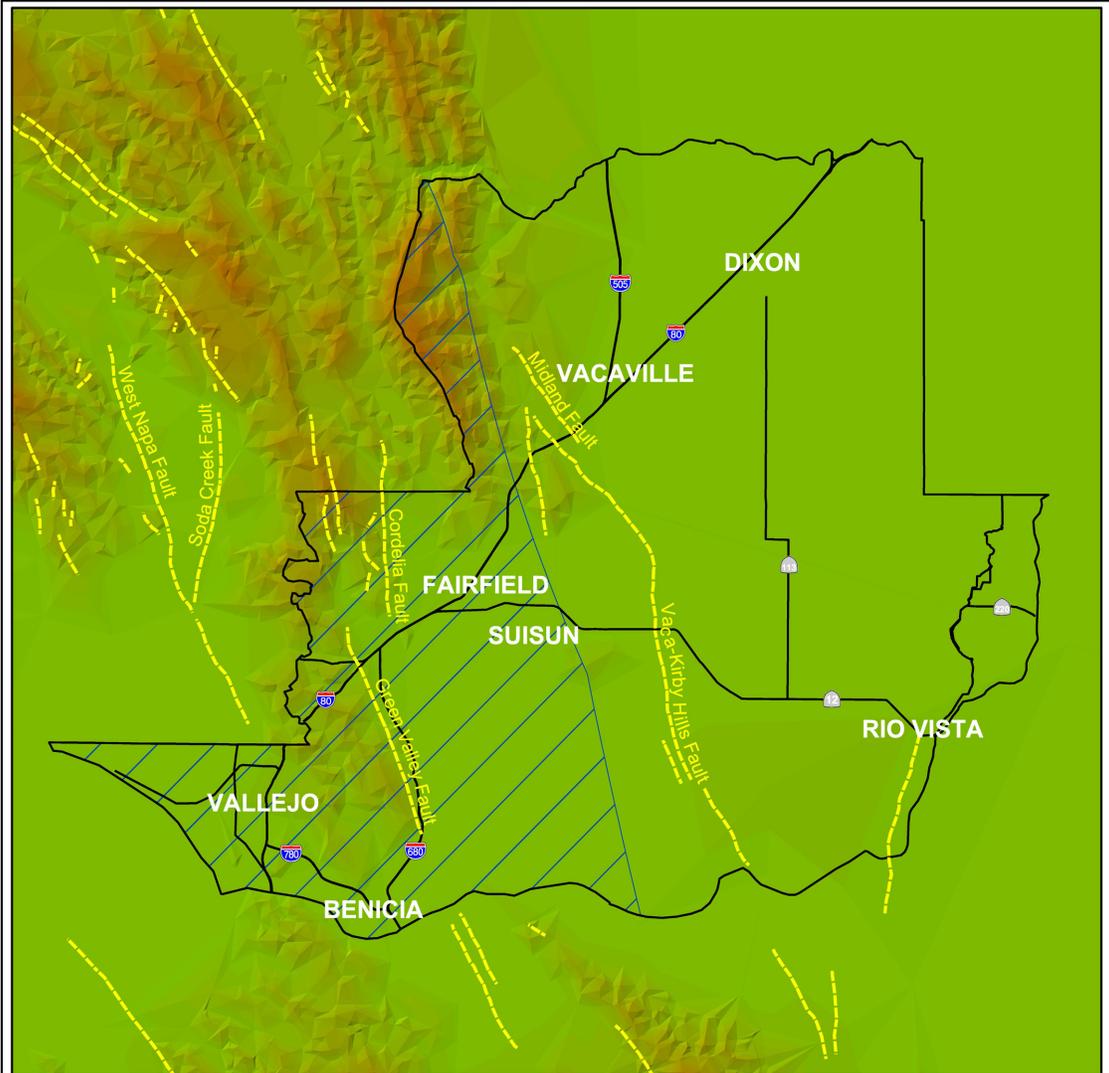
## **Liquefaction**

In addition to damage caused directly by ground shaking during an earthquake, liquefaction, where the ground liquefies, sandy materials saturated with water behave like a liquid, instead of like solid ground. The ground may sink or even pull apart. Sand boils, or sand "volcanoes," can appear.

Liquefaction can cause ground displacement and ground failure such as lateral spreads (essentially landslides on nearly flat ground next to rivers, harbors, and drainage channels) and flows. Overall, shaking does more damage to buildings and highway structures than liquefaction. But liquefaction damage can be a significant threat for underground pipelines, airports (especially runways), harbor facilities, and road or highway surfaces.

Solano County Earthquake Fault and Liquefaction Zone maps are shown on the following pages.

# Solano County Earthquake Fault Map



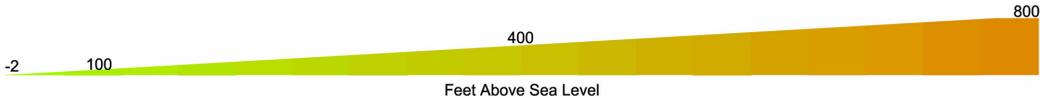
## SOLANO COUNTY FAULT LINES



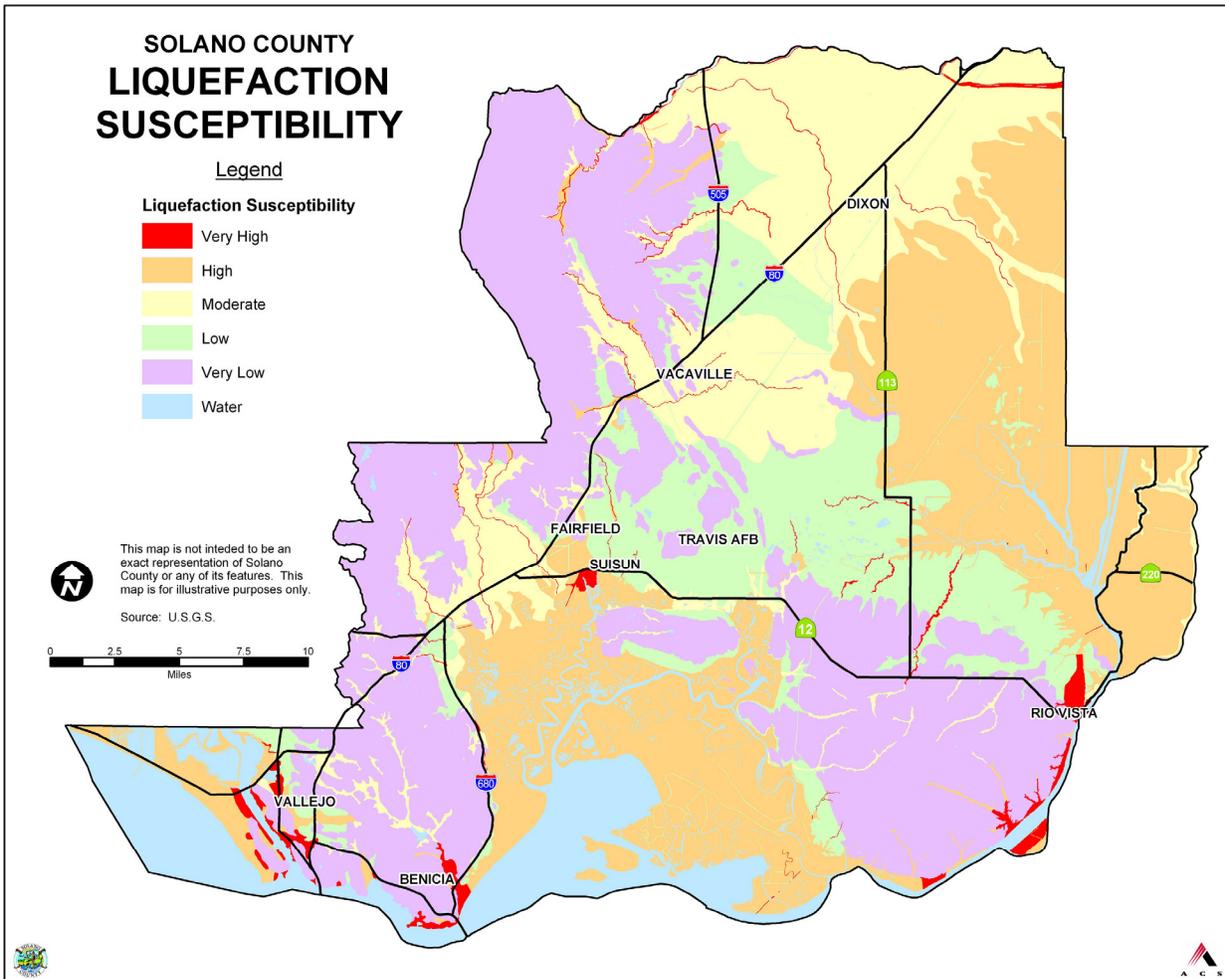
- Legend**
- Known Fault Lines
  - Area most likely to experience significant ground shaking
  - Highways
  - Solano County Boundary



This map is not intended to be an exact representation of Solano County or any of its features. This map is for illustrative purposes only.



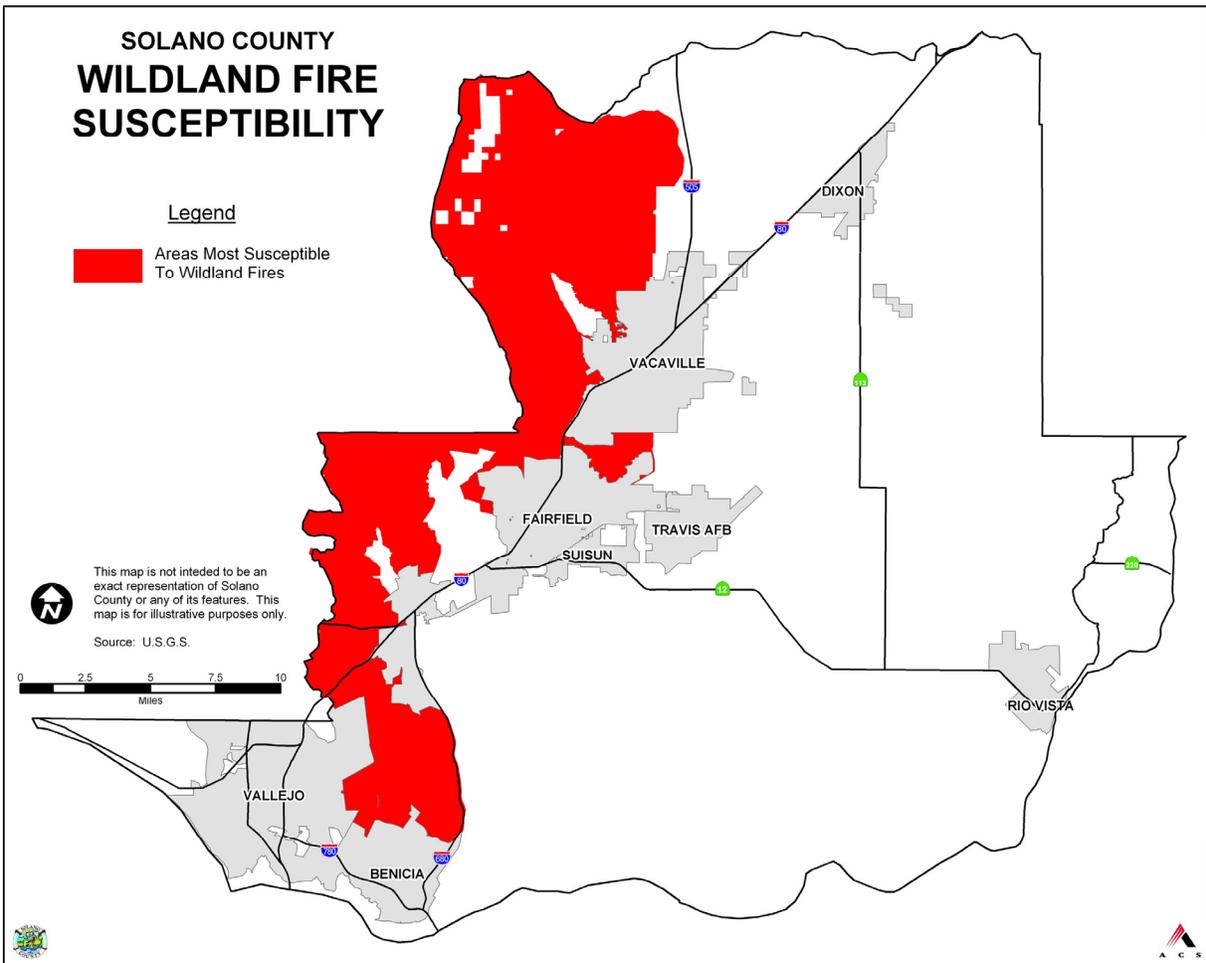
# Solano County Liquefaction Zones



## Fire

The City of Benicia is surrounded by open fields and rolling, oak-dotted hillsides with varying densities of housing and commercial structures. Wildland fires are considered a significant and recurrent threat, particularly in those rural areas of increased population.

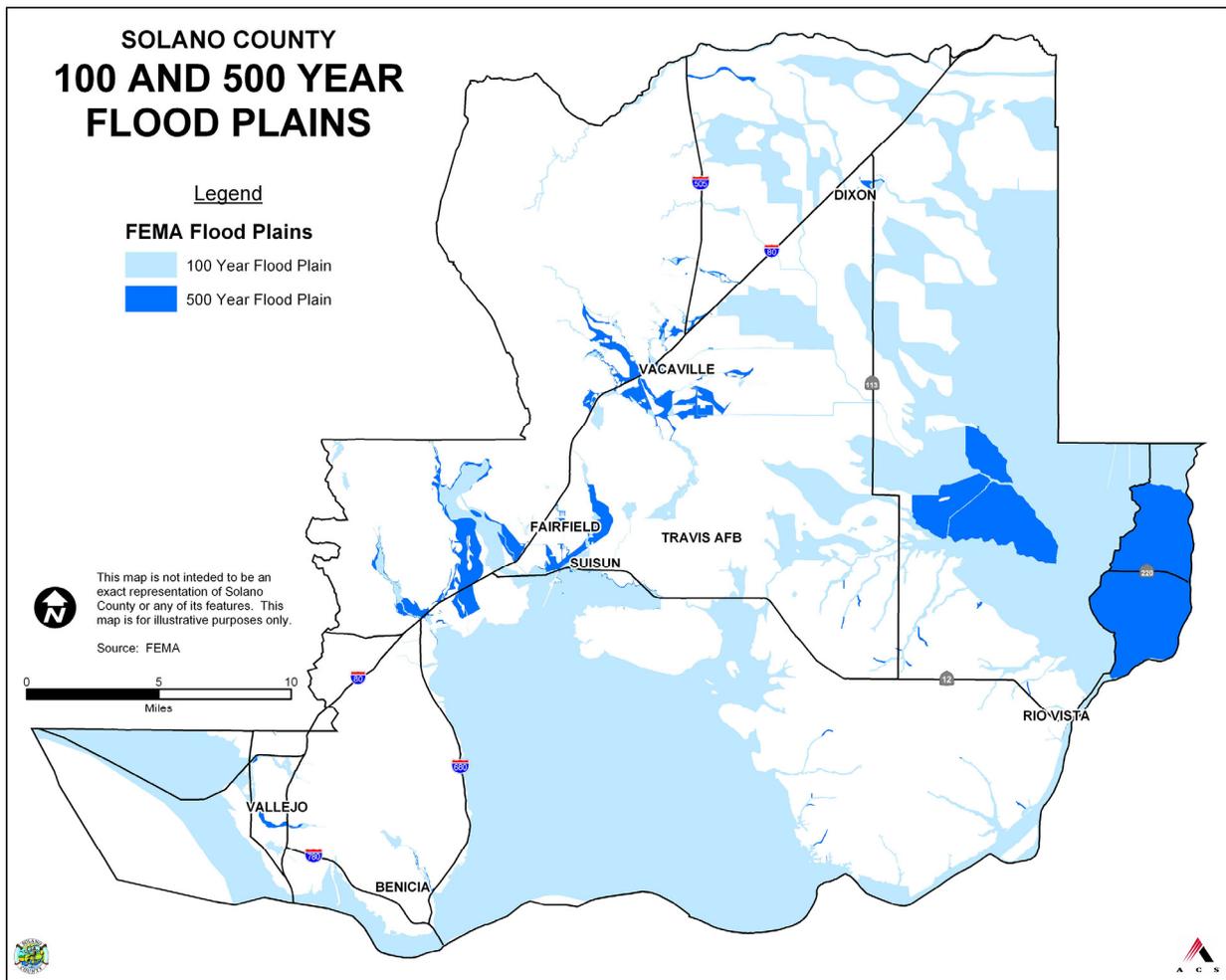
Response activities are contained in the SOP's of each jurisdiction and in conjunction with the Solano/Napa Fire Chief's Association, and the California Department of Forestry.



## Flood

Significant, damaging flooding occurs in portions of Benicia approximately every five to ten years. Warnings are usually given several hours to a few days before such floods. Evacuation and last minute sandbagging then lessens the flood's impact.

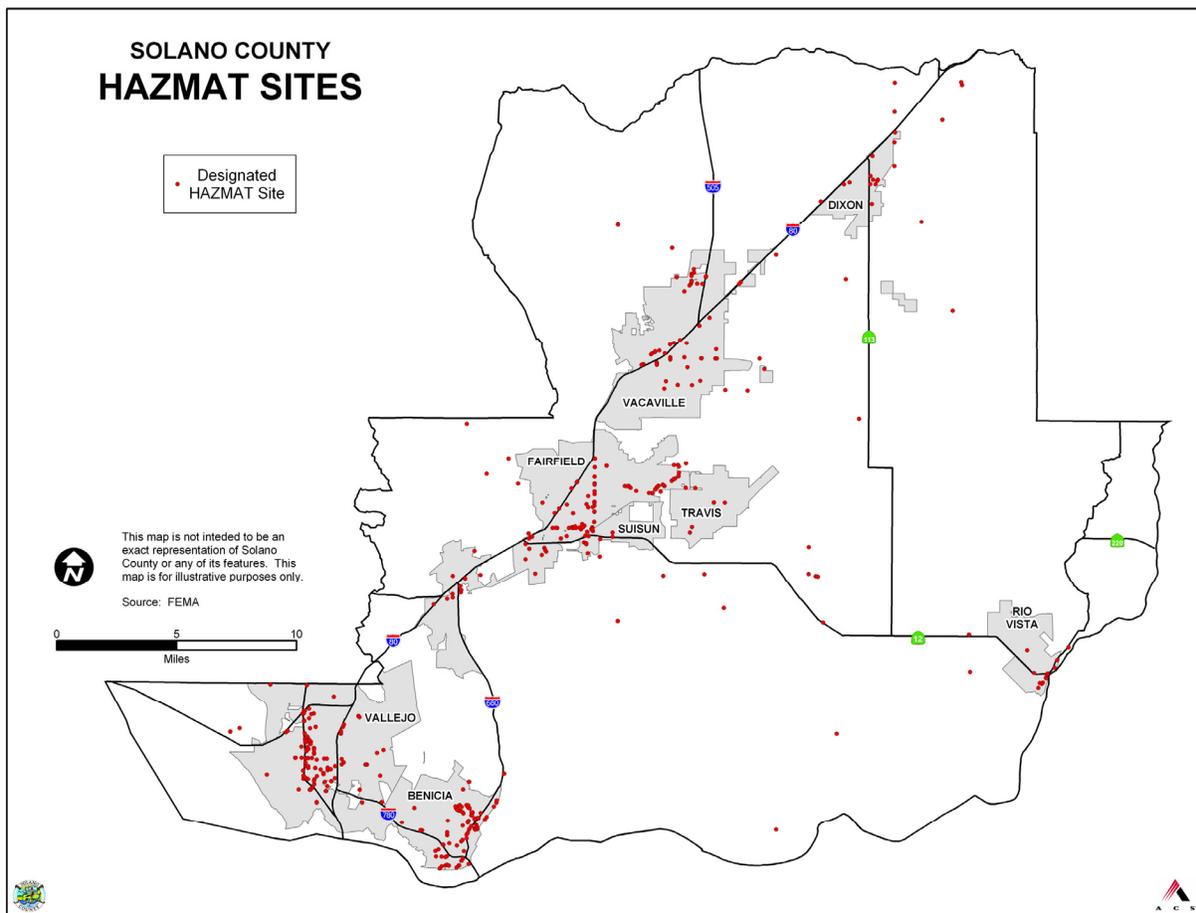
Projected inundation areas and the severity of inundation are contained in the Flood Insurance Study and the Flood Insurance Rate Map (FIRM), compiled by FEMA and maintained by the Public Works-Engineering Department. Copies of all flood maps are also provided in the Emergency Operations Center.



## Hazardous Materials Incidents

A wide variety of hazardous materials are present in the City of Benicia. These materials are stored, used in manufacturing and agriculture, and moved by truck, train and pipeline. The materials may be poisonous, corrosive, explosive or flammable. The poison effect may be due to chemical, radioactive or biological properties of the materials. The physical state may be as a solid, fine powder, liquid or gas, perhaps under great pressure. Quantities range from a few grams in a test tube to large storage tanks.

The Solano County Department of Resource Management is the designated administering agency for the County Area Hazardous Material Monitoring Program. In the event of a spill or release, this agency should be notified immediately. Major incidents will be coordinated through the Office of Emergency Services. Response actions are contained in annexes to this plan.



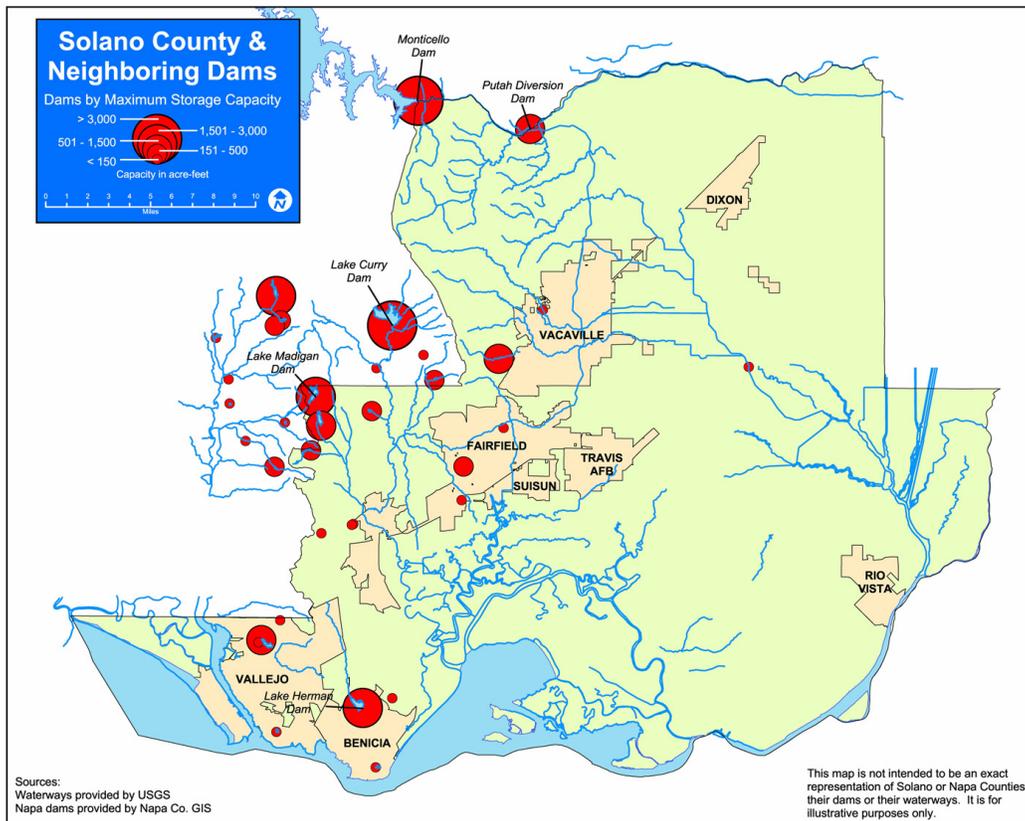
## Drought

Drought cycles occur every 7-11 years. During periods of drought, emergency response measures will consist of land use planning practices consistent with water conservation goals and various water conservation measures.

## Dam Failure

A dam failure will cause loss of life, damage to property and other ensuing hazards, as well as the displacement of persons residing in the inundation path. There could be loss of communications, damage to transportation routes and the disruption of utilities and other essential services. Public health would be a major concern.

The dam at Lake Herman would cause the most inundation and damage to the City of Benicia if it was damaged or breached at full capacity.



## Terrorist Attacks

Solano County and the City of Benicia host several Federal Government and US military installations, as well as high-profile refineries, ports, public and private facilities, which could be the target of terrorist individuals or groups. Attacks against these or other state and local government facilities have the potential to cause mass casualties. In addition, these types of attacks may cause hazardous materials clean-up problems and the damage or destruction of critical utility, communications, and transportation systems.

## Targets

Although precise targets remain classified, it is well known that the San Francisco Bay Region, even with base closures, is still home to a variety of high-profile potential targets. In short, considering Benicia's proximity to the Bay Region, we can consider ourselves to be in a targeted area. Two high profile targets within the City have emergency plans which have been reviewed and copies are located in the EOC.

## **Chemical, Biological, Radiological, Nuclear, Explosive (CBRNE) attack**

It is conceivable that a terrorist group could carry out a bomb threat involving a small nuclear device. Should the device actually explode, damage would be great, but not as great as that from a military-grade nuclear weapon. However, the County is at greater risk from other Weapons of Mass Destruction (WMD) attacks from terrorist groups using CBRNE weapons. Additional details regarding CBRNE hazards are located in the Terrorism Annex.

- **C-Chemical** - A chemical attack is the deliberate release of a toxic gas, liquid or solid that can poison people and the environment.
- **B-Biological** - A biological attack is the deliberate release of germs or other biological substances that can make you sick.
- **R-Radiological** - A radiation threat, commonly referred to as a "dirty bomb" or "radiological dispersion device (RDD)", is the use of common explosives to spread radioactive materials over a targeted area.
- **N-Nuclear** - A nuclear blast is an explosion with intense light and heat, a damaging pressure wave and widespread radioactive material that can contaminate the air, water and ground surfaces for miles around.
- **E-Explosive** – A conventional explosive or chemical compound designed to rapidly release energy in a destructive manner.

## **Recovery Operations**

The City of Benicia 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 pick up the thread of 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.
- Professional counseling when the sudden changes resulting from the emergency have resulted in mental anguish and inability to cope.

The City 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, and orderly and coordinated restoration of essential services (electricity, water, and sanitary systems). Short-term recovery operations will include all the agencies participating in the Operational Area.

The major objectives of long-term recovery operations include:

- Coordinated delivery of social and health services.
- Improved land use planning.
- Improved Emergency Operations Plan.
- Re-establishing the local economy to pre-disaster levels.
- Recovery of disaster response costs.
- Effective integration of mitigation strategies into recovery planning and operations.

Participating City departments will handle the long-term recovery activities on their own. Public information during the recovery process will be handled independently by department. However, information will be coordinated among the departments through the City Manager's Office.

### **Short-Term Recovery**

The goal of short-term recovery is to restore local government to at least a minimal capacity. Short-term recovery includes:

- Utility restoration
- Expanded social, medical, and mental health services
- Re-establishment of Benicia's government operations
- Re-establishment of transportation routes
- Debris removal
- Cleanup operations; and abatement and demolition of hazardous structures.

Each jurisdiction will coordinate its efforts to restore utility systems and services during recovery operations. Medical services may need to operate from temporary facilities, as necessary. Solano County Mental Health Services will help coordinate and conduct Critical Incident Stress Debriefings for emergency response personnel and victims of the disaster event.

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

The City will ensure that debris removal and cleanup operations are expedited. On the basis of the City of Benicia's assessments, structures that pose a public safety concern will be repaired or demolished.

## **Long-Term Recovery**

The 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. Each affected jurisdiction will be responsible for their own approach to mitigation, which could include zoning variances, building codes changes, plan reviews, seismic safety elements, and other land use planning techniques.

With public safety 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 all jurisdictions in order to ensure a maximum reduction of vulnerability to future disasters. The City of Benicia, Operational Area jurisdictions, and special districts 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 businesses. The City's and other Operational jurisdictions redevelopment agencies will play a vital role in rebuilding commercial areas of Benicia.

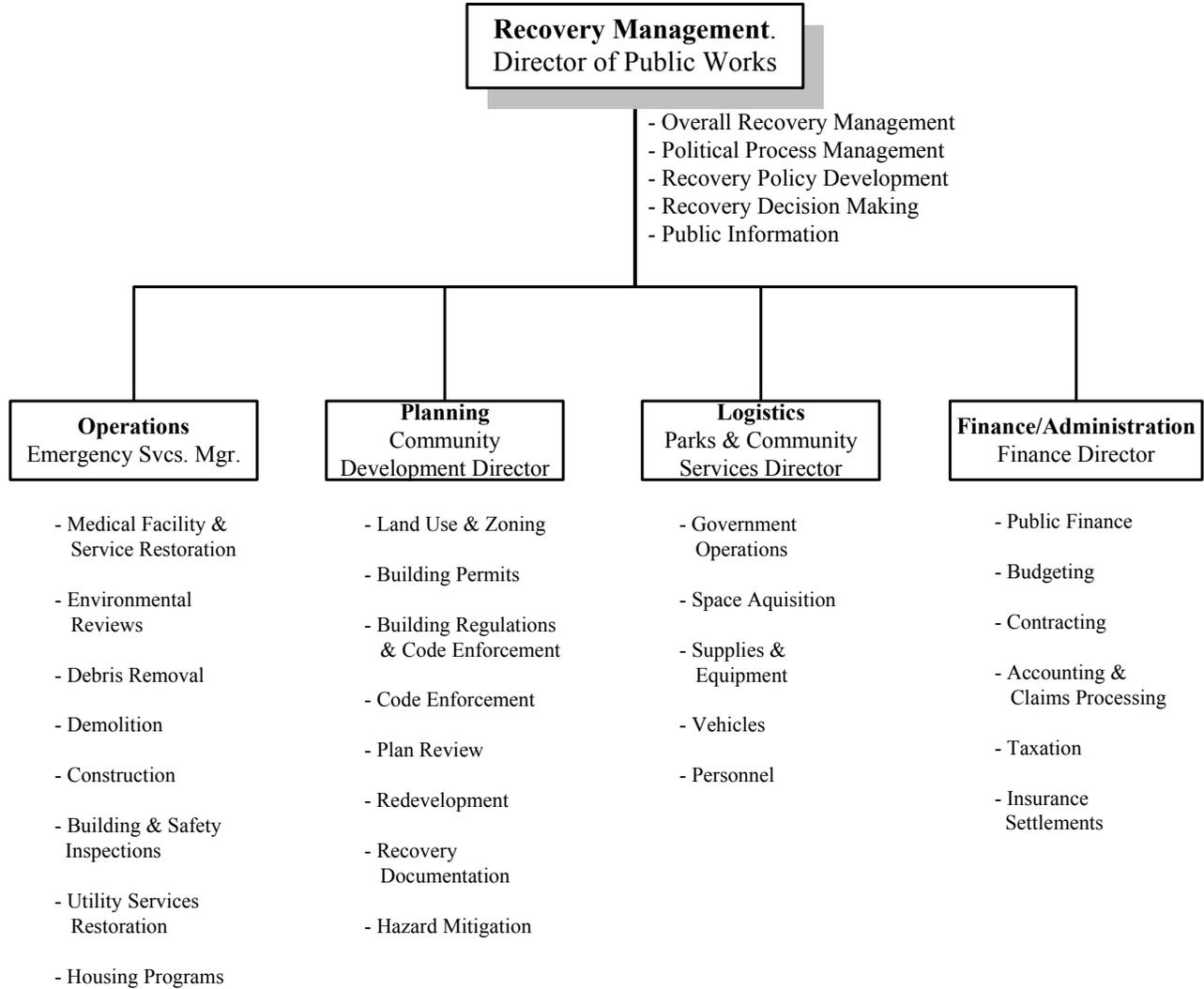
## **Recovery Operations Organization**

The City of Benicia recovery operations will be managed and directed by the Director of Public Works.

On a regularly scheduled basis, the Director of Public Works will convene meetings with City department directors, key individuals, and representatives from affected area. 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.

The Benicia Emergency Services Manager and Fire Department staff will assist the Director of Public Works in facilitating and leading the recovery process. City departments will also be represented and responsible for certain functions throughout the recovery process. A recovery operations organizational chart is depicted on the following page.

# City of Benicia Recovery Operations Organization Chart



### Recovery Operations Responsibilities

<b>Function</b>	<b>Departments/Agencies</b>
Political process management; interdepartmental coordination; policy development; decision making; and public information.	City Council City Manager's Office
Land use and zoning variance; permits and controls for new development; revision of building regulations and codes; code enforcement; plan review; building and safety inspections.	Community Development Department
Debris removal; demolition; construction; management Of and liaison with construction contractors; restoration of utility services.	Public Works Department
Public finance; budgeting; contracting; accounting and claims processing; taxation; insurance settlements.	Finance Department
Redevelopment of existing areas; planning of new redevelopment projects; financing new projects.	Community Development Department
Applications for disaster financial assistance; liaison with assistance providers; onsite recovery support; disaster financial assistance project management.	Finance Department
Advise on emergency authorities, actions, and associated liabilities; preparation of legal opinions; preparation of new ordinances and resolutions.	City Attorney
Government operations and communications; Management. Information Services (MIS); acquisition; supplies and equipment; vehicles; personnel; and related support.	Public Works Department

## **Recovery Damage/Safety Assessment**

Recovery Damage and Safety Assessment is the basis for determining the type and amount of state and/or federal financial assistance necessary for recovery. During the emergency response phase, an Initial Damage Estimate is developed 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/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 the jurisdictions' departments.

For the City of Benicia, the detailed damage/safety assessment will be completed by the City Building Official in coordination with the County Office of Emergency Services and other applicable City Departments.

## **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
- County roads
- City streets
- Bridges
- 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
- Certain private non-profit facilities.

Debris removal and emergency response costs incurred by the affected entities should also be documented for cost recovery purposes under the federal programs.

It will be the responsibility of the City to collect documentation of these damages and submit them to the Recovery Manager for their jurisdiction.

The documenting information should include the location and extent of damage, and estimates of costs 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 key to recovering expenditures related to emergency response and recovery operations. Documentation must begin at the field response level and continue throughout the operation of the Emergency Operations Center as the disaster unfolds.

## **After Action/Corrective Action Reporting**

The Standardized Emergency Management System (SEMS) regulations require any city, city and county, or county declaring a local emergency for which the Governor proclaims a State of Emergency, to complete and transmit an AA/CA report to OES within 90 days of the close of the incident period. SEMS/NIMS integration requires this report to include Corrective Actions, so this report is now called the After Action/Corrective Action (AA/CA) Report.

The AA/CA 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
- Recovery activities to date
- Corrective Actions to resolve identified issues or problems

The AA/CA report will serve as a source for documenting Benicia's emergency response activities, and identifying areas of concern and successes. It will also be utilized to develop a work plan for implementing improvements.

An AA/CA 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 AA/CA Report.

The Planning Section in conjunction with the Emergency Services Manager will be responsible for the completion and distribution of the City of Benicia's AA/CA Report, including sending it to the Solano County Office of Emergency Services within the required 90 day period.

The After Action/Corrective Action reports will be written in simple language, well structured, brief and well presented, and geared to the primary audience. Data for the AA/CA report will be collected from EOC Log Sheets and Reports, RIMS documents, and other documents developed during the disaster response. The most up-to-date form, with instructions, can be found on RIMS. An AA/CA Report template, which addresses NIMS integration, is located in the Forms Section of this EOP.

## **Hazard Mitigation**

The purpose of hazard mitigation is to keep it from happening again. It is also a requirement of Section 406 (minimum Standards for Public and Private Structures) of the Federal Disaster Relief Act of 1974 (Public Law 93-288).

Every disaster can teach us valuable lessons about building construction, land use and emergency response. Unfortunately, many of these lessons are soon forgotten and there is a tendency to return to the poor construction, unsafe land use and other shortsighted practices that caused the disaster in the first place. That's why the Federal Disaster Relief Act of 1974 requires safe land use and construction practices as a condition of receiving Federal disaster aid.

## **Hazard Mitigation Actions**

### **Avoiding the hazard through zoning.**

Zoning is usually a function of City government, except where State or Federally owned lands are exempt from local zoning laws. Other interests may propose zoning regulations but only local government can adopt them.

By mutual agreement, State or Federal restrictions may be locally adopted and enforced.

## **Limitations**

Zoning can be useful but its powers are limited. Therefore, zoning usually reflects, rather than dictates, current land use trends. Zoning is also particularly vulnerable to political pressure; this is particularly true if an area is very attractive for development but rarely experiences major disasters.

Zoning is generally best suited to restrict the use of smaller areas (such as very steep slopes) within larger areas, as opposed to restricting large areas (such as areas of potential earthquake shaking).

## **Improve Building Standards**

Buildings in hazardous areas can often be made safe. This can be as simple as adding a fireproof roof or it can mean tearing the building down and starting over.

### **Local Standards**

Building codes are usually a function of local government, except where State or Federal buildings are exempt from local codes. Codes can be strengthened for hazardous areas. Usually stronger codes are enforced only for new construction or remodeling; but some recent laws require hazard related inspections for existing buildings that are considered at risk. The idea is that inspections will produce a knowledge of liability which will motivate the owners to improve their buildings.

### **State Standards**

For State owned facilities outside the jurisdiction of local governments, construction standards are adopted and enforced by the responsible State agency. In some cases, these standards may serve as models for local governments.

### **Conditions for Assistance**

As a condition for State approval of loan or grant assistance as a result of a major disaster or Emergency Declaration, the Governor's authorized representative may recommend to the Federal Emergency Management Agency Regional Director that the Associate Director prescribe certain construction standards for Federal Emergency Management Agency assisted projects for hazard mitigation purposes.

### **Federal Standards**

#### **Scope of Authority**

Federal agencies adopt and enforce Federal standards for Federal buildings. In some cases, these Federal construction standards may serve as model standards for State and local governments.

## **Conditions for Assistance**

The Federal Emergency Management Agency Regional Director can suspend or refuse to approve any project application until it is confirmed that the work will result in a facility or structure that is safe for its intended use.

A Federal agency may require local or State governments to adopt and enforce certain hazard mitigation regulations as a condition for Federal assistance or participation in Federally assisted programs.

### **Section 406, Public Law (93-288 1-2-B)**

As a condition of any disaster loan or grant made under the provisions of the Act, the recipient shall agree that any repair or construction to be financed therewith shall be in accordance with applicable standards of safety, decency and sanitation and in conformity with applicable codes, specifications and standards, and shall furnish such evidence of compliance with this section as may be required by regulation. As a further condition of any loan or grant made under the provisions of this Act, the State or local government shall agree that the natural hazards in the areas in which the proceeds of the grants or loans are to be used shall be evaluated and appropriate action taken to mitigate such hazards, including safe land use and construction practices, in accordance with standards prescribed or approved by the President after adequate consultation with the appropriate elected officials of general purpose local governments, and the State shall furnish such evidence of compliance with this section as may be required by regulation.

## **Reduce the Hazard**

The hazard itself can be reduced. Of course, this depends on the type of hazard: double containment of a storage tank will reduce the hazard from the chemical inside but we cannot stop an earthquake or a storm. The EOC Team may make recommendations regarding hazard reduction.

## **Public Education**

If the general public knows what to do before, during and after a disaster, the impact of the disaster can be greatly reduced. Public education is largely a local function, although the State and Federal governments do make a variety of educational materials available.

## **Insurance**

Although insurance cannot reduce the impact of a disaster, it does spread that impact over a larger group of people over a longer period of time. Some insurance programs are private, and some, such as the Federal flood insurance program, are government funded. Insurance programs may have construction standards that must be met before insurance is sold.

## **After A Disaster**

### **Agreement to Work Together**

Following each Presidential emergency declaration or major disaster, the Regional Director of the Federal Emergency Management Agency and the Governor execute a document called the Federal/State Agreement. This Agreement includes hazard mitigation.

### **The Mitigation Team**

Federal, State and local Hazard Mitigation Coordinators will be appointed to work together to:

#### **Look for Hazards**

The Team will review reports, visit the site and talk to concerned parties.

The Team will review land use laws, construction standards, mitigation measures, damage assessments, Damage Survey Reports and other information.

As a result of its findings, the Team may change the boundaries of high hazard areas and recommend mapping or re-mapping of these areas.

## **Review Emergency Plans**

For each hazard prone area, the Team will review local and State emergency plans. Where plans for hazard mitigation are inadequate, the team will recommend improvements.

The Federal Emergency Management Agency Regional Director and the Governor's authorized representative may decide to require that these improvements be made. They will consider:

- If hazard mitigation could be effective.
- The size and composition of the jurisdiction.
- Local government's authority to regulate land use and construction practices.
- The local government's exercise of such authority.
- They may also help governments write or update their plans.

## **Write a Mitigation Plan**

The Plan will make recommendations and will include procedures for carrying out the recommendations. The Plan is due to the State within six months of a Presidential declaration.

Follow up contracts with the State or local government as appropriate.

## **Review Standards**

The Team will inventory and evaluate the applicant's existing standards for the type of repairs, reconstruction or restorative work for which Federal loan or grant assistance is being requested.

The Team may recommend upgrading existing construction standards or adopting new standards.

The Team will also encourage local adoption and enforcement of hazard mitigation standards for all projects, including non-Federally assisted projects.

## **Suggested Models**

The Team will make model State or Federal standards available to applicants. Such standards for new construction may be different from those for repairs or alterations to existing facilities or structures.

## **Roles and Responsibilities**

### **Federal**

The Director of the Federal Emergency Management Agency is responsible for hazard mitigation actions under the Federal/State Agreement. The Regional Director, in coordination with the Governor's authorized representative, shall:

- Provide for a Joint Federal/State/Local Hazard Mitigation Team to survey the affected area and plan for hazard mitigation.
- Appoint a Hazard Mitigation Coordinator to serve on the team.
- Discuss hazard mitigation with local, State and Federal officials.
- Coordinate with the State Hazard Mitigation Coordinator.
- Administrate Section 406.
- Make sure hazard mitigation is actually done.
- Provide technical advice and assistance.
- Encourage State and local governments to adopt safe zoning and construction standards.
- Ensure that Federal efforts are in addition to local and State efforts.
- Encourage initiative by State and local governments.
- After floods, follow Federal Emergency Management Agency Floodplain Management Regulations.

## State

The Governor will appoint a representative of the Office of Emergency Services to be the Governor's authorized representative. This person will be responsible for State hazard mitigation activities under the Federal/State Agreement. The Governor's authorized representative will also work with Federal agencies to ensure State and local participation in hazard mitigation planning.

The **State Hazard Mitigation Coordinator**, along with the Governor's authorized representative, shall:

- Arrange for consultations on the findings and recommendations from the joint survey and shall follow up to ensure that timely and adequate local and State hazard mitigation actions are taken.
- Provide funding or technical assistance to eligible applicants.
- Arrange for State inspection or audit to verify compliance with approved hazard mitigation measures.

**Final Report** Upon completion of approved hazard mitigation activities in accordance with the Federal/State Agreement, submit a final report of compliance with hazard mitigation requirements by State and local governments through the Governor's authorized representative to the Federal Emergency Management Agency Regional Director for review and acceptance.

- Accomplish hazard mitigation planning in accordance with the Federal/State Agreement.
- Provide advice and assistance on hazard mitigation measures to applicants, private organizations and individuals.
- Evaluate or have the applicant evaluate the natural hazards in the disaster area and make mitigation recommendations.
- Follow up with applicants to ensure that, as a condition for any grant or loan under the Act, hazard mitigation actions are indeed taken.
- Follow up with applicants to ensure that hazard mitigation plans are submitted (not later than 180 days after the emergency declaration) to the Federal Emergency Management Agency Regional Director for concurrence.
- Review and update disaster mitigation portions of emergency plans as needed.

## **Local**

### **City of Benicia**

The City's authorized representative is responsible for local performance of hazard mitigation measures under the terms of the Federal/State Agreement. The City's authorized representative, in coordination with the Governor's authorized representative shall:

- Appoint a Local Hazard Mitigation Coordinator to work with the Federal/State Hazard Mitigation Team.
- With respect to any project application, submit adequate assurance that required hazard mitigation measures have been taken or will be completed.
- To the extent of legal authority, implement and enforce land use regulations and such construction practices which are agreed upon as conditions for Federal Emergency Management Agency grants or loans. Applicants may request State or Federal advice or assistance in taking these actions.

## **Emergency Operations Center Activation Process**

### **Initial Response Operations**

Initial field response operations will be accomplished by the appropriate City agencies. During initial response operations, City of Benicia field responders will place emphasis on saving lives, property, and the environment, controlling the situation, and minimizing the effects of the emergency. The Incident Command System will be used to manage and control the response operations.

The disaster/event may be controlled solely by City emergency responders or with other agencies through the mutual aid system. If the resources available at the field response level are not sufficient to mitigate the situation, the Incident Commander may request that the City of Benicia Emergency Operations Plan, or the Emergency Operations Center, be activated to support the field operations.

### **Alerting and Warning**

Alerting and warning involves the notification of emergency response personnel, as well as notifying the affected public. Benicia Dispatch continuously monitors both the California Law Enforcement Telecommunications System (CLETS), for law enforcement and terrorist activity, and the National Warning System (NAWAS) for both natural and human caused disasters which might affect Solano County or surrounding areas. Dispatch maintains an Emergency Recall List to alert and activate its emergency response personnel, as well as to notify emergency management personnel of potential hazards and disasters.

Local Police and Fire Departments have the primary responsibility in alerting and warning the public within the city. Alerting and warning the public may be accomplished through the Emergency Alert System (EAS), Community Alert Network (CAN), Emergency Digital Information System (EDIS) special broadcasts, or simply driving up and down the streets using the public address system.

## **Emergency Recall List (EOC)**

The EOC Emergency Recall List includes personnel who are part of each SEMS function in the City of Benicia Emergency Operations Center, as well as other technical employees of the City. The Emergency Recall List is to be activated and implemented when an emergency or disaster affects the City of Benicia and poses a major threat to life, property, and/or the environment. The list is updated by Human Resources and maintained by Benicia Dispatch; it will only be implemented when directed by a City employee who has been given authority to activate the Emergency Recall List.

### **Activation Authority**

The Director of Emergency Services (City Manager), the Deputy Director of Emergency Services (Emergency Services Manager), or the Field Incident Commander, with approval from any of the directors, may activate the Emergency Recall List when a disaster occurs or threatens to occur in the City of Benicia.

### **Implementation**

Once activation is requested and properly authorized, the Emergency Recall List will be implemented by Benicia Dispatch personnel and each department after notification. Notifications and alerts begin with the Emergency Services Manager, or his/her designee. If the Emergency Services Manager cannot be reached, other department heads will be contacted until someone is reached to assume the Director of Emergency Services' position.

The dispatchers will provide the Director with a complete status of the incident or disaster, identifying damage sustained, current response actions, resource status, etc. Based on the information provided by the dispatcher, the Director of Emergency Services will determine what parts of the Emergency Alert List will be implemented, including what sections of the City of Benicia's Emergency Operations Center will be activated and requested to respond.

Additionally, the Director of Emergency Services, when appropriate, will personally contact and inform the Benicia City Council of the situation in the City.

## **Recalled Personnel**

When notified of an Emergency Recall, personnel should notify their families and report to their designated location. Personnel should be prepared for a lengthy stay, which will be dependent upon the nature of the disaster and its expected duration.

It is the responsibility of each department head to assign two (2) alternates for each key position. It is also the department head's responsibility to ensure that all designated alternates have knowledge and training in their EOC assigned job functions. The Emergency Services Manager will assist each department in Emergency Operations training. The EOC section assignments are as follows:

- Management – City Manager, Emergency Services Manager
- Operations – Fire Department
- Planning – Community Development Director
- Finance – Director of Finance
- Logistics – Parks & Community Services Director

### **Activation of the Operational Area EOC (Solano County)**

The SEMS regulation specifies seven circumstances in which the Operational Area EOC must be activated and SEMS used. The operational area EOC will be activated when:

- The City of Benicia has activated its EOC and requested activation of the operational area EOC to support their emergency operations.
- Two or more cities within the operational area have declared or proclaimed a local emergency.
- The county and one or more cities have declared or proclaimed a local emergency.
- A city and/or county has requested a governor's proclamation of a state of emergency.
- A state of emergency is proclaimed by the governor for the county or two or more cities within the operational area.
- The operational area is requesting resources from outside its boundaries. This does not include resources used in normal day-to-day operations that are obtained through existing mutual aid agreements.
- The operational area has received resource requests from outside its boundaries. This does not include resources used in normal day-to-day operations which are obtained through existing mutual aid agreements.

The Solano County Operational Area has developed EOC activation criteria that include conditions based on a hazard analysis as well as regulatory requirements. The goal is a rapid EOC activation when operational area involvement will be needed.

## **Damage Assessment And Situation Reporting**

When a disaster occurs, it is necessary to collect and analyze information concerning the nature, severity, and extent of the situation, and to report the information through established channels. The information will be used to assess the extent of the disaster/event and determine the appropriate level of response for the City.

### **Initial Damage Estimate**

**General Damage** information will be consolidated and reported to the Solano County Operational Area EOC, and may be provided to the member jurisdictions of the Operational Area. An initial assessment, sometimes called a "windshield survey," will be conducted by field responders, giving a quick picture of the incident.

The Engineering Branch of the City of Benicia's EOC will coordinate safety inspections, searching for life and/or property-threatening situations. As significant damages become apparent, the Operations Section Chief should direct the Engineering Branch to prepare an Initial Damage Estimate (IDE).

The IDE when completed should be forwarded to the Operational Area EOC. The IDE includes the location and description of the damages and provides a rough estimate of the associated dollar loss. The IDE will be used to justify a State of Emergency and to request a Presidential Declaration of Emergency if requested.

A detailed assessment of damage in public and private facilities, with more precise dollar loss estimates, will be formulated and forwarded to State OES later, as recovery operations begin.

Information needed to determine the operational problems and immediate needs of the community is critical. The specific information on dollar amounts of the damage and the economic consequences of the disaster are also important, but must not be collected until the operational problems and immediate needs are collected and analyzed.

Detailed damage assessment information will be used to plan for both short and long range recovery, which will be given highest priority as the City emergency organization transitions from response to recovery operations.

## **Policy and Procedures**

When a disaster occurs, an immediate survey of the City's impacted areas will be conducted by emergency responders, assessing the nature, severity, and extent of the situation. The responders include the Benicia Fire and Police Departments, Public Works and the City Building Official. Information may also be gathered by Benicia Emergency Response Team (BERT) members and from American Red Cross Damage Assessment Teams.

Field responders will accomplish the initial damage assessment by conducting ground surveys, which will require the observation and reporting of damage, casualties, and status of affected areas.

The ground survey should include the inspection of and reporting on facilities essential to public welfare and safety. Field responders will report their observations to the EOC, Planning section. It is imperative that ground surveys are collected and analyzed as quickly and as completely as possible so a determination can be made of whether or not to activate the City of Benicia's Emergency Operations Center (EOC).

Once activated, the Engineering Branch's Damage/Safety Assessment Unit of the City EOC Operations Section will begin safety assessments of the damaged facilities and follow up, as necessary, with the field responders' initial damage assessment.

The Damage/Safety Assessment Unit will manage and coordinate teams of qualified inspectors who are either local inspectors or inspectors obtained through the mutual aid system. These teams include civil and structural engineers who will inspect both public and private property.

The Planning Section will complete and transmit the various situation reports to the Operational Area EOC. When no damage is observed, a report will be submitted indicating no observed damage. Note: All reports of damage need to be verified by responders.

As directed by the Operations Section Chief, the Engineering Branch will begin completing the Initial Damage Estimate (IDE), which includes the location and description of the damages and provides a rough estimate of the associated dollar loss.

Once completed on RIMS, the IDE will be sent to the State's Coastal REOC. Reports will be submitted electronically, via RIMS, and will consist of "Flash" reports, "Situation" reports, and the "Initial Damage Estimate."

Flash Reports are reports that describe the disaster situation. They may be oral at first, but will be submitted via RIMS as the disaster/event continues. Flash reports will be submitted to the region in between Situation Reports.

Situation Reports are completed and submitted via RIMS on a regularly scheduled basis, every two, four, eight, or ten hours. Situation Reports define affected areas, identify status of transportation routes, the number of casualties and fatalities, damage to both private and public facilities, and the type and relative priority of assistance needed.

### **Public Information**

Emergency public information to both the general public and the media will only be provided through the Public Information Officer of the City EOC, unless the EOC is not yet activated, in which case the Incident Commander may release information based on the facts of the incident. The Incident Commander may elect to delegate this authority to a field level Public Information Officer (PIO). All other individuals working at either the field response level or the EOC will refer inquiries from the media or general public to the Public Information Officer or the Incident Commander.

## **Emergency Declarations**

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

If conditions of extreme peril to persons and property exist, based on the recommendation of the City Manager, or, in his/her absence, the Emergency Services Manager, the City Council may pass a resolution declaring that a local emergency exists for the City of Benicia.

This declaration will be made within 10 days of the event if the City and the other members of the Solano Operational Area are to qualify for financial assistance under the State's Natural Disaster Assistance Act.

A local emergency may also be declared for the City of Benicia by the City Manager or the Emergency Services Manager, which will be subject to ratification by the City Council within seven days.

In addition, the City Council must review, at least every 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 Declaration of a Local Emergency gives legal immunities for emergency actions taken by City employees to both the City and the employees. It also enables the Solano County Board of Supervisors to act as a board of equalization to reassess damaged property and provide property tax relief.

A local emergency declaration enables the Solano County Operational Area and its members to request state assistance under the state Natural Disaster Assistance Act. It also allows the County Chief Administrative Officer to establish curfews, take measures necessary to protect and preserve the public health and safety, and exercise all authority granted by local ordinance.

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

Following the Declaration of a Local Emergency for the City of Benicia, the County Board of Supervisors may request that the Director, Governor's Office of Emergency Services, 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 it is damaged or destroyed by a natural disaster.

To qualify for State concurrence in a local emergency, a declaration must be made within 10 days of the occurrence. A copy of the declaration, along with the information compiled in the damage assessment process, must accompany the request for State concurrence.

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

After the Declaration of a Local Emergency for the City of Benicia and/or the Solano Operational Area, the County Board of Supervisors, County Administrator, Sheriff, Emergency Services Manager, or Public Health Officer, having determined that local forces are insufficient, may request that The Governor proclaim a State of Emergency. The request will be forwarded to the Director, Governor's Office of Emergency Services, with a copy of the local emergency declaration and the damage assessment summary.

### **Transition Into Recovery Operations**

As the threat to life, property, and the environment dissipates, the Director of Emergency Services will consider deactivating the EOC. The Director of Emergency Services will direct Section Chiefs to deactivate their sections, ensuring that each unit/branch/section provides its logs and files 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. The Recovery Unit will prepare the after-action report, submitting it to the Solano County Office of Emergency Services within 60 days of the disaster/event.

The following pages contain functional descriptions and checklists for each position in the City of Benicia EOC. They are arranged by Sections, with the Section Chief followed by each Branch or Unit.

**City of Benicia**

**EOC Function Specific Checklists**

**Management Section**

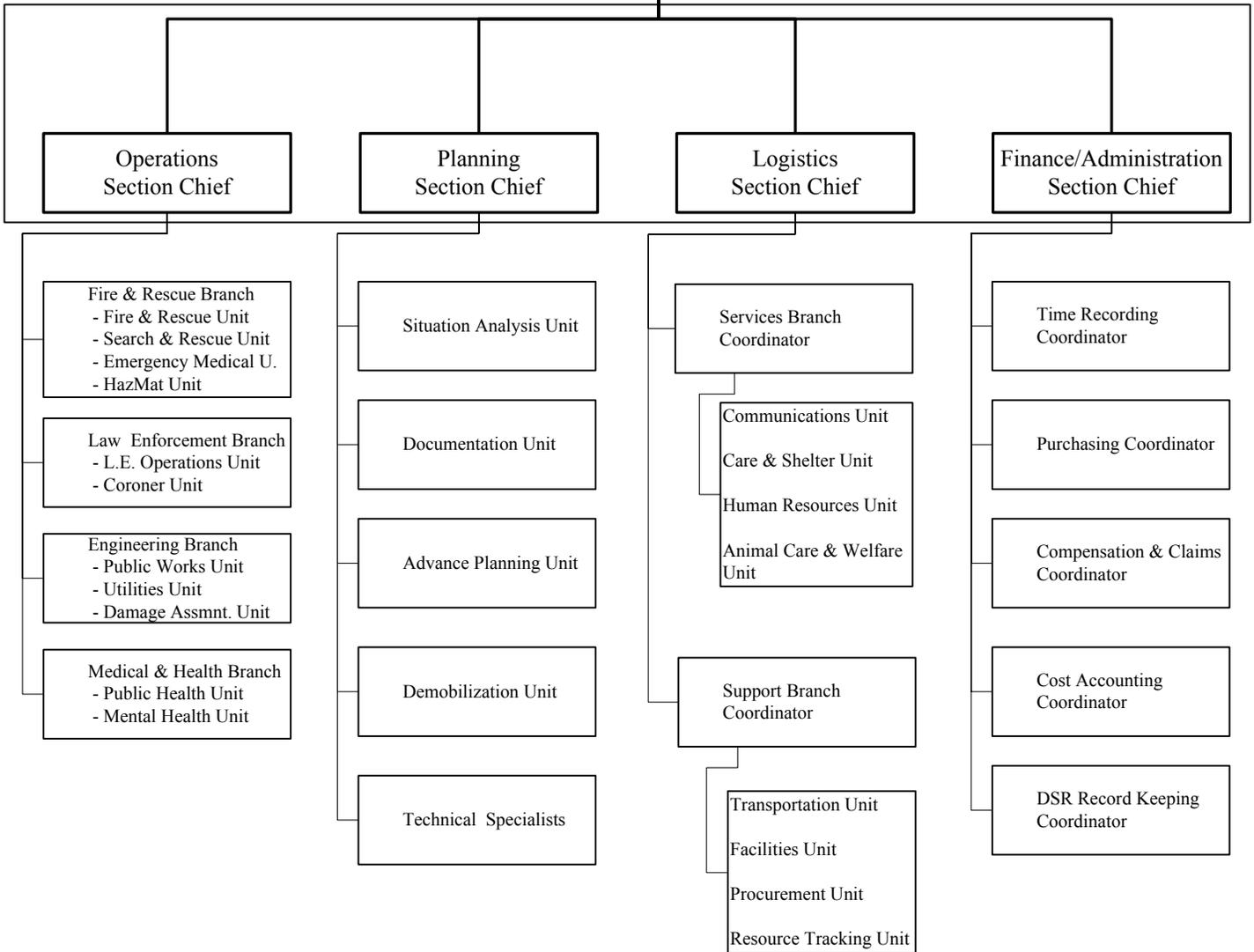
# Benicia Emergency Operations Center Organization Chart

## Command Staff

Director of Emergency Services

Legal Advisor	Emergency Services Manager
Liason Officer - Agency Representatives - Community Based Organizations - Private Sector Representatives - Volunteer/Service(VSP) Reps.	Safety Officer  Security Officer  Public Information Officer

## General Staff



# Benicia EOC

## Management Section

This section contains functional descriptions, responsibilities, and checklists for personnel assigned to the **Management Section** of the EOC. The checklists describe the minimum activities that should be accomplished by personnel assigned to functional positions within the section

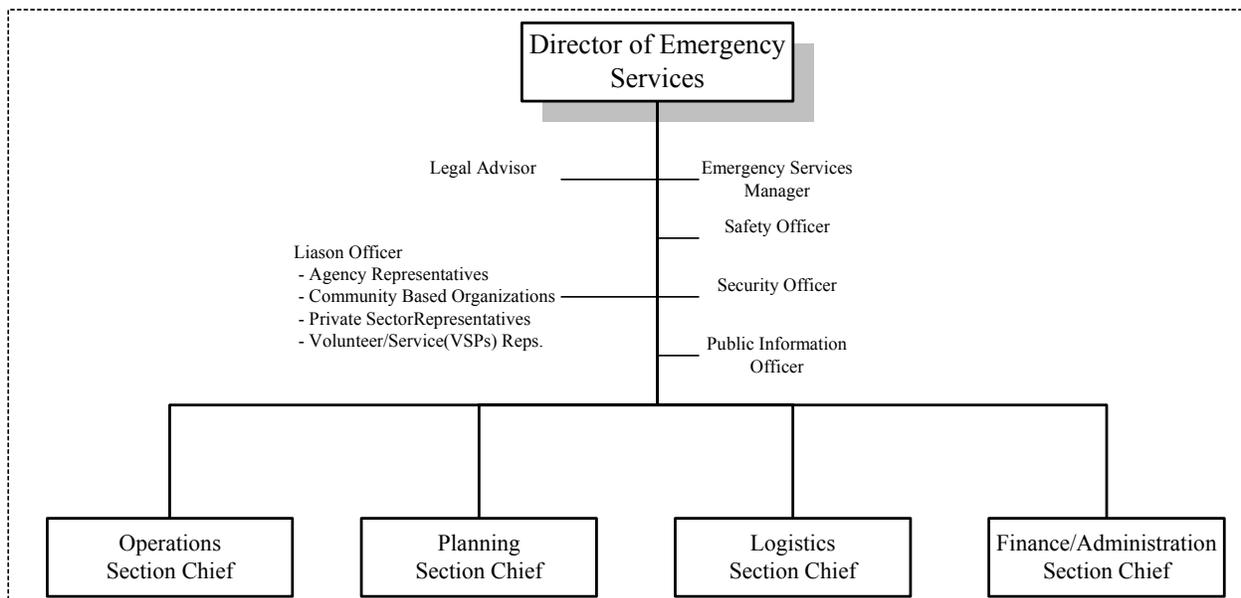
### Management Section Functional Descriptions

The Director of Emergency Services has the authority and responsibility to direct all EOC activity. The Director of Emergency Services has support personnel called the Management Staff. They have delegated responsibility to perform management support functions.

Management Staff positions will vary depending upon the need of the Director of Emergency Services for support. These positions may be activated at a one-person level, with staff assistants depending upon the level of activation, the work to be accomplished, and the numbers of personnel needed.

The management staff positions relieve the Director of Emergency Services of many activities that may interfere with the Director's primary responsibility for EOC management.

### EOC Management Section



## **Director of Emergency Services**

### **Function Description:**

The Director of Emergency Services 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 Director of Emergency Services' reporting relationship to higher authority will vary depending upon the SEMS Level. Examples of reporting relationships are described below.

### **Local Government Level:**

- City Manager, or other named authority as stated in the local government's emergency ordinance.

### **Operational Area:**

- Solano County Chief Administrative Officer or other named authority as stated in the operational area's emergency ordinances.

### **Regional:**

- OES Region Administrator or designee.

### **State:**

- OES Director or designee.

The Director of Emergency Services will delegate authority as appropriate and necessary to members of the Command Staff and to the General Staff. Positions reporting to the Director of Emergency Services include but are not limited to:

- Functional Sections Chiefs (called the General Staff):
  - Operations Section Chief
  - Planning Section Chief
  - Logistics Section Chief
  - Finance/Administration Section Chief

#### Command Staff:

- Emergency Services Manager
- Public Information Officer
- Liaison Officer
- Safety Officer
- Security Officer

## **Director of Emergency Services**

### **Responsibilities:**

Establish the appropriate staffing level for the EOC and continuously monitor organizational effectiveness ensuring that appropriate modifications occur as required.

In conjunction with the General Staff, set jurisdictional priorities for response efforts. Ensure that all department and agency actions are accomplished within the priorities established at the EOC.

Exercise overall management responsibility for the coordination between emergency response agencies within the city.

In conjunction with the General Staff, set priorities for response efforts in contract and incorporated areas of the city.

Ensure that all city department actions are accomplished within the priorities established.

Ensure that inter-agency coordination is accomplished effectively within the City of Benicia EOC.

## **Director of Emergency Services Checklists**

### **During an Emergency - Warning Phase**

- Place Emergency Operations Center staff on standby.
- Place the City Council on standby.
- Place Department Heads on standby.
- If required, activate the Emergency Operations Center.

### **Activation Phase:**

- Determine appropriate level of EOC activation based on situation as known.
- Coordinate with other Operational Area EOCs to ensure appropriate levels of activation are in place.
- Mobilize appropriate personnel for the initial activation of the EOC. Have Dispatch notify requested personnel on the EOC Recall phone list.
- Respond immediately to EOC, identify yourself, pick up your support material and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- Verify activation of on-scene Incident Command System.
- 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.

## **Director of Emergency Services Checklists**

- 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 Section Chief
  - Finance/Administration Chief
  
- Determine which Command Staff positions are required and ensure they are filled as soon as possible.
  - Emergency Services Manager
  - Safety Officer
  - Public Information Officer
  - Security Officer
  - Liaison Officer
  
- Ensure that telephone and/or radio communications with other EOCs are established and functioning.
  
- Schedule the initial Action Planning meeting.
  
- Confer with the General Staff to determine what representation is needed at the EOC from other emergency response agencies, local governments and other agencies.
  
- Assign a liaison officer to coordinate outside agency response to the EOC, and to assist as necessary in establishing an Inter-agency Coordination Group.

## **Director of Emergency Services Checklists**

### **Operational Phase:**

- Monitor command staff activities to ensure that all appropriate actions are being taken.
- Ensure that the Liaison Officer is providing for and maintaining effective inter-agency coordination.
- Based on current status reports, establish initial strategic objectives for the EOC.
- In coordination with Management Staff, prepare EOC objectives for the initial Action Planning Meeting.
  - The Incident Action Plan should include:
    - Overall strategy (Offensive/Defensive).
    - Need for evacuation.
    - Estimate of incident duration.
    - "State of Emergency" declaration.
    - Priorities for the procurement and allocation of available resources.
    - Post (or photocopy and distribute) the Incident Action Plan.
- 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. (refer to Action Planning Guide) Ensure the meeting is facilitated appropriately by the Planning Section.
- Once the Action Plan is completed by the Planning Section, review, approve and authorize its implementation.
- Brief City Council on the status of the emergency and the Incident Action Plan.
- In conjunction with the Public Information Officer, conduct news conferences and review media releases for final approval, following the established procedure for information releases and media briefings.

## **Director of Emergency Services Checklists**

- Notify Solano County Office of Emergency Services of the emergency.
- If required, declare a **LOCAL EMERGENCY**.
- If required, request the Governor proclaim a **STATE OF EMERGENCY**.
- If required, ask that the Governor request the President proclaim a **FEDERAL DECLARATION**.
- Make sure that all essential emergency services are activated.
- Have Section Chiefs establish contact with appropriate agency coordinators and representatives.
- Report situation (including any areas evacuated) and support requirements to the Solano County Office of Emergency Services.
- Have Section Chiefs coordinate with appropriate segments of the private sector.
- Request assistance from the Solano County Office of Emergency Services as required.
- Activate Multipurpose Staging Areas as destination points for mutual aid.
- Conduct periodic reviews with the command staff to ensure strategic objectives are current and appropriate.
- Conduct periodic briefings for elected officials or their representatives.
- Brief your relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

## Director of Emergency Services Checklists

### After an Emergency

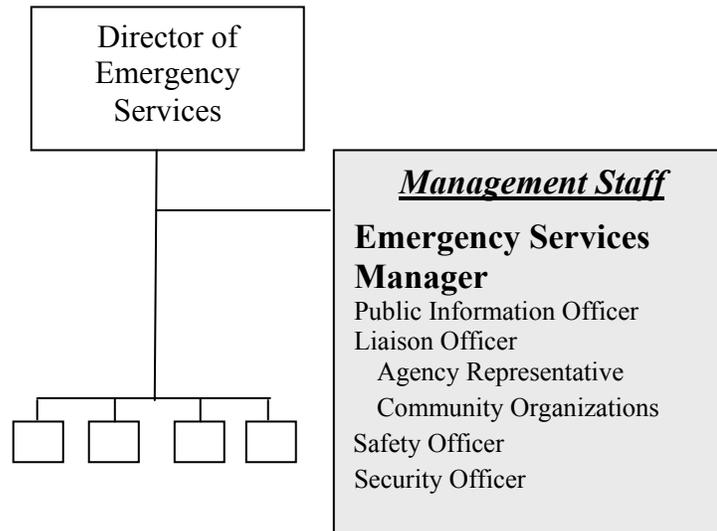
- Release personnel from Emergency Operations Center when crisis diminishes sufficiently.
- Re-check this checklist.
- Make sure that staff and volunteers receive debriefing and counseling, as needed.
- Have unsightly debris cleaned up as soon as possible.
- When appropriate, issue a **Proclamation of Termination of Local Emergency**.
- Appoint someone to follow through with hazard mitigation.

## **Director of Emergency Services Checklists**

### **Demobilization Phase:**

- Authorize demobilization of sections, branches and units when they are no longer required.
- Notify higher level EOCs 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/Corrective Action report.
- Deactivate the EOC at the designated time, as appropriate.
- Proclaim termination of the emergency response and proceed with recovery operations.
- As soon as possible, while interest in emergency preparedness is still high, place emergency preparedness and hazard mitigation proposals on the Board agenda. Suggestions for these proposals are listed below:
  - Hold critique of the emergency response effort.
  - Have someone follow through with public education programs.
  - Have someone recruit volunteers for longer term preparedness projects.
  - Have department review standard operating procedures.
  - Hold a critique of the emergency recovery effort.
  - Review this Plan.
- Assemble and check financial records; forward to Finance.

## Emergency Services Manager



### **Function Description:**

The Emergency Services Manager has the overall best knowledge of the functioning of the EOC. The Emergency Services Manager is also a person familiar with emergency services, and will provide advice and direction to the Director of Emergency Services.

### **Responsibilities:**

Facilitate the overall functioning of the EOC.

Assist and serve as an advisor to the Director of Emergency Services 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.

Assist the Liaison Officer in ensuring proper procedures are in place for directing agency representatives and conducting VIP/visitor tours of the EOC.

## **Emergency Services Manager Checklists**

### **Activation Phase:**

- Respond immediately to EOC, identify yourself and report to the Director of Emergency Services, pick up your support material and determine EOC operational status.
- Set up your workstation and review your position responsibilities.
- Establish and maintain a Unit Event 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.
- Assist the Director of Emergency Services in determining appropriate staffing for the EOC.
- Provide assistance and information regarding section staffing to all general staff.
- Decide on messages for C.A.N.

## **Emergency Services Manager Checklists**

### **Operational Phase:**

- Assist the Director of Emergency Services and the Command Staff in developing overall strategic objectives as well as section objectives for the Action Plan.
- Advise the Director of Emergency Services on proper procedures for enacting emergency proclamations, emergency ordinances and resolutions, and other legal requirements.
  - Make sure the Director of Emergency Services understands:
    - How to declare an emergency.
    - How to request mutual aid.
    - How to contact other emergency officials.
    - Emergency powers, policies and procedures.
    - What briefings he or she needs to give, and when.
- Assist the Planning Section in the development, continuous updating, and execution of the EOC Action Plan.
- Provide overall procedural guidance to Command Staff as required.
- Provide general advice and guidance to the Director of Emergency Services as required.
- Ensure that all required notifications are made to the Operational Area EOC.
- Ensure that all communications with appropriate emergency response agencies are established and maintained.
- Assist the Director of Emergency Services in preparing for and conducting briefings with Management Staff, city officials, the media, and the general public.
- Assist the Director of Emergency Services and Liaison Officer, in establishing and maintaining Inter-agency Coordination Groups as necessary.
- Assist the Liaison Officer with coordination of all EOC visits.
- Provide assistance with shift change activity as required.

## **Emergency Services Manager Checklists**

### **After an Emergency**

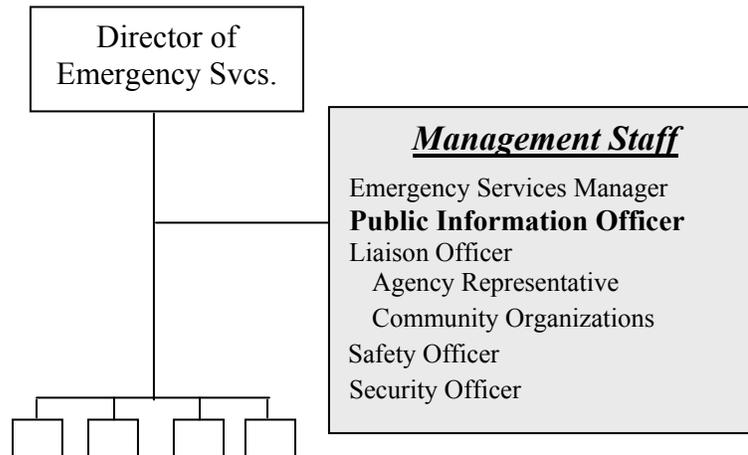
- Make sure debriefing and counseling of staff and volunteers is conducted as needed.
- Tidy up the Emergency Operations Center and replenish supplies.
- Assemble, check and establish files of financial records; forward copies to Finance.
- Make sure the Finance Officer knows how to obtain and follow through on disaster assistance.
- When appropriate, prepare a Proclamation of Termination of Local Emergency.
- Follow through with hazard mitigation.
- As soon as possible, while interest in emergency preparedness is still high:
  - Place emergency preparedness and hazard mitigation proposals on the City Council agenda.
  - Help with critique of the emergency response effort.
  - Help with public education programs.
  - Recruit volunteers for longer term preparedness projects.
  - Have departments review standard operating procedures.
- Hold a critique of the emergency recovery effort.
- Review this Plan and make changes, if necessary.
- Recommend Emergency Operations Center improvements, if needed.
- Review this checklist.

## **Emergency Services Manager Checklists**

### **Demobilization Phase:**

- Deactivate your assigned position and close out logs when authorized by the Director of Emergency Services.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective 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.

## Public Information Officer



### **Function Description:**

The Public Information Officer is the primary point of contact between the EOC, the media and the public. The Public Information Officer prepares information releases, briefs media representatives, and provides for press conferences. The Public Information function also oversees the Rumor Control activity.

A primary source of information for the Public Information function will be from the Situation Analysis Unit in the Planning Section. While not all information in the unit may be appropriate for the public, the information in 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 the 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 departments, agencies, other jurisdictions, and/or they may also be assigned to handle specific Information functions.

## **Public Information Officer**

### **Responsibilities:**

Serve as the central coordination point for the City of Benicia for all media releases.

Establish a "Disaster Hotline" with an up-to-date recorded message.

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. Ensure that all rumors are responded to in a timely manner and with factual information.

Coordinate media releases with Public Information Officers at incidents or representing other affected emergency response agencies as required.

Develop the format for press conferences, in conjunction with the Director of Emergency Services.

Maintain a positive relationship with the media representatives.

Supervise the Public Information function.

## **Public Information Officer Checklists**

### **Activation Phase:**

- Respond immediately to EOC, identify yourself and report to the Director of Emergency Services, pick up your support material and determine EOC operational status.
- Report to Director of Emergency Services, Section Coordinator, Branch Coordinator, or other assigned Supervisor.
- Set up your workstation and review your position responsibilities.
- Establish and maintain a Unit Event 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.
- Determine staffing requirements and make required personnel assignments for the Public Information function as necessary.

## **Public Information Officer Checklists**

### **Operational Phase:**

- Obtain policy guidance from the Director of Emergency Services with regard to media releases.
- Keep the Director of Emergency Services advised of all unusual requests for information and of all major critical or unfavorable media comments. Recommend procedures or measures to improve media relations.
- Coordinate with the Situation Analysis Unit and identify the method for obtaining and verifying significant information as it is developed.
- Develop and publish a media-briefing schedule, to include location, format, and preparation and distribution of handout materials.
- Implement and maintain an overall information release program.
- Establish a Media Information Center, as required, providing necessary space, materials, telephones and electrical power.
- Maintain up-to-date status boards and other references at the Joint Information Center. Provide adequate staff to answer questions from members of the media.
- Interact with other EOC PIOs and obtain information relative to public information operations.
- Develop content for state Emergency Alert System (EAS) releases if available. Monitor EAS releases as necessary.
- In coordination with other EOC sections, issue timely and consistent advisories and instructions for life safety, health, and assistance for the public. These advisories and instructions must be approved by the Director of Emergency Services.
- At the request of the Director of Emergency Services, prepare media briefings for members of the agencies or jurisdiction policy groups 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.

## **Public Information Officer Checklists**

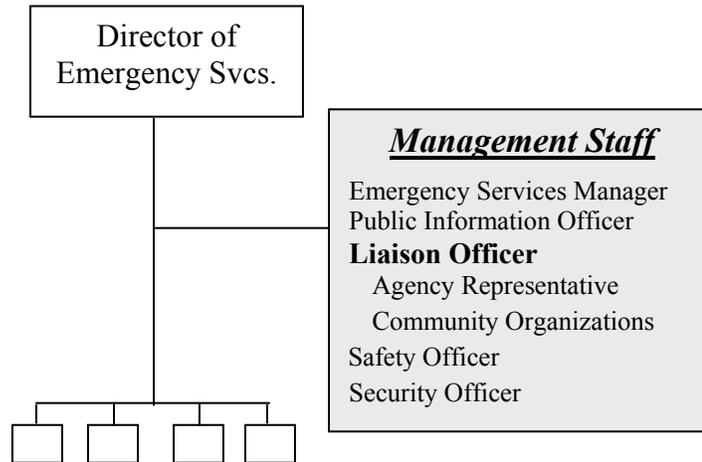
- Work with Emergency Services Manager and Director of Emergency Services to develop appropriate C.A.N. messages.
- Ensure that adequate staff is available at incident sites to coordinate and conduct tours of the affected areas.
- Provide appropriate staffing and telephones to efficiently handle incoming media and public calls.
- Prepare, update, and distribute to the public a Disaster Assistance Information Directory, which contains locations to obtain food, shelter, supplies, health services, etc.
- Ensure that announcements, emergency information and materials are translated and prepared for special populations (non-English speaking, hearing impaired etc.).
- Monitor broadcast media, using information to develop follow-up news releases and rumor control.
- Ensure that file copies are maintained of all information released.
- Provide copies of all media releases to the Director of Emergency Services.
- 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.

## **Public Information Officer Checklists**

### **Demobilization Phase:**

- Deactivate your assigned position and close out logs when authorized by the Director of Emergency Services.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective 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.

## Liaison Officer



### **Function Description:**

The Operational Area Liaison Officer provides a primary point of contact for all incoming Agency, Private Sector, Volunteer/Service Programs (VSPs) representatives assigned to the EOC. The Liaison Officer ensures agency representatives are provided with the necessary workspace, communications, information and internal points of contact necessary to perform their responsibilities. The Liaison Officer also ensures that the EOC Director is kept informed of what agencies are represented in the EOC.

During major emergencies, it is not uncommon to find representatives of many agencies reporting to the EOC. Local Governments, American Red Cross, Community Based Organizations, National Guard, Private Sector, VSPs, and other state/local agencies, federal agencies, etc., may send representatives. The Liaison Officer is the primary contact, and relieves the Director of Emergency Services from overseeing their activities.

### **Responsibilities:**

Oversee all liaison activities; coordinate outside agency representatives assigned to the EOC, and handle requests from other EOCs for agency representatives. Work with and provide support to EOC Section Chiefs to determine their needs for volunteers, agency representatives, and private sector resources to meet their operational requirements.

Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed. Ensure function specific guidelines, policy directives, situation reports, and a copy of the EOC Action Plan is provided to agency representatives on check-in.

In conjunction with the Emergency Services Manager, provide orientations for VIPs and other visitors to the EOC.

## **Liaison Officer Checklists**

### **Activation Phase:**

- Respond immediately to EOC, identify yourself and report to the Director of Emergency Services, pick up your support material and determine EOC operational status.
- Report to Director of Emergency Services, Section Coordinator, Branch Coordinator, or other assigned Supervisor.
- Set up your workstation and review your position responsibilities.
- Establish and maintain a Unit Event 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.
- Obtain assistance for your position through the Personnel Unit in Logistics, as required.

## **Liaison Officer Checklists**

### **Operational Phase:**

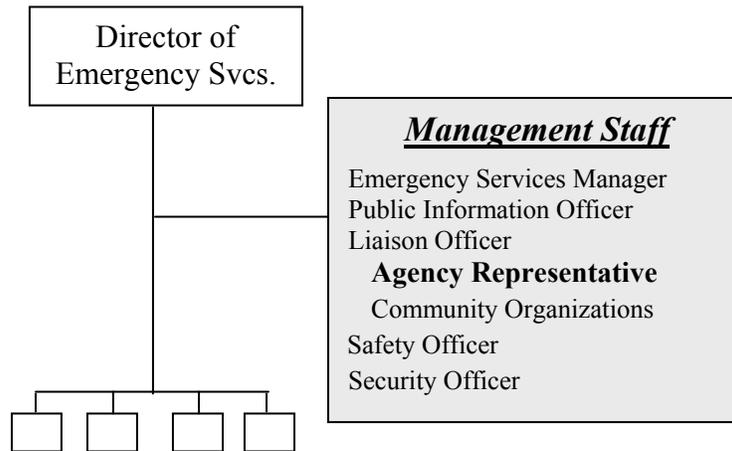
- Contact Agency Representatives already on-site, ensuring that they:
  - Have signed into the EOC,
  - Understand their role in the EOC,
  - Know their work locations,
  - Understand the EOC organization and floor plan.
  
- Determine if additional representation is required from:
  - Community based organizations, VSPs
  - Private sector organizations,
  - Utilities not already represented,
  - Other agencies.
  
- In conjunction with the Director of Emergency Services and Emergency Services Manager, establish and maintain an Inter-agency Coordination Group comprised of outside agency representatives, and county and city executives not assigned to specific sections within the EOC.
  
- Assist the Director of Emergency Services and Emergency Services Manager in conducting regular briefings for the Inter-agency Coordination Group and with distribution of the current EOC Action Plan and Situation Report.
  
- Request that Agency Representatives maintain communications with their agencies and obtain situation status reports regularly.
  
- With the approval of the Director of Emergency Services, provide agency representatives from the EOC to other EOCs as required and requested.
  
- Maintain a roster of agency representatives located at the EOC. Roster should include assignment within the EOC. Roster should be distributed internally on a regular basis.

## **Liaison Officer Checklists**

### **Demobilization Phase:**

- Deactivate your assigned position and close out logs when authorized by the Director of Emergency Services.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective 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.
- Release agency representatives that are no longer required in the EOC when authorized by the Director of Emergency Services.

## Agency Representative



### **Function Description:**

Agency Representatives are individuals assigned to the EOC by other agencies and jurisdictions. The Agency Representative serves three principal functions:

- They will bring to the EOC information from the agency they represent.
- They will normally have some level of authorization to speak or act for their agency.
- They will provide their agency with information obtained at the EOC.

### **Responsibilities:**

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 EOC.

Agency Representatives may facilitate requests to or from their agencies, but normally do not directly act on or process resource requests.

Agency Representatives are responsible for obtaining situation status information and response activities from their agencies for the EOC.

## **Agency Representative Checklists**

### **Activation Phase:**

- Respond immediately to EOC, identify yourself and report to the Director of Emergency Services, pick up your support material and determine EOC operational status.
- Report to Director of Emergency Services, Section Coordinator, Branch Coordinator, or other assigned Supervisor.
- Set up your workstation and review your position responsibilities.
- Establish and maintain a Unit Event 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.
- 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 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, requesting necessary materials and equipment through the Liaison Officer and/or Logistics Section.
- Obtain an EOC organization chart, floor plan, and telephone list from the Liaison Officer.
- Contact the EOC sections or branches that are appropriate to your responsibility; advise them of your availability and assigned work location in the EOC.

## **Agency Representative Checklists**

### **Operational Phase:**

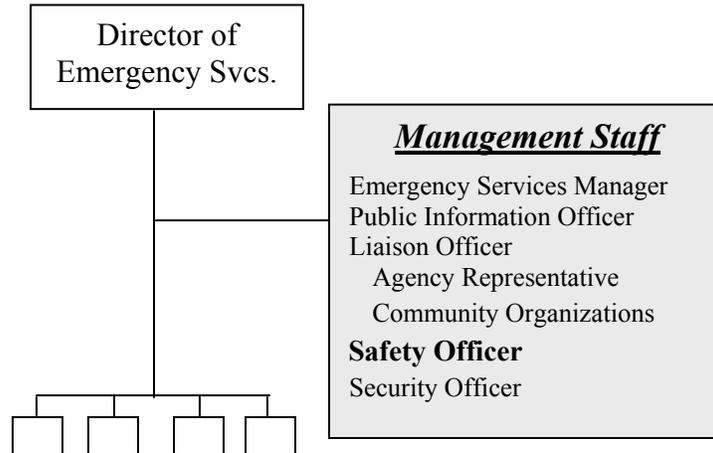
- Facilitate requests for support or information that your agency can provide.
- Keep current on the general status of resources and activity associated with your agency.
- Provide appropriate situation information to the Planning Section.
- Represent your agency at planning meetings, as appropriate, 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 Director of Emergency Services as required.
- On a regular basis, inform your agency of the EOC priorities and actions that may be of interest.
- Maintain logs and files associated with your position.

## **Agency Representative Checklists**

### **Demobilization Phase:**

- Deactivate your assigned position and close out logs when authorized by the Director of Emergency Services.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective 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.
- When demobilization is approved by the Director of Emergency Services, contact your agency and advise them of 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 Section.

## Safety Officer



### **Function Description:**

The Safety Officer ensures 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 also ensures that personnel working in EOC positions are not over stressed or working for extended periods that may jeopardize their health.

### **Responsibilities:**

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

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

Stop or modify all unsafe operations outside the scope of the EOC Action Plan, notifying the Director of Emergency Services of actions taken.

## **Safety Officer Checklists**

### **Activation Phase:**

- Respond immediately to EOC, identify yourself and report to the Director of Emergency Services, pick up your support material and determine EOC operational status.
- Report to Director of Emergency Services, Section Coordinator, Branch Coordinator, or other assigned Supervisor.
- Set up your workstation and review your position responsibilities.
- Establish and maintain a Unit Event 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.

## **Safety Officer Checklists**

### **Operational Phase:**

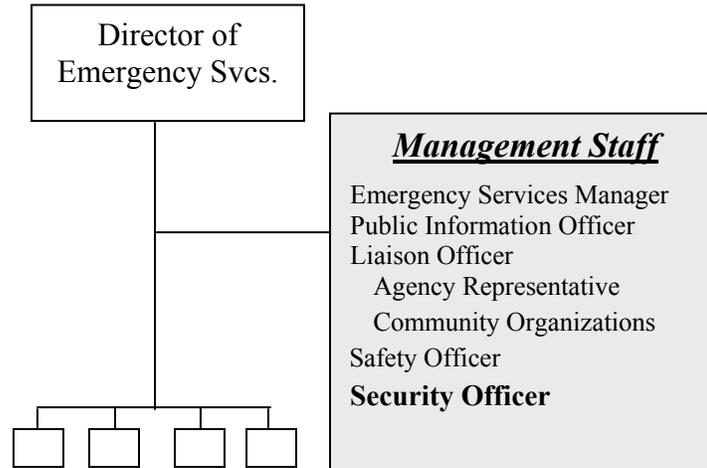
- Tour the entire EOC facility and evaluate conditions; advise the Director of Emergency Services of any conditions and actions that might result in liability, (unsafe layout or equipment set-up, etc.).
- Study the EOC facility and document the locations of all fire extinguishers, emergency pull stations, and evacuation routes and exits.
- Be familiar with particularly hazardous conditions in the facility; take action when necessary.
- Prepare and present safety briefings for the Director of Emergency Services and General Staff at appropriate meetings.
- If the event that caused activation was an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.
- Ensure that the EOC facility is free from any environmental threats - e.g., radiation exposure, air purity, water quality, etc.
- Keep the Director of Emergency Services 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.

## **Safety Officer Checklists**

### **Demobilization Phase:**

- Deactivate your assigned position and close out logs when authorized by the Director of Emergency Services.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective 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.

## Security Officer



### **Function Description:**

The Security Officer provides access control for the EOC facility. The Security Officer oversees personnel check-in and checkout rosters, according to the security policy established by the Director of Emergency Services.

### **Responsibilities:**

Provide 24-hour security for the EOC.

Control personnel access to the EOC in accordance with policies established by the Director of Emergency Services.

Handle any situation arising from inappropriate personnel actions within the EOC.

## **Security Officer Checklists**

### **Activation Phase:**

- Respond immediately to EOC, identify yourself and report to the Director of Emergency Services, pick up your support material and determine EOC operational status.
- Report to Director of Emergency Services, Section Coordinator, Branch Coordinator, or other assigned Supervisor.
- Set up your workstation and review your position responsibilities.
- Establish and maintain a Unit Event 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.

## **Security Officer Checklists**

### **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 VIP security as appropriate and required.
- Provide recommendations as appropriate to Director of Emergency Services.
- Prepare and present security briefings for the Director of Emergency Services and General Staff at appropriate meetings.

## **Security Officer Checklists**

### **Demobilization Phase:**

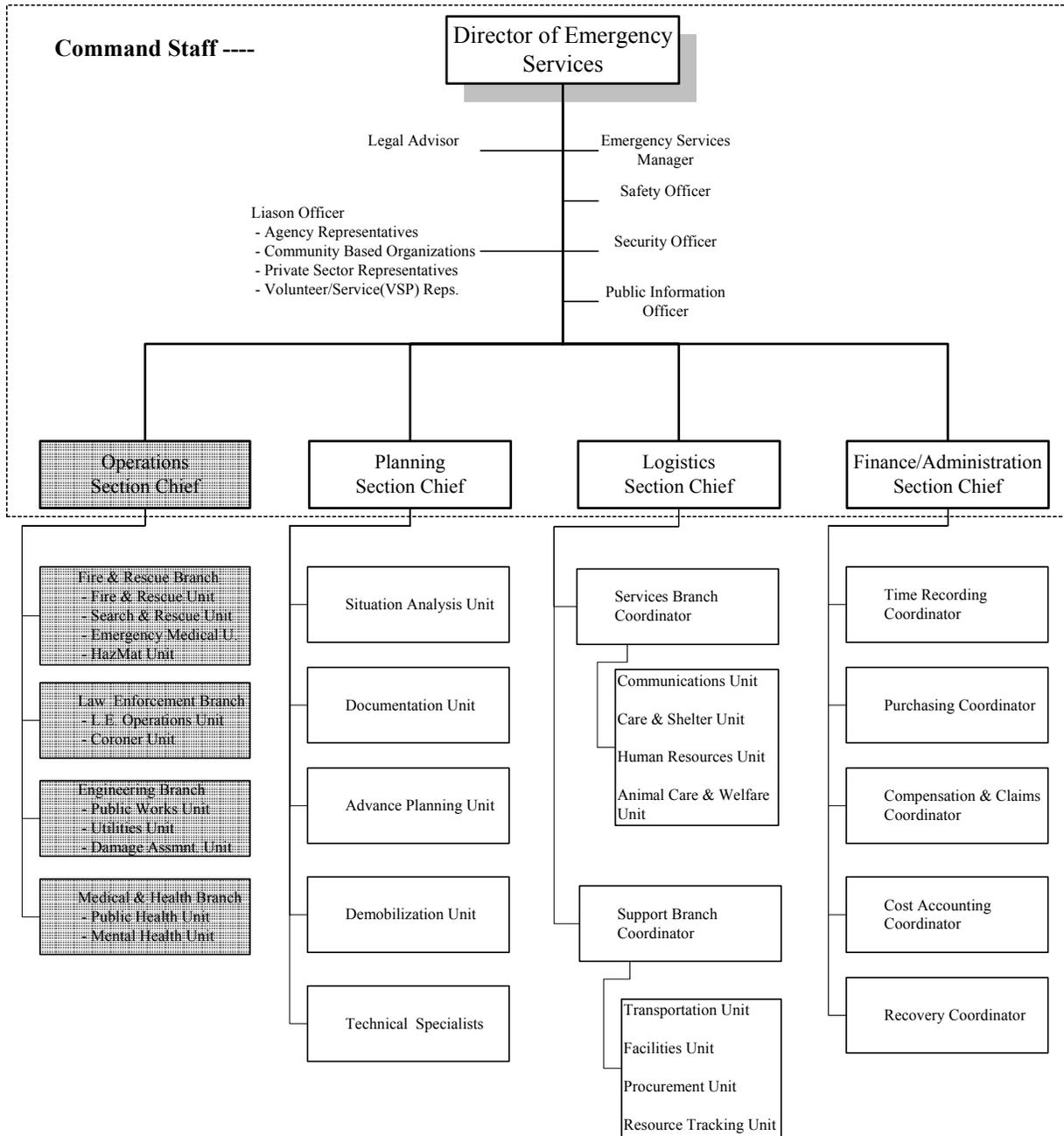
- Deactivate your assigned position and close out logs when authorized by the Director of Emergency Services.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective 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.

# **City of Benicia**

## **EOC Function Specific Checklists**

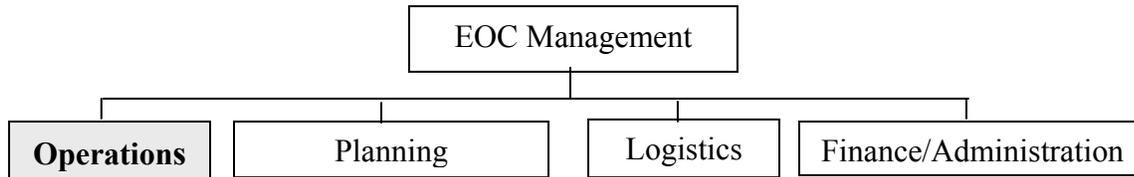
### **Operations Section**

## Benicia Emergency Operations Center Organization Chart



## **Operations Section**

This section contains functional descriptions, responsibilities, and checklists for personnel assigned to the Operations Section of an operational area EOC. The checklists describe the minimum activities that should be accomplished by personnel assigned to functional positions within the section.



When activated, the five primary EOC functions are established as separate sections of the EOC organization. Within each section, there may be several sub-functions that would normally be established as branches or units depending on their size.

The functions described here are those activities that may need to be activated during an EOC activation for the Operations Section at the local government EOC. Some variations in duties and responsibilities may be found at different SEMS levels.

### **Staffing**

The determination of the appropriate level of staffing and lead agency to manage the function is the responsibility of the agency or jurisdiction at each SEMS level. In general the following conditions will apply.

Staff the section with the most qualified person in the discipline most closely aligned to the emergency. (Logistics and Finance/Administration Sections may have a standard designation of personnel for all emergencies).

Maintain a span of control not to exceed one supervisor for up to seven sub-functions.

One person may have delegated authority for more than one area of responsibility. Usually this is done during the early portion of the Activation Phase or in the Demobilization Phase.

Each of these functional areas can be expanded as needed into additional organizational units with further delegation of authority.

If a section is not activated, the Director of Emergency Services will perform its responsibilities.

## **Operations Section Functional Descriptions**

The Director of Emergency Services has the authority and responsibility to direct all EOC activity. The Director may delegate authority to members of the Command Staff. Operations Section positions will vary depending upon the need. These positions may be activated at a one-person level, or at a unit, group or branch, level depending upon the level of activation, the work to be accomplished, and the numbers of personnel needed.

The Operations Section in the EOC acts as the primary point of contact between the EOC and the City of Benicia Department Operations Centers (DOCs), and in some jurisdictions may be linked directly to field Incident Commands. Coordinators assigned to the functional branches within the EOC Operations Section receive incoming situation reports, department status, resource requests, and field intelligence. Incoming information will be routed to the appropriate EOC section. They will provide information from the EOC to city DOCs, and in some cases to city field Incident Commands as appropriate to the jurisdiction.

The Operations Section positions are extremely important in that they relieve the Director of Emergency Services of many activities that may interfere with the Director's primary responsibility for EOC management.

## **Operations Section Chief**

### **Function Description:**

The Operations Section Chief, a member of the General Staff, is responsible for the management and coordination of all EOC related operational functions. Based on the emergency, The Operations Section Chief will ensure 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 activities for all operational functions assigned to the 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, to effectively coordinate city responsibilities.
4. Continuously monitor the organizational effectiveness and modify as necessary.
5. Exercise overall responsibility for the coordination of Branch and Unit activities within the Operations Section.
6. Ensure that the Planning Section is provided with Status Reports and Major Incident Reports (utilizing the RIMS formats if available).
7. Conduct periodic Operations briefings for the Director of Emergency Services as required or requested.
8. Supervise the Operations Section.

## **Operations Section Chief Checklists**

### **Activation Phase:**

- Respond immediately to EOC, identify yourself, pick up your support material and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- 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 Section Chief; obtain a preliminary situation briefing.
- Based on the situation, activate appropriate branches within the section. Designate Branch Coordinators as necessary.
  - Fire & Rescue
  - Law Enforcement
  - Engineering
  - Medical & Health
- Ensure that sufficient staffing is in place to provide for coordinating services to meet county local government and operational area responsibilities.
- 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 there is adequate equipment and radio frequencies available as necessary for the section.
- Determine estimated times of arrival of section staff from the Personnel Branch in Logistics.

## **Operations Section Chief Checklists**

- Confer with the Director of Emergency Services to ensure that the Planning and Logistics Sections are staffed at levels necessary to provide adequate information and support for operations.
- Coordinate with the Liaison Officer regarding the need for Agency Representatives in the Operations Section.
- Coordinate with the Planning Section Chief to determine the need for any Technical Specialists.
- Establish radio or phone communications with city Department Operations Centers (DOCs), and/or with Incident Commander(s) as directed, and coordinate accordingly.
- Determine activation status of other EOCs in the Operational Area or adjacent areas and establish communication links with their Operations Sections if necessary.
- Based on the situation known or forecasted, determine likely future needs of the Operations Section.
- Identify key issues currently affecting the Operations Section; meet with section personnel and determine appropriate section objectives for the first operational period.
- Review responsibilities of 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.

## **Operations Section Chief Checklists**

### **Operational Phase:**

- Ensure Operations Section position logs and other necessary files are maintained.
- Ensure that situation and resources information is provided to the Planning Section on a regular basis or as the situation requires, including Status Reports and Major Incident Reports (utilize RIMS format if available).
- Ensure that all media contacts are referred to the Public Information Officer.
- Conduct periodic briefings and work to reach consensus among staff on objectives for forth-coming operational periods.
- Attend and participate in Director of Emergency Services' Action Planning meetings.
- Provide the Planning Section Chief with the Operations Section's 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 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 Director of Emergency Services on all major incidents.
- Complete a Major Incident Report for all major incidents; forward a copy to the Planning Section.
- Brief Branch Coordinators periodically on any updated information you may have received. Share status information with other sections as appropriate.

## **Operations Section Chief Checklists**

### **Demobilization Phase:**

- Deactivate your assigned position and close out logs when authorized by the Director of Emergency Services.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective 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.

## **Fire and Rescue Branch Coordinator**

### **Function Description:**

The Fire and Rescue Branch in the EOC Operations Section is responsible for linking the EOC 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 Chief. 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 throughout the City of Benicia. The Branch will supply fire DOCs and fire fighting ICs as appropriate, with information and directives developed in the EOC.

Smaller jurisdictions may not activate separate units for fire operations, fire & rescue and hazmat.

### **Responsibilities:**

1. Coordinate fire, hazardous materials, and urban search and rescue operations in the jurisdictional area.
2. Assist Fire & Rescue Mutual Aid System Coordinator in acquiring mutual aid resources, as necessary.
3. Coordinate the mobilization and transportation of all resources through the Logistics Section.
4. Complete and maintain status reports (in RIMS format if available) for major incidents requiring or potentially requiring operational area, state and federal response, and maintains status of unassigned fire & rescue resources.
5. Coordinate with the Law Enforcement Branch Coordinator on jurisdiction Search & Rescue activities.
6. Implement the objectives of the EOC Action Plan assigned to the Fire & Rescue Branch.
7. Supervise the Fire & Rescue Branch.

## **Fire and Rescue Branch Coordinator Checklists**

### **Activation Phase:**

- Respond immediately to EOC, identify yourself and report to the Operations Section Chief, pick up your support material and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- Ensure that the Operations 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 the necessary Units within the Fire & Rescue Branch:
  - Fire & Rescue Unit
  - Search & Rescue Unit
  - Emergency Medical Unit
  - HazMat Unit
- If the mutual aid system is activated, coordinate use of fire resources with the Operational Area Fire & Rescue Mutual Aid Coordinator.
- Prepare and submit a preliminary 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.

## **Fire and Rescue Branch Coordinator Checklists**

### **Operational Phase:**

- Ensure that Branch and Unit position logs and other necessary files are maintained.
- Obtain and maintain current status on Fire & Rescue missions being conducted in the Operational Area.
- Provide the Operations Section Chief and the Planning 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 Status Report on RIMS forms if available.
- Refer all contacts with the media to the Public Information Officer.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/ Administration Section (daily time sheets and notification of any emergency expenditures).
- 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 on going activities, branch objectives for the next operational period, and any other pertinent information.

## **Fire and Rescue Branch Coordinator Checklists**

### **Demobilization Phase:**

- Deactivate your assigned position and close out logs when authorized by the Director of Emergency Services.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective 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.

## **Fire and Rescue Unit Leader**

### **Responsibilities:**

1. Provide coordination for mutual aid requests to and from the Operational Area Fire/Rescue Mutual Aid Coordinator, as appropriate.
2. Respond to requests for non-fire support resources from the county fire departments DOC and local governments 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. Assist in mobilizing urban search & rescue teams at the request of local government agencies or Incident Commands as appropriate.
5. Provide general support to city field personnel as required.
6. Supervise the Fire & Rescue Unit.

## **Fire and Rescue Unit Leader Checklists**

### **Activation Phase:**

- Respond immediately to EOC, identify yourself and report to the Operations Section Chief, pick up your support material and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

## **Fire and Rescue Unit Leader Checklists**

### **Operational Phase:**

- Establish and maintain radio or phone communication with local government EOCs, the county Fire Department Operations Center, or with county Fire Incident Commands if appropriate.
- Determine the status of all county department emergency operations.
- Obtain regular status reports on the fire situation from city agencies, the Fire Department Operations Center or as appropriate from Incident Commands.
- Determine the impact of the emergency on the local governments and city fire department's operational capability.
- Establish the objectives of the Fire & Rescue Unit based on the nature and severity of the emergency, and provide them to the Fire & Rescue Branch Coordinator prior to the first Action Planning meeting.
- Work closely with all Operations Section Branch Coordinators to determine the scope of any urban search and rescue assistance required.
- Coordinate with the Fire & Rescue Branch Coordinator to determine missions for urban search and rescue teams based on established priorities.
- Assist in mobilizing urban search & rescue teams consistent with established policies and priorities.
- Work closely with the Logistics Section to determine the status and availability of urban search and rescue resources specifically larger jurisdictions who have organized Urban Search & Rescue teams.
- Coordinate with the Law Enforcement Branch to determine availability of search dog units and other Search & Rescue resources.
- 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.

## **Fire and Rescue Unit Leader Checklists**

- In conjunction with Planning, 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 SAR missions, evacuations and shelter locations.
- Determine availability of shelter facilities (or commercial lodging) through the Logistics Section.
- Reinforce the use of proper procedures for media contacts.

### **Demobilization Phase:**

- Deactivate your assigned position and close out logs when authorized by the Director of Emergency Services.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective 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.

## **Search and Rescue (SAR) Unit Leader**

### **Responsibilities:**

1. Determine the scope of the search & rescue mission.
2. Assist in mobilizing Search & Rescue Teams at the request of Department Operations Centers or Field Incident Commanders.
3. Provide search & 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.

## **Search and Rescue (SAR) Unit Leader Checklists**

### **Activation Phase:**

- Respond immediately to EOC, identify yourself and report to the Operations Section Chief, pick up your support material and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

## **Search and Rescue (SAR) Unit Leader Checklists**

### **Operational Phase:**

- Work closely with all Operations Section Branch Coordinators to determine the scope of search & rescue assistance required.
- Coordinate with the Law Enforcement Branch Coordinator to determine missions for search & rescue teams based on established priorities.
- Mobilize and deploy available search & rescue teams to locations or to other emergency response agencies, consistent with established policies and priorities.

## **Search and Rescue (SAR) Unit Leader Checklists**

- Establish radio or phone communication with all deployed search & rescue team leaders to determine the scope of support required.
- Work closely with the Logistics Section to determine the status and availability of search & rescue resources specifically larger jurisdictions who have organized SAR teams.
- Coordinate with Engineering and Public Works to provide on-site assistance with rescue operations at the request of team leaders.
- Coordinate with the Emergency Medical Unit to provide on-site assistance to extricated victims requiring medical treatment.
- Coordinate with the coroner/fatalities management 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 & rescue team.
- Ensure that team leaders report all significant events.
- Assist in establishing camp facilities (or commercial lodging) for Search & Rescue Teams through the Logistics Section.
- 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:**

- Deactivate your assigned position and close out logs when authorized by the Director of Emergency Services.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective 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.

## **Emergency Medical Unit Leader**

### **Responsibilities:**

1. Ensure that all available emergency medical resources are identified and mobilized as required.
2. Activate the Mass Casualty Plan if necessary. Contact Solano County OES for copy of plan.
3. Provide assistance as required to city Department Operations Centers and/or Incident Commands in establishing triage teams.
4. Determine the status of medical facilities within the affected area.
5. Ensure adequate transportation resources are available for the transportation of injured victims to appropriate medical facilities.
6. Supervise the Emergency Medical Unit.

## **Emergency Medical Unit Leader Checklists**

### **Activation Phase:**

- Respond immediately to EOC, identify yourself and report to the Operations Section Chief, pick up your support material and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

## **Emergency Medical Unit Leader Checklists**

### **Operational Phase:**

- As soon as possible, determine if Mass Casualty Plan needs to be activated. Mass Casualty Plan is a separate document from this Emergency Operations Plan. Contact Solano County OES for copy of this plan.
- Work closely with all Operations Section Branch Coordinators to determine the scope of emergency 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 in obtaining and providing triage services 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 local government DOCs and determine status and availability of medical resources.
- Coordinate with the Logistics Section to obtain necessary supplies and equipment to support emergency medical operations.
- Inform the Fire & Rescue Branch Coordinator of all significant events.
- Reinforce the use of proper procedures for media contacts. This is particularly critical in a emergency medical situation where statistical information is requested by the media.

## **Emergency Medical Unit Leader Checklists**

### **Demobilization Phase:**

- Deactivate your assigned position and close out logs when authorized by the Director of Emergency Services.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective 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.

## **HazMat Unit Leader**

### **Responsibilities:**

1. Determine the scope of hazardous materials incidents.
2. Assist in mobilizing hazardous materials teams at the request of local government agencies, city Department Operations Centers or Field Incident Commanders as appropriate.
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.

## **HazMat Unit Leader Checklists**

### **Activation Phase:**

- Respond immediately to EOC, identify yourself and report to the Operations Section Chief, pick up your support material and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

## **HazMat Unit Leader Checklists**

### **Operational Phase:**

- Work closely with all Operations Section Branch Coordinators to determine the scope of HazMat incident response required.
- Coordinate with the Fire & Rescue Branch Coordinator to determine missions for HazMat teams based on established priorities.
- Mobilize and deploy available HazMat teams in a manner consistent with the HazMat Mutual Aid System and established priorities.
- Establish radio or 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 City of Benicia.
- Coordinate with Construction/Engineering to provide on-site assistance with HazMat operations at the request of team leaders.
- Coordinate with the Emergency Medical Unit to determine medical facilities where victims of HazMat incidents can be transported following decontamination.
- Coordinate with the Coroner/Fatalities Management 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 local government agencies in establishing camp facilities (or commercial lodging) for HazMat teams through the Logistics Section.
- 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.

## **HazMat Unit Leader Checklists**

### **Demobilization Phase:**

- Deactivate your assigned position and close out logs when authorized by the Director of Emergency Services.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective 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.

## **Law Enforcement Branch Coordinator**

### **Function 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 with Incident Command on incidents under the management of city law enforcement agencies.

The Law Enforcement Branch Coordinator reports to the Operations Section Chief. 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 throughout the City of Benicia. 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 an emergency.
2. Alert and notify the public of the impending or existing emergency.
3. Coordinate operational area law enforcement, search and rescue, and traffic control operations during the emergency.
4. Coordinate site security at incidents.
5. Coordinate Law Enforcement Mutual Aid requests from emergency response agencies through the Solano County Operational Area Law Enforcement Mutual Aid Coordinator.
6. Supervise the Law Enforcement Branch.

## **Law Enforcement Branch Coordinator Checklists**

### **Activation Phase:**

- Respond immediately to EOC, identify yourself and report to the Operations Section Chief, pick up your support material and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- Based on the situation, activate the necessary units within the Law Enforcement Branch:
  - Law Enforcement Operations Unit
  - Coroner/Fatalities Management Unit
- Ensure that staffing is adequate to meet the coordination needs of the local government agency DOCs and city law enforcement.
- Contact and assist the Solano County Operational Area EOC Law Enforcement and Coroner's Mutual Aid Coordinators as required or requested.
- 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.

## **Law Enforcement Branch Coordinator Checklists**

### **Operational Phase:**

- Ensure that Branch and Unit position logs and other necessary files are maintained.
- Maintain current status on Law Enforcement missions being conducted.
- Provide the Operations Section Chief and the Planning 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 Status Report. (Use RIMS Forms if available).
- Refer all contacts with the media to the Public Information Officer.
- 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 (daily time sheets and notification of any emergency expenditures).
- Prepare objectives for the Law Enforcement 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, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

## **Law Enforcement Branch Coordinator Checklists**

### **Demobilization Phase:**

- Deactivate your assigned position and close out logs when authorized by the Director of Emergency Services.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective 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.

## **Law Enforcement Operations Unit Leader**

### **Responsibilities:**

1. Coordinate requests for Law Enforcement Mutual Aid resources through the Solano County Operational Area Law Enforcement Mutual Aid Coordinator.
2. Establish and maintain communication with Law Enforcement Branch Directors at the local government or at the city Department Operations Center (DOC) if activated.
3. Respond to requests for law enforcement resources from local governments in a timely manner, using the law enforcement mutual aid system, and 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.

## **Law Enforcement Operations Unit Leader Checklists**

### **Activation Phase:**

- Respond immediately to EOC, identify yourself and report to the Operations Section Chief, pick up your support material and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

## **Law Enforcement Operations Unit Leader Checklists**

### **Operational Phase:**

- Establish and maintain radio or phone communication with local government EOCs, and the county law enforcement DOC.
- Obtain regular status reports on the law enforcement situation from local governments, the city Department Operations Center or city Law Enforcement Incident Commands as appropriate.
- Assess the impact of the emergency on the department's operational capability.
- Establish the objectives of the Law Enforcement Operations Unit based on the nature and severity of the emergency, and provide them to the Law Enforcement Branch Coordinator prior to the first Action Planning meeting.
- If the City of Benicia's Law Enforcement 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.
- In conjunction with the Planning Section, 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.
- Determine availability of camp facilities (or commercial lodging) for law enforcement personnel, through the Logistics Section.
- 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 Solano County Operational Area Law Enforcement Mutual Aid Coordinator.

## **Law Enforcement Operations Unit Leader Checklists**

### **Demobilization Phase:**

- Deactivate your assigned position and close out logs when authorized by the Director of Emergency Services.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective 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.

## **Coroner/Fatalities Management Unit Leader**

### **Responsibilities:**

1. At the direction of the Sheriff/Coroner, establish and/or implement oversee a City of Benicia system for managing fatalities resulting from the emergency.
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. Supervise the Coroner/Fatalities Management Unit.

## **Coroner/Fatalities Management Unit Leader Checklists**

### **Activation Phase:**

- Respond immediately to EOC, identify yourself and report to the Operations Section Chief, pick up your support material and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

## Coroner/Fatalities Management Unit Leader Checklists

### **Operational Phase:**

- Ensure that all city 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 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 Fire & Rescue Unit or Search & Rescue (SAR) 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 an emergency.
- Keep the Law Enforcement Branch Coordinator informed of Coroner/Fatalities Management Unit activities on a regular basis.
- Inform the Law Enforcement Branch Coordinator and the Public Information Officer of the number of confirmed fatalities resulting from the emergency.  
**(NOTE: This information must be verified with the Sheriff/Coroner prior to release).**
- Ensure that all media contacts are referred to the Public Information Officer.

## **Coroner/Fatalities Management Unit Leader Checklists**

### **Demobilization Phase:**

- Deactivate your assigned position and close out logs when authorized by the Director of Emergency Services.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective 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.

## **Engineering Branch Coordinator**

### **Function Description:**

The Engineering Branch in the 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.

### **Responsibilities:**

1. Survey all utility systems serving the City of Benicia, 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 jurisdictional area.
4. Assist other sections, branches, and units as needed.
5. Supervise the Engineering Branch.

## **Engineering Branch Coordinator Checklists**

### **Activation Phase:**

- Respond immediately to EOC, identify yourself and report to the Operations Section Chief, pick up your support material and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- Based on the situation, activate the necessary units within the Engineering Branch:
  - Utilities Unit
  - Public Works Unit
  - Damage/Safety Assessment Unit
- Ensure that adequate staffing is available to cover City of Benicia responsibilities.
- Contact and assist the Solano 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 Engineering Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting.

## **Engineering Branch Coordinator Checklists**

### **Operational Phase:**

- Ensure that Branch and Unit position logs and other necessary files are maintained.
- Maintain current status on all emergency construction/engineering activities being conducted within the operational area.
- Ensure that damage and safety assessments are being carried out for both public and private facilities.
- Request mutual aid as required through the Solano County 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 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 Estimation are completed and maintained. (Utilize RIMS forms if available).
- Refer all contacts with the media to the Public Information Officer.
- 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.

## **Engineering Branch Coordinator Checklists**

### **Demobilization Phase:**

- Deactivate your assigned position and close out logs when authorized by the Director of Emergency Services.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective 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.

## **Public Works Unit Leader**

### **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. Providing flood-fighting assistance, such as sandbagging, rerouting waterways away from populated areas, and river, creek, or stream bed debris clearance.
5. Supervise the Public Works Unit.

## **Public Works Unit Leader Checklists**

### **Activation Phase:**

- Respond immediately to EOC, identify yourself and report to the Operations Section Chief, pick up your support material and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

## **Public Works Unit Leader Checklists**

### **Operational Phase:**

- Establish and maintain a position log and other necessary files.
- Ensure that appropriate staff are available to assist other emergency responders with the operation of heavy equipment, in coordination with the Logistics Section.
- Ensure that engineering staff are available to assist the Damage/Safety Assessment Unit in inspecting damaged structures and facilities.
- As requested, direct staff to provide flood fighting assistance, clear debris from roadways and water ways, assist with utility restoration, and build temporary emergency structures as required.
- Work closely with the Logistics Section to provide support and materiel as required.
- Keep the Construction/Engineering Branch Coordinator informed of unit status.
- Refer all contacts with the media to the Public Information Officer.

### **Demobilization Phase:**

- Deactivate your assigned position and close out logs when authorized by the Director of Emergency Services.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective 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.

## **Utilities Unit Leader**

### **Responsibilities:**

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

## **Utilities Unit Leader Checklists**

### **Activation Phase:**

- Respond immediately to EOC, identify yourself and report to the Operations Section Chief, pick up your support material and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

## **Utilities Unit Leader Checklists**

### **Operational Phase:**

- Establish and maintain a position log and other necessary files.
- Establish and maintain communications with the utility providers.
- Determine the extent of damage to utility systems.
- Coordinate with the Liaison Officer to ensure that agency representatives from affected utilities are available to respond to the EOC.
- Ensure that all information on system outages is consolidated and provided to the Situation Analysis Unit in the Planning Section.
- Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems.
- Keep all Operations Section 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 Officer.

## **Utilities Unit Leader Checklists**

### **Demobilization Phase:**

- Deactivate your assigned position and close out logs when authorized by the Director of Emergency Services.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective 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.

## **Damage/Safety Assessment Unit Leader**

### **Responsibilities:**

1. Collect initial damage/safety assessment information from other branches/units within the Operations Section.
2. If the emergency is 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 Section, with associated loss damage estimates.
4. Maintain detailed records on damaged areas and structures.
5. Initiate requests for Engineers, to inspect structures and/or facilities.
6. Supervise the Damage/Safety Assessment Unit.

## **Damage/Safety Assessment Unit Leader Checklists**

### **Activation Phase:**

- Respond immediately to EOC, identify yourself and report to the Operations Section Chief, pick up your support material and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

## **Damage/Safety Assessment Unit Leader Checklists**

### **Operational Phase:**

- Establish and maintain a position log and other necessary files.
- Obtain initial damage/safety assessment information from the Fire & Rescue Branch, Law Enforcement Branch, Utilities Unit, city DOCs 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 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 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 Officer.

## **Damage/Safety Assessment Unit Leader Checklists**

### **Demobilization Phase:**

- Deactivate your assigned position and close out logs when authorized by the Director of Emergency Services.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective 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.

## **Medical and Health Branch Coordinator**

### **Function Description:**

The Medical & Health Branch at the EOC is responsible for jurisdictional coordination of medical & health facilities and resources needed to serve people affected by the emergency. The Branch will also provide coordination for the provision of emergency medical services, and public mental health facilities and services. The Branch will coordinate the care giving activities through medical & health resources available within the jurisdiction, or by obtaining such services as required through agreements with other governmental agencies, community based organizations and/or established mutual aid programs.

Smaller jurisdictions may not activate separate units for the functions covered under medical & health.

### **Responsibilities:**

1. Safeguard the public health of citizens within the operational area by ensuring there is an ample supply of potable water, a functioning sanitation system, and vector controls are established, as required.
2. Ensure that emergency medical services adequate to the needs of the emergency are in place and functioning properly.
3. Supervise the Medical & Health Branch.

## **Medical and Health Branch Coordinator Checklists**

### **Activation Phase:**

- Respond immediately to EOC, identify yourself and report to the Operations Section Chief, pick up your support material and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

## **Medical and Health Branch Coordinator Checklists**

### **Operational Phase:**

- Ensure Branch and Unit position logs and other necessary files are maintained.
- Based on the situation, activate the necessary units within the Medical & Health Branch:
  - Public Health Unit
  - Mental Health 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) within the City of Benicia.
- Provide the Operations Section Chief and the Planning Section with an overall summary of Medical & Health Branch operational status periodically during the operations period or as requested.
- Ensure that the Public Health Unit is available to assist the Coroner/Fatalities Management Unit in mitigating and managing mass fatality situations.
- Prepare objectives for the Medical & Health 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.
- Refer all contacts with the media to the Public Information Officer.

## **Medical and Health Branch Coordinator Checklists**

### **Demobilization Phase:**

- Deactivate your assigned position and close out logs when authorized by the Director of Emergency Services.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective 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.

## **Public Health Unit Leader**

### **Responsibilities:**

1. Assess the status and availability of potable water throughout the City of Benicia.
2. Assess the status of the sanitation system serving the city.
3. Inspect and assess emergency supplies such as food and other consumables for purity and utility.
4. Assess the need for a vector control plan for the affected emergency areas.
5. Supervise the Public Health Unit.

## **Public Health Unit Leader Checklists**

### **Activation Phase:**

- Respond immediately to EOC, identify yourself and report to the Operations Section Chief, pick up your support material and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

## **Public Health Unit Leader Checklists**

### **Operational Phase:**

- Coordinate with the Utilities Unit Leader to determine current status of water and sanitation systems throughout the City of Benicia.
- If systems are damaged, request assistance from Public Works and/or County Public Health to assess drinking water quality and potential health risks from ruptured sewer/sanitation systems.
- Develop a distribution system for drinking water 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 other infected waste.
- Inspect emergency supplies to be used in the EOC or by field emergency responders, such as food, 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 Medical & Health 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 Officer.

## **Public Health Unit Leader Checklists**

### **Demobilization Phase:**

- Deactivate your assigned position and close out logs when authorized by the Director of Emergency Services.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective 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.

## **Mental Health Unit Leader**

### **Responsibilities:**

1. Maintain liaison with Solano County Mental Health Disaster Coordinator to activate Solano County's Mental Health Disaster Plan, and provide mental health support to disaster victims and workers.
2. Maintain liaison with other EOC Branches and Units to identify and prioritize mental health needs and resources.
3. Maintain contact with Mental Health Immediate Response Team and provide direction and support.
4. Supervise the Mental Health Unit.

## **Mental Health Unit Leader Checklists**

### **Activation Phase:**

- Respond immediately to EOC, identify yourself and report to the Operations Section Chief, pick up your support material and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

## **Mental Health Unit Leader Checklists**

### **Operational Phase:**

- Coordinate activation of the Solano County Mental Health Disaster Plan with SCMHD Disaster Coordinator.
- Coordinate with EOC Branches and Units to identify and prioritize mental health needs and resources.
- Maintain contact with Solano County Mental Health Immediate Response Team to determine their needs, provide direction, and support.
- Establish communications through the Liaison Officer with American Red Cross or other Community Based Organizations to coordinate mental health needs and resources through their organizations.
- Contact and coordinate with the Logistics Section, Care & Shelter Unit to determine mental health needs at area shelters.
- Communicate with Operations Branches and Units to maintain awareness of mental health needs of Disaster Service Workers and Responders.
- Refer all contacts with the media to the Public Information Officer.

## **Mental Health Unit Leader Checklists**

### **Demobilization Phase:**

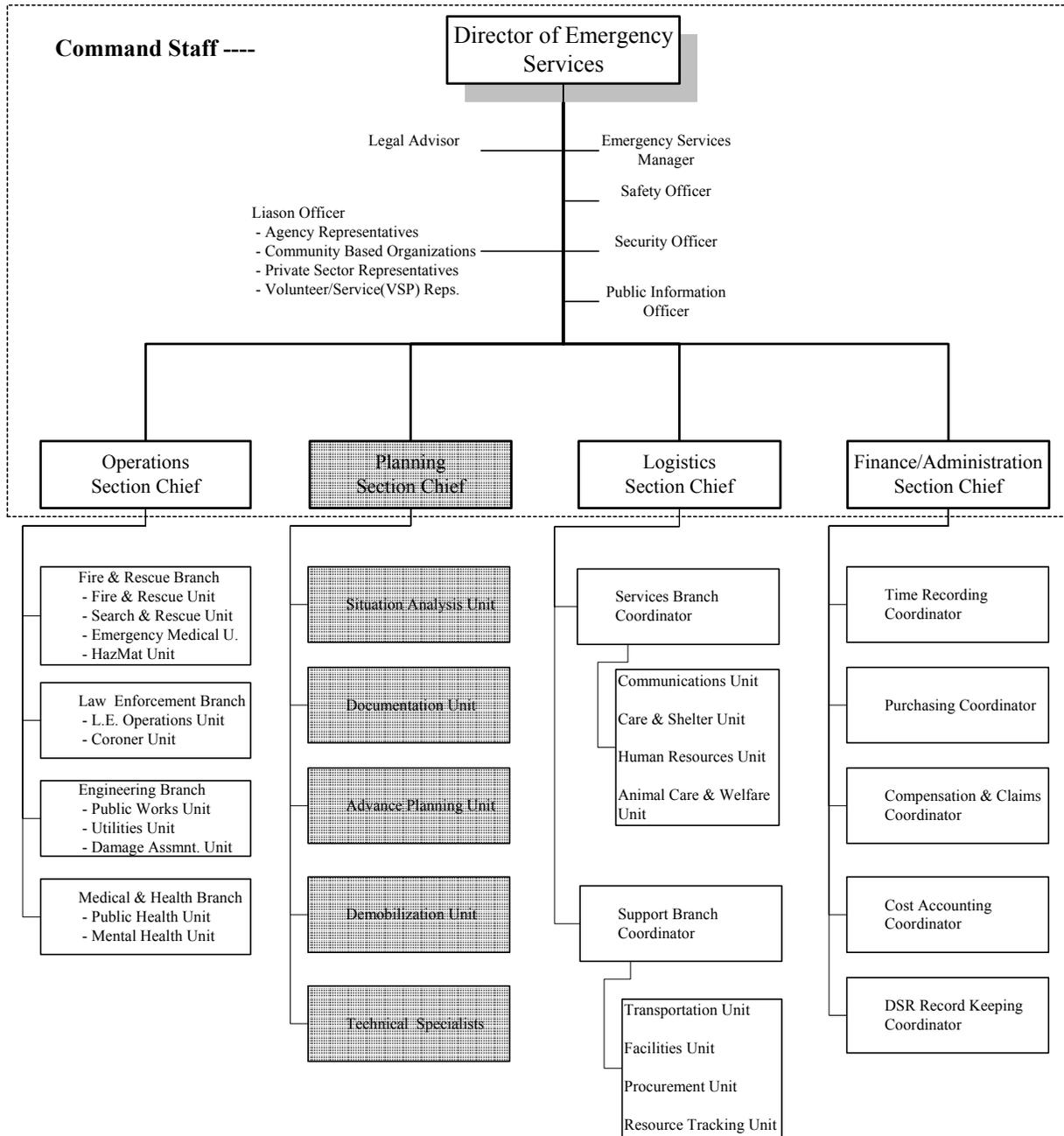
- Deactivate your assigned position and close out logs when authorized by the Director of Emergency Services.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective 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.

**City of Benicia**

**EOC Function Specific Checklists**

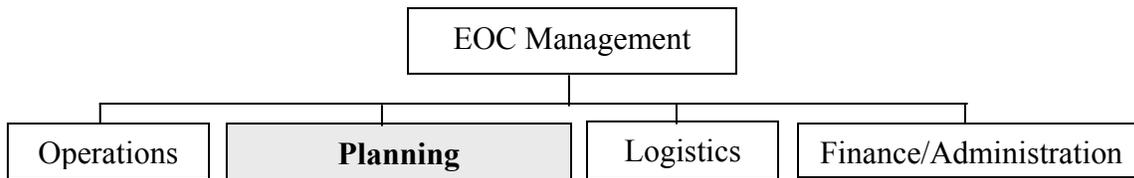
**Planning Section**

## Benicia Emergency Operations Center Organization Chart



## **Planning Section**

This section contains functional descriptions, responsibilities, and checklists for personnel assigned to the Planning Section of an operational area EOC. The checklists describe minimum activities that should be accomplished by personnel assigned to functional positions within the section.



When activated, the five primary EOC functions are established as separate sections of the EOC organization. Within each section, there may be several sub-functions that may normally be established. The functions described here are those activities that may need to be activated during EOC activation for the Planning Section at the Operational Area EOC.

### **Staffing**

The determination of the appropriate level of staffing and lead agency to manage the function is the responsibility of the agency or jurisdiction at each SEMS level. In general the following conditions will apply:

- Staff the section with the most qualified person in the discipline most closely aligned to the emergency. (Logistics and Finance/Administration sections may have a standard designation of personnel for all emergencies).
- Maintain a span of control not to exceed one supervisor for up to seven sub-functions.
- One person may have delegated authority for more than one area of responsibility. Usually this is done during the early portion of the Activation Phase or in the Demobilization Phase.
- Each of these functional areas can be expanded as needed into additional organizational units with further delegation of authority.
- If a section is not activated, the Director of Emergency Services will perform its responsibilities.

## **Planning Section Chief**

### **Function Description:**

The Planning Section is a primary function for any 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 advance planning information and the After Action/Corrective Action Report. Technical Specialists assigned to the EOC will initially be part of the Planning Section. The Section Chief reports directly to the Director of Emergency Services.

### **Responsibilities:**

Ensure that the following responsibilities of the Planning 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. (See Action Planning Guide for additional information.)
- Conducting Advance Planning activities and report,
- Providing technical support services to the various EOC sections and branches, and documenting and maintaining files on all EOC activities, including the After Action/Corrective Action(AA/CA) Report.
- Establish the appropriate level of organization for the Planning Section.
- Exercise overall responsibility for the coordination of unit activities within the section.
- Keep The Director of Emergency Services informed of significant issues affecting the Planning Section.
- In coordination with the other Section Chiefs, ensure that Status Reports are completed and utilized as a basis for situation analysis reports, and the EOC Action Plan.

## **Planning Section Chief Checklists**

### **Activation Phase:**

- Respond immediately to EOC, identify yourself and report to the Director of Emergency Services, pick up your support material and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- Ensure that the Planning 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 units within the section as needed and designate Unit Leaders for each element:
  - Situation Analysis Unit
  - Advance Planning Unit
  - Documentation Unit
  - Demobilization Unit
- Request additional personnel for the section as necessary to maintain a 24-hour operation.
- Establish contact with the Solano County EOC when activated, and coordinate Situation Analysis Reports with their Planning Section.
- Meet with Operations Section Chief; obtain and review any major incident reports.
- Review responsibilities of units in the section; develop plans for carrying out all responsibilities.
- Make a list of key issues to be addressed by the Planning Section; in consultation with section staff, identify objectives to be accomplished during the initial Operational Period.
- Keep the Director of Emergency Services informed of significant events.
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

## **Planning Section Chief Checklists**

### **Operational Phase:**

- Ensure that Planning Section position logs and other necessary files are maintained.
- Ensure that The Situation Analysis Unit is maintaining current information for the situation analysis report.
- Ensure that major incidents reports and status reports are completed by the Operations Section and are accessible by Planning (Utilize RIMS forms if available).
- Ensure that a situation analysis report is produced and distributed to EOC Sections and the Solano County 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 Officer has immediate and unlimited access to all status reports and displays.
- Conduct periodic briefings with section staff and work to reach consensus among staff on section objectives for forthcoming operational periods.
- Facilitate the Director of Emergency Services' 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 closely with each unit within the Planning Section to ensure the section objectives, as defined in the current EOC Action Plan are being addressed.

## **Planning Section Chief Checklists**

- 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 EOC.
- Ensure that the Documentation Unit maintains files on all EOC activities and provides reproduction and archiving services for the EOC, as required, and assists in preparing the After Action/Corrective Action Report.
- Provide technical specialists to all EOC sections as required.
- Ensure that fiscal and administrative requirements are coordinated through the Finance/ Administration Section.

## **Demobilization Phase:**

- Deactivate your assigned position and close out logs when authorized by the Director of Emergency Services.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective 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.

## **Situation Analysis Unit Leader**

### **Responsibilities:**

1. Oversee the collection, organization, and analysis of situation information related to the emergency.
2. Ensure that information collected from all sources is validated prior to posting on status boards.
3. Ensure that situation analysis reports are developed for dissemination to EOC staff and also to the Solano County EOC and other EOCs as required.
4. Ensure that an EOC Action Plan is developed for each operational period.
5. Ensure that all maps, status boards and other displays contain current and accurate information.
6. Supervise Situation Analysis Unit.

## **Situation Analysis Unit Leader Checklists**

### **Activation Phase:**

- Respond immediately to EOC, identify yourself and report to the Planning Section Chief, pick up your support material and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- Make contact with local government EOCs in the operational area and establish a schedule for obtaining situation reports.
- Ensure there adequate staff is available to collect and analyze incoming information, maintain the Situation Analysis Report and facilitate the Action Planning process.
- Prepare Situation Analysis Unit objectives for the initial Action Planning meeting.

## **Situation Analysis Unit Leader Checklists**

### **Operational Phase:**

- Establish and maintain a position log and other necessary files.
- Oversee the collection and analysis of all emergency related information.
- Oversee the preparation and distribution of the Situation Report. Coordinate with the Documentation Unit for manual distribution and reproduction as required.
- Ensure that each EOC Section provides the Situation Analysis Unit with status reports on a regular basis.
- Meet with the Public Information Officer to determine the best method for ensuring access to current information.
- Prepare a situation summary for the EOC Action Planning meeting.
- Ensure each section provides their objectives at least 30 minutes prior to each Action Planning meeting.
- 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 analysis reports, etc.)
- Following the meeting, ensure that the Documentation Unit publishes and distributes the EOC Action Plan prior to the beginning of the next operational period.
- Ensure that adequate staff are assigned to maintain all maps, status boards and other displays.

## **Situation Analysis Unit Leader Checklists**

### **Demobilization Phase:**

- Deactivate your assigned position and close out logs when authorized by the Director of Emergency Services.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective 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.

## **Documentation Unit Leader**

### **Responsibilities:**

1. Collect, organize and file all completed emergency related forms, to include: all EOC position logs, situation analysis reports, EOC Action Plans and any other related information, just prior to the end of each operational period.
2. Provide document reproduction services to EOC staff.
3. Distribute the EOC situation analysis 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 emergency.
5. Assign an AA/CA Point of Contact (POC) to assist the EOC Coordinator (Emergency Services Manager) in the preparation and distribution and tracking of the After Action/Corrective Action Report.
6. Supervise the Documentation Unit.

## **Documentation Unit Leader Checklists**

### **Activation Phase:**

- Respond immediately to EOC, identify yourself and report to the Planning Section Chief, pick up your support material and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- Designate an individual/team to initiate the entire After Action/Corrective Action process for the event in accordance with ICS organizational structures, doctrine, and procedures. This individual/team will be the AA/CA Point of Contact (POC).

## **Documentation Unit Leader Checklists**

### **Operational Phase:**

- Meet with the Planning 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 Reports and Action Plans.
- Keep extra copies of reports and plans available for special distribution as required.
- Set up and maintain document reproduction services for the EOC.
- Pass all event documentation to the AA/CA POC, the staff responsible for the development of the AA/CA Report. The AA/CA POC will:
  - Identify all organizations involved in the event, exercise or training.
  - Establish a reporting system to collect after action and corrective action information from all organizations involved in the event, exercise or training.
  - Develop a timeline or work plan for completing the AA/CA Report.
  - Establish an AA/CA Report Team, as necessary, to assist in the AA/CA Report development process.
  - Determine the AA/CA Reporting mechanism to be used for the AA/CA Report (AA/CA Report Survey or Briefing/Hot Wash Survey).
  - Identify when and where AA/CA Hot Wash will occur and send out AA/CA Report survey form to those involved in the event.

## **Documentation Unit Leader Checklists(AA/CA POC Checklist)**

- Conduct AA/CA Hot Wash involving all those activated or participating in the event; document all Hot Wash comments and consolidate into one overall report.
- Send out AA/CA Report survey to those personnel who could not attend the AA/CA Hot Wash.
- Initiate development of the AA/CA Report using all the compiled information from the Hot Wash and the AA/CA Report surveys that were returned.
- Identify points of contact for each organization that will receive the AA/CA Report.
- Establish suspense dates throughout the process for completing and forwarding AA/CA Reports to meet compliance deadlines:
  - For declared states of emergency, local governments forward AA/CA Report to their respective OES Region within 90 days of the close of the incident or event to meet SEMS requirements.
  - OES Regions forward all AA/CA Reports to State OES HQ POC.
  - For all other events, forward the approved AA/CA Report to the next higher SEMS organizational level within 90 days of the close of the event.
- Develop a mechanism or planning tool that can be used for tracking identified corrective actions or lessons learned.
- Identify a point of contact responsible for tracking the corrective action to completion.
- Track the identified corrective action status through its completion or implementation and document the completion date.
- For federally funded exercises follow the applicable grant guidelines/conditions.

### **Demobilization Phase:**

- Deactivate your assigned position and close out logs when authorized by the Director of Emergency Services.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective 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.

## **Advance Planning Unit Leader**

### **Responsibilities:**

1. Development 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 emergency; particularly issues which might modify the overall strategic EOC objectives.
3. Provide periodic briefings for the Director of Emergency Services and General Staff addressing Advance Planning issues.
4. Supervise the Advance Planning Unit.

## **Advance Planning Unit Leader Checklists**

### **Activation Phase:**

- Respond immediately to EOC, identify yourself and report to the Planning Section Chief, pick up your support material and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

## **Advance Planning Unit Leader Checklists**

### **Operational Phase:**

- Monitor the current situation report to include recent updates.
- Meet individually with the general staff and determine best estimates of the future direction and outcomes of the emergency.
- 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 Coordinator for review and approval prior to conducting briefings for the General Staff and Director of Emergency Services.
- Review Action Planning objectives submitted by each section for the next operational period. In conjunction with the general staff, recommend a transition strategy to the Director of Emergency Services when EOC activity shifts predominately to recovery operations.

### **Demobilization Phase:**

- Deactivate your assigned position and close out logs when authorized by the Director of Emergency Services.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective 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.

## **Demobilization Unit Leader**

### **Responsibilities:**

1. Develop a Demobilization Plan for the EOC based on a review of all pertinent planning documents, and status reports.
2. Supervise the Demobilization Unit.

## **Demobilization Unit Leader Checklists**

### **Activation Phase:**

- Respond immediately to EOC, identify yourself and report to the Planning Section Chief, pick up your support material and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

## **Demobilization Unit Leader Checklists**

### **Operational Phase:**

- Review EOC personnel roster to determine size and scope of any demobilization efforts.
- Meet individually with the general staff to determine their need for assistance in any Demobilization Planning.
- Advise Planning Section Chief on the need for a formal written Demobilization Plan.
- If a Demobilization Plan is required, develop the plan using detailed specific responsibilities, release priorities and procedures.
- Establish with each Section Chief which units/personnel should be demobilized first.
- Establish time tables for deactivating or downsizing units.
- Determine if any special needs exist for personnel demobilization (e.g. transportation).
- Develop a checkout procedure if necessary, to ensure all deactivated personnel have cleared their operating position.
- Submit any formalized Demobilization Plan to the Planning Section Chief for approval.
- Meet with each assigned Agency Representative and Technical Specialist to determine what assistance may be required for their demobilization from the EOC.
- Monitor the implementation of the Demobilization Plan and be prepared to handle any demobilization issues as they occur.

## **Demobilization Unit Leader Checklists**

### **Demobilization Phase:**

- Deactivate your assigned position and close out logs when authorized by the Director of Emergency Services.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective 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.

## **Technical Specialists**

### **Responsibilities:**

1. Provide technical observations and recommendations to EOC staff in specialized areas as required.
2. Advise on legal limitations use of particular resources.
3. Work with inter-agency coordination groups as necessary providing expertise.

## **Technical Specialists Checklists**

### **Activation Phase:**

- Respond immediately to EOC, identify yourself and report to the Planning Section Chief, pick up your support material and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

### **Operational Phase:**

- Provide technical services as required to requesting EOC staff.
- Contribute to EOC planning meetings and inter-agency coordination groups as requested.
- Ensure that all recommendations are appropriately documented.
- Advise Planning Section when duties are completed.
- Obtain release from Planning Section Chief prior to leaving the EOC.

## **Technical Specialists Checklists**

### **Demobilization Phase:**

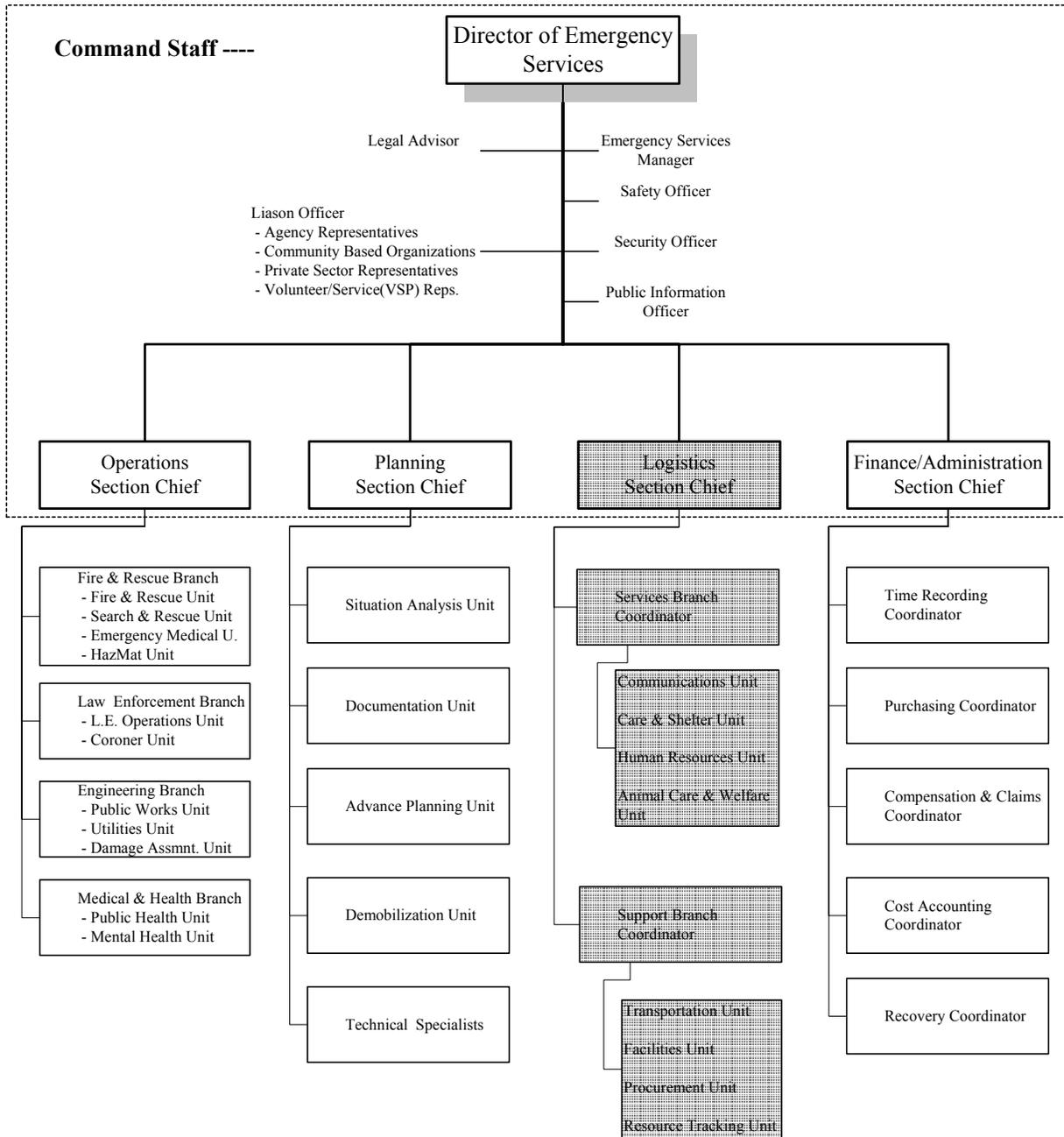
- Deactivate your assigned position and close out logs when authorized by the Director of Emergency Services.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective Action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
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# **City of Benicia**

## **EOC Function Specific Checklists**

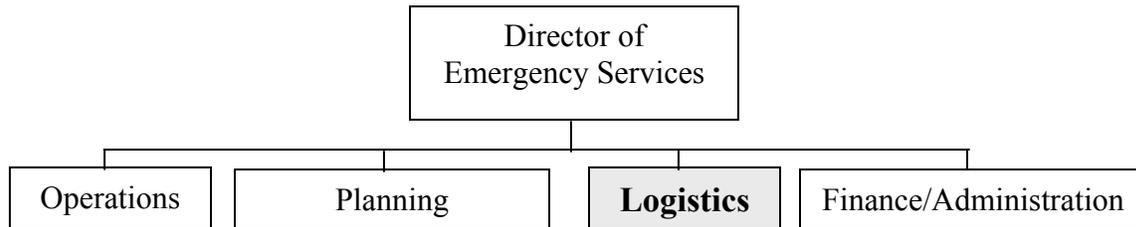
### **Logistics Section**

## Benicia Emergency Operations Center Organization Chart



## Logistics Section

This section contains functional descriptions, responsibilities, and checklists for personnel assigned to the Logistics Section of the Operational Area EOC. The checklists describe minimum activities that should be accomplished by personnel assigned to functional positions within the section.



When activated, the five primary EOC functions are established as separate sections of the EOC organization. Within each section, there may be several sub-functions that may normally be established as Branches and/or Units.

The functions described here are those activities that may need to be activated during EOC activation for the Logistics Section at the Operational Area EOC.

- Staff the section with the most qualified person in the discipline most closely aligned to the emergency. (Logistics and Finance/Administration sections may have a standard designation of personnel for all emergencies).
- Maintain a span of control not to exceed one supervisor for up to seven sub-functions.
- One person may have delegated authority for more than one area of responsibility. Usually this is done during the early portion of the Activation Phase or in the Demobilization Phase.
- Each of these functional areas can be expanded as needed into additional organizational units with further delegation of authority.
- If a section is not activated, the Director of Emergency Services will perform its responsibilities.

## **Logistics Section Chief**

### **Function Description:**

The Logistics Section provides facilities, services, resources and other support services both to county agencies responding to the emergency to local governments in response to requests for resources, and to meet internal EOC operating requirements. Incident, DOC or agency, and local government requests for support directed to the EOC will be channeled through the EOC Operations Section. The Logistics Section Chief reports to the Director of Emergency Services.

### **Responsibilities:**

1. Ensure the Logistics function is carried out in support of the EOC. This function includes providing communication services, care and shelter, resource tracking; acquiring equipment, supplies, personnel, facilities, animal care, 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, to support county and local government responsibilities, 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 meet both county and local government requests.
5. Keep the Director of Emergency Services informed of all significant issues relating to the Logistics Section.
6. Supervise the Logistics Section.

## **Logistics Section Chief Checklists**

### **Activation Phase:**

- Respond immediately to EOC, identify yourself and report to the Director of Emergency Services, pick up your support material and determine EOC status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- 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 Unit Leaders for each element:
  - Services Branch**
    - Communications Unit
    - Care & Shelter Unit
    - Human Resources Unit
    - Animal Care Unit
  - Support Branch**
    - Transportation Unit
    - Facilities Unit
    - Procurement Unit
    - Utilities Unit
- Mobilize sufficient section staffing for 24 hour operations.
- Advise Branches and Units within the section to coordinate with the Operations Section to prioritize and validate resource requests from DOCs or Incident Command Posts in the field. This should be done prior to acting on the request.
- Meet with the Director of Emergency Services and Command Staff and identify 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 Director of Emergency Services.

## **Logistics Section Chief Checklists**

- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

### **Operational Phase:**

- Ensure that Logistics 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 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 resources are tracked and accounted for, as well as resources ordered through Mutual Aid.
- Provide section staff with information updates as required.

## **Logistics Section Chief Checklists**

### **Demobilization Phase:**

- Deactivate your assigned position and close out logs when authorized by the Director of Emergency Services.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective 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.

## **Services Branch Coordinator**

### **Function Description:**

This function may be established at the Unit or Branch level depending upon the functions to be performed, and personnel requirements.

The Services Branch provides for the coordination of local government services, such as Communications, Care & Shelter, Human Resources, and Animal Care & Welfare to meet incident, DOC or agency needs. Communications 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.

### **Responsibilities:**

1. Ensure communications services are established and maintained to support the Operational Area and the EOC.
2. Ensure that care & shelter services are available for disaster victims as required.
3. Coordinate personnel resources to support EOC and field requirements.
4. Coordinate animal care and welfare services for animals displaced during an emergency, especially for those persons in shelter situations.
5. Supervise the Services Branch.

## **Services Branch Coordinator Checklists**

### **Activation Phase:**

- Respond immediately to EOC, identify yourself and report to the Logistics Section Chief, pick up your support material and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- Based on the situation, activate the necessary units within the Services Branch:
  - Communications Unit
  - Care and Shelter Unit
  - Human Resources Unit
  - Animal Care Unit
- Prepare objectives for the Services Branch; provide them to the Logistics Section Chief prior to the initial Action Planning meeting.

## **Services Branch Coordinator Checklists**

### **Operational Phase:**

- Ensure that Branch and Unit position logs and other necessary files are maintained.
- Obtain and maintain current status on Communications, Care & Shelter operations, Human Resource requirements, and Animal Care operations being conducted in the city.
- Provide the Logistics Section Chief and the Planning Section with an overall summary of Service Branch operations periodically or as requested during the operational period.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/ Administration Section (daily time sheets and notification of any emergency expenditures).
- Prepare objectives for the Services Branch for the subsequent operational period; provide them to the Logistics 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 on going activities, branch objectives for the next operational period, and any other pertinent information.
- Refer all contacts with the media to the Public Information Officer.

## **Services Branch Coordinator Checklists**

### **Demobilization Phase:**

- Deactivate your assigned position and close out logs when authorized by the Director of Emergency Services.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective 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.

## **Communications Unit Leader**

### **Responsibilities:**

1. Ensure radio, telephone, and computer resources and services are provided to EOC staff as required.
2. Oversee the installation of communications resources within the EOC. Ensure that communications links are established with the Solano County EOC and with adjacent EOCs as required.
3. Determine specific computer requirements for all EOC positions.
4. Implement RIMS if available, for internal information management to include message and e-mail systems.
5. 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.
6. Develop and distribute a Communications Plan that identifies all systems in use and lists specific frequencies allotted for the emergency.
7. Assist EOC positions in determining appropriate numbers of telephones and other communications equipment required to facilitate operations.
8. Acquire radio frequencies as necessary to facilitate operations.
9. Assign Amateur Radio Operators as needed to augment primary communications networks.
10. Supervise the EOC Communications Center and the Communications Unit.

## **Communications Unit Leader Checklists**

### **Activation Phase:**

- Respond immediately to EOC, identify yourself and report to the Logistics Section Chief, pick up your support material and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

### **Operational Phase:**

- Keep all sections informed of the status of the 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 emergency 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, are established with the REOC and with local governments which have RIMS installed.
- Ensure that communications links are established with activated EOCs within the city, 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.

## **Communications Unit Leader Checklists**

- Keep the Logistics Section Chief informed of the status of the communications systems.
- Prepare objectives for the Communications Unit; provide them to the Services Branch Coordinator and the Logistics Section Chief prior to the next Action Planning meeting.
- Continually monitor and test the activated radio and telephone systems. Keep the Services 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 Telephone Company to obtain portable telephone banks, as necessary.
- Refer all contacts with the media to the Public Information Officer.

### **Demobilization Phase:**

- Deactivate your assigned position and close out logs when authorized by the Director of Emergency Services.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective 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.

## **Care and Shelter Unit Leader**

### **Function Description:**

The Care & Shelter Unit at the operational area EOC coordinates the sheltering, feeding, potable water, and clothing for evacuated or displaced personnel at the time of the emergency. The coordination of these services may include county services, the American Red Cross, private agencies, churches and other community based organizations as necessary.

### **Responsibilities:**

1. Coordinate directly with the American Red Cross and other community based organizations to provide food, potable water, clothing, shelter, mass care and other basic needs as required to disaster victims.
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.

## **Care and Shelter Unit Leader Checklists**

### **Activation Phase:**

- Respond immediately to EOC, identify yourself and report to the Logistics Section Chief, pick up your support material and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

## **Care and Shelter Unit Leader Checklists**

### **Operational Phase:**

- 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 operational area community based services to provide clothing and other basic life sustaining needs.
- Ensure coordination of all mass care activities occurs with the American Red Cross and other community based organizations as required.
- 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 Officer.

## **Care and Shelter Unit Leader Checklists**

### **Demobilization Phase:**

- Deactivate your assigned position and close out logs when authorized by the Director of Emergency Services.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective 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.

## **Human Resources Unit Leader**

### **Responsibilities:**

1. Provide personnel resources as requested in support of the EOC and Field Operations.
2. Identify, recruit and register volunteers as required; work closely with Liaison Officer and Operations Section to understand volunteer capabilities and requirements.
3. Develop an EOC organization chart.
4. Supervise the Personnel Unit.

## **Human Resources Unit Leader Checklists**

### **Activation Phase:**

- Respond immediately to EOC, identify yourself and report to the Logistics Section Chief, pick up your support material and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

## **Human Resources Unit Leader Checklists**

### **Operational Phase:**

- 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. Update this chart for each operational period.
- Coordinate with the Liaison Officer and Safety Officer to ensure that all EOC staff, including volunteers, receive a current situation and safety briefing upon check-in.
- Establish communications with community based organizations, VSPs, and other organizations that can provide personnel resources.
- Coordinate with the Solano County 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.
- Coordinate with the Liaison Officer and Security Officer to ensure access, identification, and proper direction for responding personnel arriving 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 county field level or from local governments 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 child care services for EOC personnel as required.
- Establish registration locations with sufficient staff to register volunteers, and issue them disaster service worker identification cards.

## **Human Resources Unit Leader Checklists**

- Keep the Logistics Section Chief informed of significant issues affecting the Personnel Unit.

### **Demobilization Phase:**

- Deactivate your assigned position and close out logs when authorized by the Director of Emergency Services.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective 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.

## **Animal Care and Welfare Unit Leader**

### **Function Description:**

The Animal Care & Welfare Unit determines the need for care and shelter of animals displaced or put at risk as a result of an emergency, particularly those belonging to persons who are in a shelter situation. Animals at risk may include domestic pets, farm livestock, and wild animals that may require emergency services. This unit will, in coordination with the Medical & Health Branch, develop and implement a plan for providing services to endangered animals during an emergency.

### **Responsibilities:**

1. Assess the status of animal care needs within the City of Benicia.
2. Determine status of available shelters and establish locations for additional sheltering.
3. Determine the need for city 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 other EOC positions on Animal Care & Welfare issues and requirements.
6. Supervise the Animal Care & Welfare Unit.

## **Animal Care and Welfare Unit Leader Checklists**

### **Activation Phase:**

- Respond immediately to EOC, identify yourself and report to the Logistics Section Chief, pick up your support material and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

### **Operational Phase:**

- Contact jurisdictional animal welfare facilities and determine their status and ability to function.
- Ensure that animal control measures are in effect and animal care and sheltering services are appropriate for the emergency.
- Determine location and time of any animal welfare facilities that are activated.
- Obtain phone numbers/pager numbers for all essential animal care locations and/or personnel that may have contact with the EOC. Utilize resources in Animal Care Annex as necessary. Blank Animal Intake forms are located in Forms Section.
- Determine status of available communications systems.
- Obtain current level of staffing and anticipated needs for additional personnel . Work closely with Liaison Officer and Human Resources Unit Leader to include Volunteer/Service Programs (VSPs) personnel where needed and available.
- Determine location and status of major incidents involving a threat to or from animals.
- Determine extent of damage to, and the operational capacity of all animal shelter facilities in the operational area. Provide this information to Situation Analysis Unit.
- Coordinate with Care & Shelter Unit animal care needs of shelter residents.
- Participate in EOC planning meetings, as required.

## **Animal Care and Welfare Unit Leader Checklists**

- 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 affect 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:**

- Deactivate your assigned position and close out logs when authorized by the Director of Emergency Services.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective 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.

## **Support Branch Coordinator**

### **Function Description:**

This function may be established at the Unit or Branch level depending upon the functions to be performed, and personnel requirements.

The Support Branch provides for the coordination of county or local government support services to meet incident, DOC or agency needs. These services will include transportation, facilities, supplies and procurement, and resource tracking support..

### **Responsibilities:**

1. Ensure transportation services are available to EOC and field personnel as required.
2. Ensure essential facilities are obtained and furnished to support response efforts.
3. Ensure supplies and materials not normally available through mutual aid are available to support response efforts.
4. Ensure all resource requests are logged, prioritized and tracked throughout the emergency.
5. Supervise the Support Branch.

## **Support Branch Coordinator Checklists**

### **Activation Phase:**

- Respond immediately to EOC, identify yourself and report to the Logistics Section Chief, pick up your support material and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- Based on the situation, activate the necessary units within the Support Branch:
  - Transportation Unit
  - Facilities Unit
  - Procurement Unit
  - Resource Tracking Unit
- Prepare objectives for the Communications Branch; provide them to the Logistics Section Chief prior to the initial Action Planning meeting.

## **Support Branch Coordinator Checklists**

### **Operational Phase:**

- Ensure Branch and Unit position logs and other necessary files are maintained.
- Keep all sections informed of the status of transportation systems and resources, particularly those that are being restored.
- Coordinate with all EOC sections/branches/units regarding transportation requirements.
- Coordinate with all EOC sections/branches/units regarding essential facility requirements to support emergency efforts.
- Ensure that appropriate supplies and materials are made available to EOC and field response teams.
- Continually monitor all resources requests from other sections and field locations; ensure all requests are prioritized and tracked. Escalate problem situations to the Logistics Section Chief.
- Keep the Logistics Section Chief informed of the status of all Support Branch operations.
- Prepare objectives for the Support 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 Officer.

## **Support Branch Coordinator Checklists**

### **Demobilization Phase:**

- Deactivate your assigned position and close out logs when authorized by the Director of Emergency Services.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective 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.

## **Transportation Unit Leader**

### **Responsibilities:**

1. In coordination with the 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.

## **Transportation Unit Leader Checklists**

### **Activation Phase:**

- Respond immediately to EOC, identify yourself and report to the Logistics Section Chief, pick up your support material and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

## **Transportation Unit Leader Checklists**

### **Operational Phase:**

- Routinely coordinate with the Situation Analysis Unit to determine the status of transportation routes in and around the affected area.
- Routinely coordinate with the 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 materiel.
- 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 Support Branch Coordinator and Logistics Section Chief informed of significant issues affecting the Transportation Unit.

### **Demobilization Phase:**

- Deactivate your assigned position and close out logs when authorized by the Director of Emergency Services.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective 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.

## **Facilities Unit Leader**

### **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.
2. Ensure acquired buildings, building floors, and or workspaces are returned to their original state when no longer needed.
3. Supervise the Facilities Unit.

### **Facilities Unit Leader Checklists**

#### **Activation Phase:**

- Respond immediately to EOC, identify yourself and report to the Logistics Section Chief, pick up your support material and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

## **Facilities Unit Leader Checklists**

### **Operational Phase:**

- 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 local government 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 Support Branch Coordinator and Logistics Section Chief informed of significant issues affecting the facilities unit.

## **Facilities Unit Leader Checklists**

### **Demobilization Phase:**

- Deactivate your assigned position and close out logs when authorized by the Director of Emergency Services.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective 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.

## **Supply/Procurement Unit Leader**

### **Responsibilities:**

1. Oversee the procurement and allocation of supplies and materiel not normally provided through mutual aid channels.
2. Coordinate procurement actions with the Finance/Administration Section.
3. Coordinate delivery of supplies and materiel as required.
4. Supervise the Supply/Procurement Unit.

### **Supply/Procurement Unit Leader Checklists**

#### **Activation Phase:**

- Respond immediately to EOC, identify yourself and report to the Logistics Section Chief, pick up your support material and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

## **Supply/Procurement Unit Leader Checklists**

### **Operational Phase:**

- Determine if requested types and quantities of supplies and materiel are available in inventory.
- Determine procurement spending limits with the Purchasing Unit in the Finance/Administration Section. 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 materiel, and also verify that the request has not been previously filled through another source.
- In conjunction with the Resource Tracking 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 materiel, from suppliers and vendors and if they will accept purchase orders as payment, prior to completing the order.
- Orders exceeding the purchase order limit must be approved by the Finance/Administration Section before the order can be completed.
- If vendor contracts are required for procurement of specific resources or services, refer the request to the Finance/Administration Section for development of necessary agreements.
- 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.

## **Supply/Procurement Unit Leader Checklists**

- 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:**

- Deactivate your assigned position and close out logs when authorized by the Director of Emergency Services.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective 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.

## **Resource Tracking Unit Leader**

### **Responsibilities:**

1. Coordinate with the other units in the Logistics Section to capture and centralize necessary resource/ location status information.
2. Develop and maintain resource status/location boards in the Logistics Section.
3. Supervise the Resource Tracking Unit.

## **Resource Tracking Unit Leader Checklists**

### **Activation Phase:**

- Respond immediately to EOC, identify yourself and report to the Logistics Section Chief, pick up your support material and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

## **Resource Tracking Unit Leader Checklists**

### **Operational Phase:**

- 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 & 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. This is particularly critical in situations where there will be delays in filling the 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:**

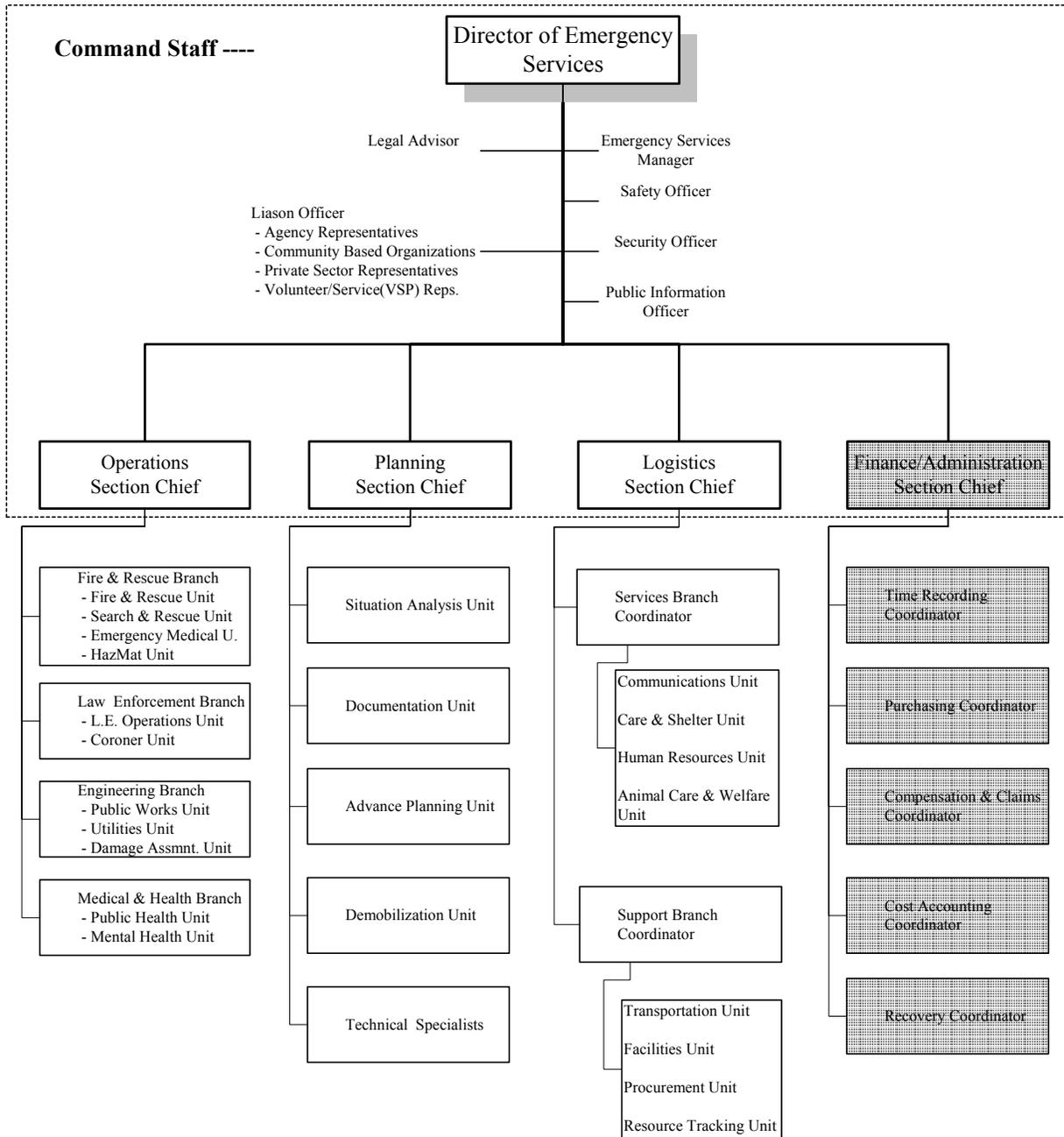
- Deactivate your assigned position and close out logs when authorized by the Director of Emergency Services.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective Action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
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# City of Benicia

## EOC Function Specific Checklists

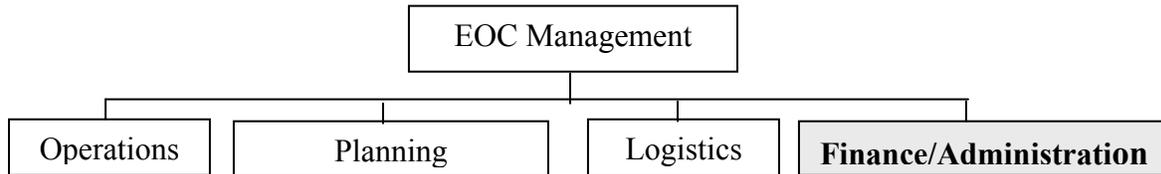
### Finance/Administration Section

## Benicia Emergency Operations Center Organization Chart



## Finance/Administration Section

This Section contains functional descriptions, responsibilities, and checklists for personnel assigned to the Finance/Administration Section of the EOC. The checklists describe the minimum activities that should be accomplished by personnel assigned to functional positions within the section.



When activated, the five primary EOC functions are established as separate sections of the EOC organization. Within each section, there may be several sub-functions that may normally be established as Units. The functions described here are those activities that may need to be activated during EOC activation for the Finance/Administration Section at the Operational Area EOC.

### **Staffing**

The determination of the appropriate level of staffing and lead agency to manage the function is the responsibility of the agency or jurisdiction at each SEMS level. In general the following conditions will apply:

- Staff the section with the most qualified person in the discipline most closely aligned to the emergency. (Logistics and Finance/Administration sections may have a standard designation of personnel for all emergencies).
- Maintain a span of control not to exceed one supervisor for up to seven sub-functions.
- One person may have delegated authority for more than one area of responsibility. Usually this is done during the early portion of the Activation Phase or in the Demobilization Phase.
- Each of these functional areas can be expanded as needed into additional organizational units with further delegation of authority.
- If a section is not activated, the Director of Emergency Services will perform its responsibilities.

## **Finance/Administration Section Chief**

### **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 emergency.
2. Ensure that all on-duty time is recorded for all emergency response personnel.
3. Ensure that all on-duty time sheets are collected from EOC assigned personnel and that departments are collecting this information from Field Level Supervisors or Incident Commanders and their staffs.
4. Ensure there is a continuum of the payroll process for all employees responding to the emergency.
5. Determine purchase order limits for the procurement function in Logistics.
6. Ensure that workers' 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.

## **Finance/Administration Section Chief Checklists**

### **Activation Phase:**

- Respond immediately to EOC, identify yourself and report to the Director of Emergency Services, pick up your support material and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- Ensure that the Finance/Administration Section is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Based on the situation, activate units within section as needed and designate Unit Coordinators for each element:
  - Time Keeping Unit
  - Cost Accounting Unit
  - Compensation & Claims Unit
  - Purchasing Unit
  - Recovery Unit
- Ensure that sufficient staff 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 the Logistics Section.
- Meet with all Coordinators and ensure that responsibilities are clearly understood.
- In conjunction with Coordinators, determine the initial Action Planning objectives for the first operational period.
- Notify the Director of Emergency Services when the Finance/Administration Section is operational.
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

## **Finance/Administration Section Chief Checklists**

### **Operational Phase:**

- Ensure that Finance/Administration Section position logs and other necessary files are maintained.
- Ensure that displays associated with the Finance/Administrative Section are current, and that information is posted in a legible and concise manner.
- Participate in all Action Planning meetings.
- Brief all Coordinators and ensure they are aware of the EOC objectives as defined in the Action Plan.
- Keep the Director of Emergency Services, General Staff, and elected/other 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 emergency.
- 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 emergency, 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.

## **Finance/Administration Section Chief Checklists**

### **Demobilization Phase:**

- Deactivate your assigned position and close out logs when authorized by the Director of Emergency Services.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective 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.

## **Time Keeping Coordinator**

### **Responsibilities:**

1. Track, record, and report all on-duty time for personnel working during the emergency.
2. Ensure that personnel time records, travel expense claims and other related forms are prepared and submitted to the budget and payroll office.
3. Supervise the Time Keeping Unit.

### **Time Keeping Coordinator Checklists**

#### **Activation Phase:**

- Respond immediately to EOC, identify yourself and report to the Finance Administration Section Chief, pick up your support material and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

## **Time Keeping Coordinator Checklists**

### **Operational Phase:**

- Initiate, gather and update time reports from all personnel, to include volunteers assigned to each shift; ensure that time records are accurate and prepared in compliance with policy.
- Obtain complete personnel rosters from the Personnel Unit. Rosters must include all EOC personnel as well as personnel assigned to emergency duties in county agencies.
- 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; 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:**

- Deactivate your assigned position and close out logs when authorized by the Director of Emergency Services.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective 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.

## **Cost Accounting Coordinator**

### **Responsibilities:**

1. Responsible for collecting cost information, performing cost-effectiveness analysis and providing cost estimates and cost savings recommendations.
2. Supervise the Cost Accounting Unit.

## **Cost Accounting Coordinator Checklists**

### **Activation Phase:**

- Respond immediately to EOC, identify yourself and report to the Finance Administration Section Chief, pick up your support material and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

## **Cost Accounting Coordinator Checklists**

### **Operational Phase:**

- Establish (or implement) an accounting system and special cost codes associated with this emergency.
- Monitor all emergency expenditures.
- Ensure that all sections and units are documenting cost related information.
- Collect and compile cost information at the end of each shift.
- Obtain and record all cost data to cover:
  - Personnel
  - Equipment
  - Rental/Contract Equipment
  - Supplies from outside vendors
  - Contracts for special or emergency services
- Coordinate with the Documentation Unit on content and format of cost related files to be transferred.
- Review existing documentation to determine if there are additional cost items that may have been overlooked.
- Prepare cost estimates related to EOC objectives and strategies. Be prepared to discuss these at EOC Planning Meetings if required.
- Compile cumulative cost records on a daily basis.
- Ensure that departments are compiling cost information using any special agency/jurisdiction cost codes.
- Ensure that estimate costs are replaced with actual costs where known.
- Provide verbal or written reports to the Finance/Administration Section Chief upon request.
- Prepare and maintain a cost report to include cumulative analysis, summaries and total expenditures related to the emergency.

## **Cost Accounting Coordinator Checklists**

- Organize and prepare records for audits as necessary.
- Act as the liaison for the EOC with county and other disaster assistance agencies to coordinate the cost recovery process.
- Prepare all required state and federal documentation as necessary to recover allowable costs.

### **Demobilization Phase:**

- Deactivate your assigned position and close out logs when authorized by the Director of Emergency Services.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective 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.

## **Compensation and Claims Coordinator**

### **Responsibilities:**

1. Oversee the investigation of injuries and property/equipment damage claims arising out of the emergency.
2. Complete all forms required by workers' compensation program.
3. Maintain a file of injuries and illnesses associated with the emergency which includes results of investigations.
4. Supervise the Compensation and Claims Unit.

### **Compensation and Claims Coordinator Checklists**

#### **Activation Phase:**

- Respond immediately to EOC, identify yourself and report to the Finance Administration Section Chief, pick up your support material and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

## **Compensation and Claims Coordinator Checklists**

### **Operational Phase:**

- Maintain a chronological log of injuries and illnesses, and property damage reported during the emergency.
- Investigate all injury and damage claims as soon as possible.
- Prepare appropriate forms for all verifiable injury claims and forward them to Workmen's Compensations within the required time-frame consistent with jurisdiction's policy & procedures.
- Coordinate with the Safety Officer regarding the mitigation of hazards.
- Keep the Finance/Administration Coordinator informed of significant issues affecting the Compensation and Claims Unit.
- Forward all equipment or property damage claims to the Recovery Unit.

### **Demobilization Phase:**

- Deactivate your assigned position and close out logs when authorized by the Director of Emergency Services.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective 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.

## **Purchasing Coordinator**

### **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.

### **Purchasing Coordinator Checklists**

#### **Activation Phase:**

- Respond immediately to EOC, identify yourself and report to the Finance Administration Section Chief, pick up your support material and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

## **Purchasing Coordinator Checklists**

### **Operational Phase:**

- Review the emergency purchasing procedures.
- Prepare and sign contracts as needed; be sure to obtain concurrence from the Finance/ Administration Section Chief.
- Ensure that all contracts identify the scope of work and specific site locations.
- Negotiate rental rates not already established, or purchase price with vendors as required.
- Admonish vendors as necessary, regarding unethical business practices, such as inflating prices or rental rates for their merchandise or equipment during emergencies.
- Finalize all agreements and contracts, as required.
- Complete final processing and send documents to Budget and Payroll for payment.
- Verify costs data in the pre-established vendor contracts and/or agreements.
- In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.
- Keep the Finance/Administration Section Chief informed of all significant issues involving the Purchasing Unit.

## **Purchasing Coordinator Checklists**

### **Demobilization Phase:**

- Deactivate your assigned position and close out logs when authorized by the Director of Emergency Services.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective 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.

## Recovery Coordinator

### **Responsibilities:**

1. Determine impacts of the emergency requiring recovery planning.
2. Initiate recovery planning meetings with appropriate individuals and agencies.
3. Develop the initial recovery plan and strategy for the jurisdiction.
4. Ensure that all appropriate agencies are kept informed and have the opportunity to participate in the recovery planning process.
- 5. Develop the strategy to transition from recovery planning in the EOC to a wider post-emergency recovery effort.**
- 6. Supervise the Recovery Unit.**

### Recovery Coordinator Checklists

#### **Activation Phase:**

- Respond immediately to EOC, identify yourself and report to the Finance Administration Section Chief, pick up your support material and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

## **Recovery Coordinator Checklists**

### **Operational Phase:**

- Monitor the current situation report to include recent updates and determine overall impacts of the emergency.
- Based on available information, prepare an initial estimate of likely recovery issues that must be addressed. Document these in a preliminary report.
- Coordinate with the Advance Planning Unit to determine major mid-to-long range social, economic, environmental and political impacts.
- Assist the Operational Area as necessary in determining appropriate sites for Disaster Application Centers.
- Facilitate recovery planning meetings involving appropriate Management and General Staff personnel and other agencies as needed.
- Develop a recovery plan and strategy for the jurisdiction or agency.
- Coordinate with Finance/Administration to ensure that FEMA, OES and other public reimbursement source documents and applications are consistent with the recovery strategy.
- In conjunction with Finance/Administration, ensure that specific project timelines are developed to meet the goals and objectives of the recovery plan.

## **Recovery Coordinator Checklists**

### **Demobilization Phase:**

- Deactivate your assigned position and close out logs when authorized by the Director of Emergency Services.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective Action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
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## **Section III EOP Annexes**

### **Solano County Terrorism Response Annex**

#### **Purpose**

The purpose of this annex is to establish procedures associated with response threat Condition advisory levels. These strategies assume that the Homeland Security Threat Condition designations apply to the Solano Operational Area directly or generally. These strategies may be updated as needed.

#### **Background**

Presidential Directive 3 establishes the Homeland Security Advisory System (HSAS) for communicating the nature and the degree of terrorist threats. Based on the threat level, government agencies at all levels will implement protective measures. The following description provides details on the directive. The Attorney General, in consultation with the Director of the Department of Homeland Security, establishes the Threat Conditions, which can apply nationally, regionally, by sector, or to a potential target. Threat assessment factors include whether or not the threat is credible, corroborated, specific, imminent or grave.

Public announcements of threat advisories and alerts help deter terrorist activity, notify law enforcement and local government officials of threats, inform the public about government preparations providing them with the information necessary to respond to the threat. The HSAS establishes five Threat Conditions with Protective Measures:

#### **Low Condition - Green**

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Low risk of terrorist attack. The following Protective Measures should be applied:

- Refining and exercising preplanned Protective Measures
- Ensuring personnel receive training on agency-specific Protective Measures
- Regularly assessing facilities for vulnerabilities and taking measures to reduce them

#### **Guarded Condition - Blue**

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General risk of terrorist attack. In addition to the previous measures, the following should be applied:

- Checking communications with designated emergency response or command locations
- Reviewing and updating emergency response procedures
- Providing the public with necessary information

#### Elevated Condition - Yellow

Significant risk of attack. In addition to the previous measures, the following should be applied:

- Increasing surveillance of critical locations
- Coordinating emergency plans with nearby jurisdictions
- Assessing further refinement of measures in relation to the current threat information
- Implementing, as appropriate, contingency and emergency response plans

#### High Condition - Orange

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High risk of terrorist attack. In addition to the previous Measures, the following should be applied:

- Coordinating necessary security efforts with armed forces or law enforcement agencies
- Taking additional precautions at public events
- Preparing to work at an alternate site or with a dispersed workforce
- Restricting access to essential personnel only

#### Severe Condition - Red

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Severe risk of terrorist attack. In addition to the previous measures, the following should be applied:

- Assigning emergency response personnel and pre-positioning specially trained teams
- Monitoring, redirecting or constraining transportation systems
- Closing public and government facilities
- Increasing or redirecting personnel to address critical emergency needs
- Establish multi-agency coordination

## **Responsibilities**

### **All Agencies and Jurisdictions**

- Review suggested Protective Measures and determine necessary resources
- Evaluate staffing levels and review staff availability
- Establish multi-agency coordination
- Evaluate staff training and equipment preparedness
- Be alert for suspicious activity and report to law enforcement
- Check emergency supplies
- Increase security at key command, control, and communications centers
- Implement positive identification of all personnel and control access
- Coordinate release of information to the media
- Reprioritize work activities to address potential critical needs
- Ensure continuity of command and operations
- Review Emergency Plans

### **Law Enforcement**

Develop detailed threat assessment information. Be prepared to quickly increase staffing and coverage. Be prepared to conduct increased area and facility security measures including patrol, vehicle inspection, and searches. Be prepared to place special teams on stand-by. Law Enforcement Mutual Aid Coordinators for Solano County can be contacted through Solano Dispatch.

### **Fire & Medical Services**

Be prepared to quickly increase staffing and coverage. Develop an effective callback system. Collaborate with Law Enforcement and the Office of Emergency Services.

### **Hazardous Materials (HazMat) Response Team (NONE)**

Must call-out the Napa or Sacramento teams if available, Solano does not currently have a team.

### **Solano County Resource Management**

Be prepared to support field operations. Be prepared to move to emergency stand-by status and coordinate with the Office of Emergency Services.

### **Solano County Public Health**

Be prepared to support field operations. Be prepared to increase medical surveillance activities. Coordinate with the Office of Emergency Services.

## **Office of Emergency Services (OES)**

Receive notification of change in Threat Condition and notify key agencies and jurisdictions. Support EOC activation as needed. Establish 24/7 Duty Officer. Coordinate communications with local, state and federal agencies as well as supporting Public Information efforts. Coordinate with and assist Operational Area jurisdictions with implementation of Protective Measures as needed.

### **Notification**

In the event a new threat condition is declared, the State Office of Emergency Services will notify Solano Dispatch and the Office of Emergency Services staff. In turn, Solano OES will notify key Operational Area agencies and jurisdictional representatives.

### **Immediate Actions**

Hold over all on-duty first responder personnel until the initial threat assessment is completed. Personnel may then be released as needed.

Activate the Op Area Emergency Operations Center (EOC) at Level One (Minimum).

- OES Manager
- EOC Liaison
- PIO
- Section Chiefs (Operations, Planning, Logistics, Finance (as needed))
- Fire and Law Mutual Aid Coordinators (as needed)

Establish an initial EOC Action Plan including the following objectives:

- Review available threat intelligence; conduct initial threat assessment
- Participate in State OES Conference Calls
- Conduct EOC equipment checks
- Notify all essential employees via City Watch
- Conduct media relations (as needed)

Brief all law, fire and medical line personnel as well as other key employees

Cancel vacations as determined by department

Coordinate and disseminate information to Op Area agencies and jurisdictions as needed.

Review and execute Potential Protective Measures as needed.

## **Potential Protective Measures**

Potential Protective Measures include options for increasing security and enhancing response capabilities. Management may review and select from the suggested actions listed below and those outlined in the Recommended Protective Measures for State Departments and Agencies. Although the document mostly addresses state facilities, the same actions may be applied to local facilities, transportation systems, or other potential targets.

Continue threat assessment and re-evaluate threat to the Operational Area. Continue to share information with OES and other Op Area agencies and jurisdictions.

Increase security at critical facilities (law, fire, communications, water treatment plants, dams, power substations etc. Options include:

- Increase patrols
- Establish security checkpoints
- Restrict movement and entry points
- Restrict vehicle movement and parking (hardened barricades)
- Move and secure emergency response vehicles
- Close selected building to public access
- Close portions of building or departments (ex. Courts) to public access
- Maintain clear fire lanes and access to facilities

Increase emergency personnel staffing. Options include:

- Adjust staffing shifts and schedules as necessary
- Cancel vacations and training
- Place all County Corrections Facilities in lock-down to make additional staff available

Place additional special emergency service teams on alert or stand-by:

- Mobile Field Force
- Crowd Control Team
- SWAT
- Emergency Services Response Team (ESRT)
- Radio Amateur Civil Emergency Service (RACES/ACS)
- Solano County Sheriff Air Patrol (ESRT)
- Canine Units
- Volunteers

Consider the need for declaring a local emergency in order to obtain authority for executing additional protective measures.

## **Additional, Recommended Measures are as Follows:**

### **Recommended Protective Measures: GREEN**

Low Condition (Green). Low risk of terrorist attacks.

- Reviewing and revising, as necessary, current Emergency and Business Continuity/Resumption Plans to include mitigation and contingency plans for conditions that current plans do not address such as biological, nuclear, incendiary, chemical, explosive (B-NICE) threats and exposure
- Ensure the agency is familiar with operating under all of the requirements of the Standardized Emergency Management System (SEMS).
- Refining and exercising as appropriate preplanned Protective Measures.
- Ensure personnel receive proper training on the Homeland Security Advisory
- System and specific preplanned department or agency Protective Measures.
- Institutionalizing a process to assure that all facilities are regularly assessed for vulnerabilities to terrorist attacks, and all reasonable measures are taken to mitigate these vulnerabilities.
- All contractors and visitors must check or sign in and out of designated facilities or areas within the facility that are considered key command, control or communications centers or areas.
- Ensure existing security measures are in place and functioning such as fencing, locks, camera surveillance, intruder alarms, and lighting. Identify those additional security measures and resources that can enhance the security at the higher Threat Condition levels, e.g., increased surveillance.
- Review procedures for receiving and disseminating information transmitted via the emergency notification system (Managed by OES).

- Establish local, regional and system-wide threat and warning dissemination process, emergency communications capability, and contact information with law enforcement and security officials, including CHP and local FBI Field Offices. Emergency communications should have redundancy in both hardware and means to contact security officials, law enforcement agencies, and mobile field command centers.
- Develop terrorist and security awareness and provide information and educate employees on security standards and procedures. Caution employees not to talk with outsiders concerning their facility or related issues.
- Advise all personnel at each facility to report the presence of unknown personnel, unidentified vehicles, vehicles operated out of the ordinary, abandoned parcels or packages, and other suspicious activities. Report suspicious information immediately to Law Enforcement.
- Develop procedures for shutting down and evacuation, or shelter in place, of facilities. Facilities located near critical community assets should be especially vigilant of security measures.
- Incorporate security awareness and information into public education programs and notifications to emergency response organizations.
- Survey surrounding areas to determine those activities that might increase the security risks that could affect the facility, e.g., airports, government buildings, industrial facilities, pipelines, etc.
- Ensure contingency and business continuity plans are current and include a
- Develop and implement hardware, software, and communications security for computer based operational systems.

## **Recommended Protective Measures: BLUE**

Guarded Condition (Blue). General risk of terrorist attacks.

- Ensure that a response can be mobilized and review facility security plans and procedures including bomb threat, chemical, biological or radiological threat and evacuation procedures. Ensure plans incorporate EOD and tactical teams as necessary, including accessibility to explosive detection capabilities such as K-9 teams or electronic air sampling devices.
- Inspect perimeter fencing and repair all fence breakdowns. Review all outstanding maintenance and capital project work that could affect the security of facilities.
- Review all operations plans, personnel details, and logistics requirements that pertain to implementing higher Threat Condition levels.
- Inspect all CCTV/Video Camera/VCR equipment and intercom systems where applicable to ensure equipment is operational.
- Review and ensure adequacy of personnel and ID issuance and control procedures.
- Require each visitor to check in at a designated facilities or areas within the facility that are consider key command, control or communications centers or areas and verify their identification - be especially alert to repeat visitors or outsiders who have no apparent business at the facility and are asking questions about the facility or related issues including the facility's personnel. Be familiar with vendors who service the facility and investigate changes in vendor personnel.
- Inspect emergency supplies to ensure equipment is in good working order.
- Provide the public with information to strengthen its ability to act appropriately.
- At regular intervals, remind all personnel to be suspicious and inquisitive about strangers, particularly those carrying suitcases or other containers. Watch for unidentified vehicles on or in the vicinity of facilities. Watch for abandoned parcels or suitcases and any unusual activity.
- Consider on-scene emergency medical care in case of delayed outside assistance. (Basic First Aid and CPR employee training)

## **Recommended Protective Measures: YELLOW**

Elevated Condition (Yellow). Significant risk of terrorist attacks.

- Inform all security officials with an operational need to know of the increased threat. Communicate this information to agency employees who have an operational need to know. Reinforce awareness of responsibilities with employees.
- Test security and emergency communications procedures and protocols. Post a Security Alert if appropriate. Check communications with designated emergency response or command locations.
- Secure all buildings and storage areas not in regular use. Increase frequency of inspection and patrols within the facility including the interior of buildings and along the facility perimeter command, control or communications centers and areas such as truck docks, taxi lanes, and parking lots.
- Check designated unmanned and remote sites at more frequent intervals for signs of unauthorized entry, suspicious packages, or unusual activities.
- Reduce the number of access points for vehicles and personnel to minimum levels and periodically spot check the contents of vehicles at the access points. Be alert to vehicles parked for an unusual length of time in or near a facility.
- Inspect all mail and packages coming into a facility. Do not open suspicious packages. Review the USPS "Suspicious Mail Alert" and the "Bombs by Mail" publications with all personnel involved in receiving mail and packages.
- Network with local law enforcement intelligence units, OES, FBI field offices, and liaison, as appropriate, with other departments.
- Ensure that personnel with access to building plans and area evacuation plans be available at all times. Personnel should be able to seal off an area immediately. The staff required to implement security plans should be on call and readily available.
- Increase security spot checks of vehicles and persons entering facilities.

- Review and implement security measures for high-risk personnel, as appropriate.
- Inform personnel of additional threat information as available. Implement procedures to provide periodic updates on security measures being implemented.
- Ensure that an agency or facility response can be mobilized appropriate for the increased security level. Review communications procedures and back-up plans with all concerned.
- Review with all facility employees the operations plans; personnel safety, security details, and logistics requirements that pertain to implementing increased security levels. Review notification/recall lists.
- Confirm availability of security resources that can assist with 24/7 coverage as applicable.
- Step up routine checks of unattended vehicles, scrutiny of packages and vehicles, and monitor critical facilities and key infrastructure are properly secured.
- Limit visitor access to key security areas and confirm that the visitor has a need to be and is expected. All unknown visitors should be escorted while in these areas.
- Advise Law Enforcement that the facility is at Elevated Condition (Yellow) and advise the measures being employed. Coordinate emergency plans as appropriate with the Office of Emergency Services.
- Resurvey the surrounding area to determine if activities near the facility could create emergencies and other incidents that could affect the facility, e.g., airports, government buildings, industrial facilities, dams, railroads, other pipelines, etc.
- Instruct employees working alone at remote locations to check-in on a periodic basis.
- Check to ensure all emergency telephone, radio, intercom, and satellite communication devices are in place and they are operational.
- Direct all personal and contractor vehicles at the facility are secured by locking the vehicles.

- Interface with vendors and contractors to heighten awareness and report suspicious activity. Post signs or make routine public announcements that emphasize the need for all passengers to closely control baggage and packages to avoid transporting items without their knowledge.
- Develop and implement a schedule for increasing the frequency of inspection including specific areas and item such as: telephone booths, garbage containers, and all public areas.
- Assessing whether the precise characteristics of the threat require further refinement of the preplanned Protective Measures.
- Implementing, as appropriate, contingency and emergency response plans.
- Keep all personnel involved in implementing antiterrorist contingency plans on call.
- Secure and regularly inspect all buildings, rooms, and storage areas not in regular use.
- At the beginning and end of each workday and at other regular and frequent intervals, inspect the interior and exterior of buildings in regular use for suspicious packages and or devices.
- Examine mail (above the regular examination process) for letter or parcel bombs.
- Check all deliveries to facility and loading docks.
- Make staff and dependents aware of the general situation in order to stop rumors and prevent unnecessary alarm.
- Operate random patrols to check vehicles, people, and buildings.
- Implement additional security measures for high-risk personnel as appropriate.

## **Recommended Protective Measures: ORANGE**

High Condition (Orange). High risk of terrorist attacks.

- Move cars and objects (e.g., crates, trash containers) at least 25 feet from buildings (Where possible) particularly highly populated, mission related, or high profile buildings. Consider centralized parking. Move automobiles and other non-stationary items from station and terminal perimeters and other sensitive buildings or areas. Identify areas where explosive devices could be hidden.
- Close and lock gates and barriers except those needed for immediate entry and egress. Inspect perimeter fences on a regular basis. Ensure that other security systems are functioning and are available.
- Increase security manpower for additional surveillance, to act as a deterrent and prevent unauthorized access to secure areas, deploy specialty/technical resources, and enact local tactical plans, if applicable. The areas recommended for additional patrols should include parking areas and loading docks. Increase surveillance of critical locations.
- Continue Low, Guarded and Elevated measures or introduce those that have not already been implemented.
- Reduce facility access points to the absolute minimum necessary for continued operation. Restrict threatened facility access to essential personnel only.
- Advise Law Enforcement that the facility is at a High Condition (Orange) and advise the measures being employed.
- Consult with law enforcement about control of public roads and accesses that might make the facility more vulnerable to terrorist attack if they were to remain open. Take additional precautions at public events and possibly consider alternative venues or even cancellation.
- Implement centralized parking and shuttle bus service where feasible.
- Schedule more frequent visits to remote sites and other locations that are potentially impacted.

- Increase the frequency of call-ins from remote locations. Employees should not work alone in remote areas.
- Check all security systems such as lighting and intruder alarms to ensure they are functioning. Install additional, temporary lighting if necessary to adequately light all suspect areas or decrease lighting to detract from the area.
- ID the owner of all vehicles parked at key command, control, or communications areas or other critical areas/facilities/ and have all vehicles removed which are not identified.
- Strictly enforce control of entry. Inspect all vehicles entering key areas/facilities including the vehicle's cargo areas, undercarriage, glove boxes, and other areas where dangerous items could be concealed.
- Limit access to designated facilities to those personnel who have a legitimate and verifiable need to enter the facility. Implement positive identification of all personnel - no exceptions. Evacuate all non-essential personnel.
- Implement frequent inspection of key areas or facilities including the exterior and roof of all buildings and parking areas. Increase patrolling at night and ensure all vulnerable critical points are fully illuminated and secure.
- Review procedures and make necessary preparations to activate Command Center(s) where applicable. Prepare to execute contingency procedures, such as moving to an alternate site or dispersing the workforce.
- Coordinate security efforts with law enforcement. This should include enhancements to security efforts with Federal, State, and local law enforcement agencies or any National Guard or other appropriate armed forces organizations.
- Keep all personnel responsible for implementing antiterrorist plans on call.
- Enforce centralized parking of vehicles away from buildings.
- Increase patrolling of the facilities.
- Protect all designated vulnerable points.

## **Recommended Protective Measures: RED**

Severe Condition (Red). Severe risk of terrorist attacks.

- Increase security patrol activity to the maximum level sustainable. Increase perimeter patrols and inspections of facility.
- Cancel or delay all non-vital facility work conducted by contractors, or continuously monitor their work with company personnel as applicable.
- Continue all Low, Guarded, Elevated and High Condition measures or introduce those that have not already been implemented.
- Implement emergency and continuity plans as appropriate. Reduce restricted area access points to an operational minimum.
- Augment security forces to ensure absolute control of key command, control or communications centers or areas and other potential target areas. Establish surveillance points and reporting criteria and procedures.
- Remove unattended, unauthorized vehicles parked within 300 feet of a building where passengers load or unload.
- Increase or redirect personnel to address critical emergency needs.
- Identify all vehicles within operational or mission support areas.
- Search all vehicles and their contents before allowing entrance to facilities.
- Control access and implement positive identification of all personnel.
- Search all suitcases, briefcases, packages, etc., brought into the facility.
- Conduct frequent checks of building exteriors and parking areas.
- Minimize all administrative journeys and visits.
- Coordinate the possible closing of public access roads and/or facilities with law enforcement and local fire departments.

## **Conclusion**

Each City, County and State department and agency is responsible for determining what actions and plans are appropriate. Along with emergency response preparation, each agency should ensure Continuity of Command. The above standards should be used as a review for group discussions, refinement, and modification of existing emergency and business resumption plans, as needed. Contact the Solano County Office of Emergency Services for further assistance on emergency planning issues.

## **Emergency Care and Shelter Operations**

In the event of a large-scale emergency or disaster, it may become necessary to shelter a large number of the Operational Area's population due to either evacuation or damage to residences. Under California Code, the Solano County Health & Social Services Department has the primary responsibility for providing emergency shelter to the public. Health & Social Services relies heavily upon the Solano County Chapter of the American Red Cross to identify potential shelter sites, develop and train shelter staff, and operate shelters in an emergency.

Health and Social Services responsibilities include:

- Providing food, clothing and support services for persons in emergency shelters.
- Assisting with locating missing family members and friends.
- Assuring an orderly transition from mass care to separate family living and post-disaster recovery.

### **Planning Assumptions**

The County Department of Health & Social Services is the agency with primary responsibility for sheltering residents and visitors in Solano County. The County Director of Health and Social Services is the person responsible for Operational Area Care and Shelter operations, and will appoint an Operational Area Care and Shelter Coordinator to coordinate County and city resources, request and respond to mutual aid services, and support the American Red Cross. The Care & Shelter Coordinator will respond to the EOC when activated

The American Red Cross (ARC) serves as the lead organization for developing potential shelter sites and training shelter staff in the Solano Operational Area. The Operational Area has adopted the Red Cross Shelter Operations program as the standard for all shelter operations.

Statute (Health and Safety Code § 1336.3) and the California Code of Regulations require each facility licensed by the Department of Health Services to adopt a written emergency plan. Title 22 also requires Community Care facilities licensed by the Department of Social Services to have a written disaster and mass casualty plan.

Residential and Day Care Providers must develop plans to relocate their clients to a facility that can provide similar care – *they may not plan to relocate their clients to a potential general population shelter*. Residential and Day Care Providers in Solano County are strongly encouraged to develop reciprocal relocation agreements with like facilities in other counties.

Only 10-30% of the population forced from their homes will seek shelter in any given emergency. The majority will stay with friends/family, move out of the area or stay in hotels.

Some evacuees may require specialized medical care found only in a hospital.

Large numbers of medically fragile evacuees may require transportation to/from shelter sites. Transportation of these individuals will require a major commitment of resources including personnel, transportation assets, medical staff, medical records, pharmaceuticals, medical equipment and supplies, and specialized dietary support.

Solano Operational Area shelter planning and procedures account for the unique needs of persons with disabilities. Auxiliary aids and services such as sign language interpreters, Braille materials, and TDD lines will be made available to the evacuees. All potential shelter sites are effectively ADA compliant. Shelter sites (especially Medical and Special Needs) will have auxiliary electrical power supplies.

## **Shelter Populations**

The Disaster Manual for Public Health Nursing in California designates four categories of shelter populations:

**Category I:** Individuals who require recurring professional medical care, special medical equipment and/or continual medical surveillance. These include, but are not limited to the following:

- Severe respiratory cases (Oxygen dependent)
- Dialysis patients
- Comatose patients
- Immobile paralyzed persons to include severe muscular dystrophy persons
- Severely mentally disturbed persons (potentially violent)
- Bed confined persons
- Persons requiring intravenous feeding or medications
- Persons with severe developmental delay
- Persons with end stage of Alzheimer's disease

**Category II:** Individuals who require some medical surveillance and/or special assistance. These include but are not limited to the following examples:

- Severely reduced mobility persons
- Moderately mentally ill persons (non-violent)
- Persons with significant developmental delay
- Infants on APNEA monitors and persons with other technology dependent conditions requiring assistance.

**Category III:** Individuals who are independent in the pre-shelter state. These persons may require limited special assistance or surveillance due to pre-existing health problems, or trauma, and/or displacement reactions resulting from the disaster. This category may be accommodated in any public shelter staffed by ARC Disaster Health Service personnel.

**Category IV:** Individuals capable of providing for themselves. This category may be accommodated in any public shelter.

## **Shelter Types**

The Solano Operational Area has adopted three categories of shelters designed to meet the needs of its population.

**General Population Shelter.** (Category III and IV) This is the traditional shelter as established by the Red Cross and other agencies. It is designed to serve the majority of the public. It cannot support those requiring medical attention or those having special needs such as the developmentally disabled. Individuals in Categories III and IV as defined above may be sheltered here. ARC trained volunteers or agency employees staff this shelter.

**Special Needs Shelter.** (Category II). This shelter serves those individuals that cannot be safely accommodated in the General Population Shelter. These may include frail seniors, those with developmental disabilities, severely reduced mobility, or moderately mentally ill persons (non-violent). Category II individuals with medical needs other than prescription medicines will be housed in the Medical Needs Shelter. The agency or persons normally responsible for pre-shelter caretaker duties staff this shelter. ARC trained volunteers or agency employees will support general shelter operations to the extent possible.

Specialized equipment, prescription medicines, beds, and other unique needs are to be supplied by evacuee's care provider.

**Medical Needs Shelter.** (Category I) This is a shelter of last resort for those individuals who are unable to obtain shelter with a hospital or nursing home. The agency or persons normally responsible for pre-shelter caretaker duties staff this shelter. ARC trained volunteers or agency employees will support general shelter operations. Specialized medical equipment, prescription medicines, hospital beds, IV stands and other medical needs are to be supplied by the care providers for the patient.

Transferring Category I persons to a fully equipped and properly staffed facility will be a high priority.

Note: In the event an individual cannot be housed in the General Population Shelters, Health & Social Services and/or the ARC will attempt to place the individual in a hotel, medical facility, convalescent home, or other appropriate facility. If the numbers of individuals requiring such arrangements exceeds the availability, then a Medical Needs or Special Needs shelter will be opened. There may be delays in opening these shelters as the demands are assessed and specialized equipment and personnel are located.

Medical and Special Needs shelters may be co-located in partitioned or separate sections of the General Population shelters. The decision to co-locate will depend upon such conditions as the size of the shelter populations, the facility's capabilities, and the ability to support independent shelters.

## **Responsibilities**

**Solano County Health & Social Services.** Direct and manage overall shelter planning, organization and operations working in conjunction with the American Red Cross. Coordinate and manage care for medically fragile persons. Provide medical support at designated shelters. Coordinate the operation of the Medical Needs Shelter.

**American Red Cross.** Support the Operational Area agencies under the current Memorandum of Understanding. Serve as the lead agency for initial shelter surveys, planning and staff training. Open and operate emergency shelters in coordination with County and local agencies. Develop and manage shelter supplies and equipment.

**Solano County Office of Emergency Services.** Oversee the coordination of Operational Area shelter operations.

**Solano County Mental Health Services.** Provide mental health services support at designated shelters working in conjunction with the American Red Cross Disaster Health Services staff. Coordinate support for prescribing and supplying prescription mental health related medicines.

**Solano County Animal Coordinator.** Act as the single point of contact on animal issues in the Operational Area. The Director will staff the EOC for the Operational Area during a disaster.

**Solano County General Services.** Provide for care and boarding of pets and animals while their owners are housed in shelters.

**Office of Emergency Services Mutual Aid Region Care and Shelter Coordinator** (typically a representative of the State Department of Social Services) Coordinate care and shelter operations within the Mutual Aid Region, and submit requests for support to the State Director of Care and Shelter

**State Department of Social Services.** The Director of the State Department of Social Services will serve as the State Director of Care and Shelter and will coordinate statewide care and shelter operations.

## Concept of Operations

### Phases of the Emergency

#### **Before:**

The Solano County Health & Social Services Department chairs the Care and Shelter sub-Committee of the Disaster Council, which coordinates shelter planning and development of shelter resources.

The Solano County chapter of the American Red Cross identifies, surveys, and maintains a list of contacts for potential shelter sites. The Red Cross also develops and trains its volunteers and government employees to serve as shelter staff. Prior to any event, shelter locations will not be publicized in case those locations are damaged or are not selected for use as shelters.

#### **During:**

The County Department of Health & Social Services and/or the County Office of Emergency Services, or each of the cities, will open General Population shelters as needed.

Caregivers for those with medical/special needs should attempt to shelter their charges at their regular place of business. If unable to provide services, the caregivers are strongly encouraged to relocate their clients to a similar facility outside the affected area. If unable to relocate their clients due to transportation shortages or disruptions, caregivers may evacuate their clients to an established medical/special needs shelter. Caregivers will support their clients at the shelter with personnel and special equipment.

Shelter locations will be announced to the public via the media and emergency communications systems once they have been established. Medical and Special Needs shelters will be established as conditions warrant.

Triage teams at shelter intake sites will direct evacuees to the proper shelter or care facility.

Shelter support and evacuee transportation will be coordinated by the Logistics Section of the City or Operational Area EOC responsible for the shelter.

Regional Medical or Special Needs Shelters will be coordinated with the California Office of Emergency Services, Coastal Region and the California Dept. of Health.

**After (Recovery):**

In the Post-Emergency period, most of the basic needs of the population will have been provided for, and, if the disaster was significant, Federal and State disaster relief agencies will become heavily involved in providing financial aid to victims. Disaster Assistance Centers will be set up to coordinate the delivery of these services. County and city officials and private agencies still have responsibility for phasing out the mass care facilities and assisting displaced persons in obtaining temporary housing and other aid.

## **Solano County Mental Health Annex**

### **Mental Health Annex**

This annex describes Solano County Mental Health Services (SCMHS) preparation and capability to respond to the mental health needs of Solano County residents in the event of a disaster, and to maximize utilization of the physical plant and staff resources available within the Mental Health Division. This annex also:

Ensures adequate coordination of Mental Health disaster response activities during an emergency, and coordinate those activities with other Solano County office of Emergency Services relief activities.

Ensures implementation of the Federally funded crisis counseling provisions pursuant to Section 413 of Public Law 93-288 (Disaster Relief Act), as amended in 42 CRF, Pt. 38; and Government Code Title I, Div. 4, Ch. 8, Sec. 3100-3101 (Public Employees as Disaster Service Workers).

Provides for adequate mental health intervention, consultation, training and education for public and private mental health providers, emergency response personnel, and the general public in the event of a disaster.

Ensures that adequate procedures are in place to permit financial compensation through Federal and State Disaster assistance funding.

### **Preparations for Disaster**

#### **Designation of Responsibilities**

The Mental Health Director will appoint a Coordinator of Disaster Services and a Disaster Committee, who will assume the task of coordinating disaster planning, training, and services. Members of the Disaster Committee may be considered as alternate Disaster Coordinators in the absence of the Coordinator.

The Coordinator shall be responsible for carrying out, or delegating to others, all aspects of the Mental Health Disaster Plan to assure that all elements of the plan are accomplished and periodically reviewed and updated.

## **Training**

The Disaster Coordinator will be responsible for ensuring that all SCMHS staff receive appropriate training to ensure implementation of the SCMHS Disaster Plan.

All staff will be oriented to the Mental Health Disaster Plan, and their designated roles, once a year.

In-service training on mental health disaster principles and interventions will be provided for clinical staff once a year.

The Immediate Response Team (IRT) will receive intensive training in mental health disaster response, and will attend team in-service training three times per year.

Representatives from private practitioner groups, community agencies and other selected Departmental representatives who are clinically trained in counseling may be invited to attend in-service trainings.

## **Contract Agencies**

All contract agencies providing services for SCMHS clients will be encouraged to attend training with SCMHS staff and are eligible to participate as members of the IRT. Residential programs housing community mental health clients are responsible for having an adequate disaster evacuation plan.

## **Disaster Drills**

The Coordinator will ensure SCMHS participation in all county disaster drills. The Coordinator, or his/her designee, will work with the Health and Social Services Disaster Coordinator and the County Department of Emergency Services to plan and implement SCMHS participation.

Program managers and supervisors will be responsible for implementing the Health and Social Services Department's fire and earthquake safety plan for employees and clients in their facilities, and will be responsible for conducting safety drills as required in the Department Plan.

### Coordination with Other Agencies

The Coordinator will provide liaison to ensure appropriate pre-disaster planning with agencies such as the American Red Cross, the Office of Emergency Services, Emergency Medical Services, and local private psychiatric hospitals to ensure cooperation and collaboration in the event of a disaster.

### Coordination with Private Mental Health Providers

Volunteer professionals will be screened to ensure they have training and experience in crisis intervention.

Volunteers not having prior training or experience in disaster mental health or related practice will receive training from SCMHS before being assigned to disaster service.

A list of trained private practitioners willing to volunteer mental health services in the case of a disaster will be maintained and kept current by the Coordinator or his/her designee.

Volunteers will be sworn in as Disaster Service Workers and required to sign the Oath of Confidentiality.

### SCMH Staff Preparedness

A list of home phone numbers and addresses of all Mental Health Division staff by job classification will be kept current and available to the Coordinator. The list will be kept in a secured file with 24 - Hour Crisis Services. A list will also be kept at home by the Mental Health Director and the Disaster Coordinator. The Coordinator will obtain an updating of this list bi-annually from Employee Services.

## **Staff Disaster Assignments**

### **The Immediate Response Team (IRT)**

The team will consist of selected pre-assigned and trained staff. The team will maintain a balance of members with skills and training in working with children, families, older adults, and will be able to address specific cultural and language needs of the community.

The Disaster IRT will be responsible for:

- Providing direct emergency mental health services to disaster victims and workers including:
- Staffing at the site of the disaster, hospital emergency rooms, morgues, or other sites where victims are likely to be.
- Staffing Red Cross Shelters or other evacuation centers.
- Staffing FEMA Disaster Application Centers (DACs).
- Providing training and community education about mental health needs of victims and workers, and mental health interventions in disaster.
- Providing debriefing to emergency service or other workers involved in a disaster.

### **Other Clinical Staff**

Clinical staff not assigned to the Disaster IRT may be assigned to assist the IRT with coverage of non-disaster mental health services, or they may be assigned to other disaster support activities according to priorities set by the Mental Health management and the Disaster Coordinator.

## Management and Administrative Staff

Management and Administrative staff will be designated to provide administrative support to the Coordinator. This includes providing liaison with State and Federal disaster personnel, and ensuring that data is kept current for the purpose of obtaining Federal mental health disaster assistance funding (as per FEMA Workbook for Developing an Application for Crisis Counseling Services for Disaster Victims). Management staff may also participate as members of the IRT or other disaster support activities.

Clerical Staff will be available for special assignments as deemed necessary by the Coordinator.

### **Immediate Response To The Disaster**

The Mental Health Disaster Plan will be implemented under any of the following circumstances:

The Office of Emergency Services requests that the plan be implemented.

The County has been declared a State or Federal disaster area.

The Director of Health and Social Services or Mental Health Director determines it is appropriate to implement the plan.

The Disaster Coordinator receives a request for assistance from the community and with the approval of the Mental Health Director, (e.g. school yard shooting, etc...)

All mental health staff who are at home when a disaster occurs are to attend to matters of personal and family safety and security prior to reporting to work. All mental health staff will then report to the Central Fairfield or Vallejo work sites if possible, to receive their disaster work assignments.

Any staff person unable to report to either of these sites should call Fairfield Crisis Services for instructions or assignments.

If communication systems are inoperative and access to these work sites are blocked, staff should listen to emergency broadcasts for instructions and report to the nearest county evacuation center or shelter, if possible.

Program managers and supervisors or their designees shall keep a roster of mental health staff who leave work to attend matters of personal and family safety. The roster will include time of departure and intended destination, and will be used to assist family members or significant others seeking information on the well-being and whereabouts of SCMHS staff. The complete roster will be provided by Employee Services and updated bi-annually.

### **The Mental Health Disaster Coordinator**

The Mental Health Disaster Coordinator will designate an assistant, to assist in implementing the disaster plan. In a large scale disaster the Coordinator may designate a staff person to coordinate volunteer and mutual aid personnel e.g., arranging sign-in, orientation and supervision of volunteers, scheduling of volunteers at various sites, and arranging of debriefing of volunteers upon completion of their assignments.

The assistant will be under the direction of the Coordinator, and the assistant will have decision-making authority during any absences of the Coordinator.

Should the Coordinator not be immediately available at the time of the disaster, the Mental Health Director will appoint an Acting Coordinator from the Disaster Committee and an assistant to implement the plan.

The Coordinator, Mental Health Director or designee may be assigned by the Director of Health and Social Services to the County Office of Emergency Services (OES).

The Coordinator will maintain communication with the SCMHS representative in the County Emergency Operations Center (EOC) and with appropriate disaster agencies, such as the Red Cross, in order to coordinate needs and resources.

The Coordinator will collaborate with appropriate Program Managers and Supervisors to determine which aspects of the disaster plan need to be implemented and how SCMHS resources shall be allocated.

If the disaster-related mental health needs appear to be of a scope that cannot adequately be met by the IRT and existing SCMH staffing, the Coordinator may call up pre-designated volunteer mental health professionals from the community or selected and trained employees from other Department Divisions.

The Coordinator will maintain liaison with the State Department of Mental Health Disaster Coordinator who can provide technical assistance and access mutual aide from other counties.

## **Special Considerations**

Special attention will be given to the following principles in providing disaster mental health services:

Post-disaster psychological disturbances are more frequent and more serious when the disaster is sudden, unexpected, involves many injuries and death, when there is a high potential for recurrence, and when the population was at risk prior to the event.

Special attention will be given to high risk populations, including children, the elderly and people with disabilities.

Services must be adapted to special cultural and language needs.

Services will be based on crisis a crisis intervention model rather than traditional, long-term psychotherapy. Services will not be advertised as traditional mental health services.

SCMHS staff may be involved in activities of a non-mental health nature such as distributing food, providing information, hauling firewood, etc., to allow for informal and non-threatening contact with disaster victims.

SCMHS will be responsible for maintaining a log of statistics to conform to State and Federal guidelines for disaster assistance grants. Such statistics will include numbers of victims and families, the stress level/psychological functioning of people interviewed; the need for psychiatric medications; and the need for follow-up contact. SCMHS will follow confidentiality guidelines regarding the identity of individuals seen.

## **Locations and Services**

Disaster IRT workers will be assigned by the Coordinator to appropriate locations which may include first aid sites, hospitals, shelters, DAC's, morgues, and with public safety personnel search and rescue teams. Services will be provided in different settings during different phases of the disaster.

If possible, workers should be briefed in advance about what they may encounter at their work site.

When possible, workers will be sent in teams of at least two staff members, which may include a Psychiatric Nurse or MD, if appropriate and available.

Upon arrival at the site, IRT workers will identify themselves to the person in charge (Logistics Officer, Red Cross supervisor, etc.). If necessary, staff will explain their role and capabilities.

IRT workers will attempt to do at least a brief assessment of victims to determine immediate psychiatric needs.

Individuals in need of acute psychiatric inpatient care will be identified.

Individuals in need of mental health services, but not inpatient care, will be identified.

Priority attention will be given to victims in need of acute psychiatric inpatient care.

If necessary, IRT worker(s) will request the police or other qualified individuals to help sequester or restrain individuals who are out of control, a danger to others, or to themselves or in need of supervision.

When indicated, transportation to Crisis Services or Acute Psychiatric Hospitals will be arranged by the IRT workers as quickly as possible.

Crisis counseling will be provided to other victims and emergency personnel as is needed and feasible.

**IRT services** at Red Cross shelters, FEMA DACS, hospitals, morgues, etc., shall consist, but not be limited to the following:

**Mental health assessment, crisis counseling, crisis case management.**

Special attention will be given to identifying and serving high risk groups, including:

Individuals who have lost loved ones, been physically injured, sustained major property damage, or been exposed to life-threatening circumstances.

Children.

Individuals with disabilities.

Frail elderly.

Individuals identified as having a history of mental disorder or of having difficulty coping with stress. Tasks should include identifying the need for medications and assisting persons in obtaining access to them.

IRT workers will consult with disaster staff and assist in the development of activities that will help to alleviate stress for victims, such as group discussion and recreation activities.

IRT workers will provide consultation to shelter staff regarding the need for child-care in the shelter, and suggest and/or provide age-appropriate activities for children to assist them in dealing with their reactions to the disaster.

IRT workers will provide consultation, crisis counseling, or debriefing as appropriate to shelter workers and other disaster and emergency workers.

IRT workers will observe for signs of burnout. When burnout is observed by the IRT worker:

Observations will be discussed with the volunteer or worker.

The shelter or site manager will be notified and offered assistance in dealing with the matter.

Mental Health services will be made available on an as needed basis to the coroner to assist with individuals identifying the deceased at the morgue.

Crisis counseling and consultation will be available as needed, if conditions and resources permit, at other human service agencies serving disaster victims.

Crisis counseling, consultation, and debriefing will be provided as appropriate to public safety and emergency medical services personnel.

### **Disaster Mental Health Respondent's Protocols for Weapons of Mass Destruction. Chemical, Biological, Radiological, Nuclear, or High-Yield Explosive CBRNE)**

Triage of patients who are primarily distressed and may have somatic symptoms from those who may have been exposed or injured is a critical and challenging first step in emergency care.

A non stigmatizing triage labeling system such as **high risk, moderate risk, and minimal risk** conveys concern and promises continued monitoring, which is reassuring to patients ideally, psychiatrist, or psychologists, or mental health staff, working with other mental health professionals should be an integral part of the teams performing initial screening and triage.

Patients who remain fearful and are not reassured by negative findings may be best cared for in a set aside area co-located with the emergency department. This allows for continued evaluation and easy returned to the emergency department if necessary.

Establishing a clinical registry to follow up patients who are distressed is a sound mental health intervention assuring that their concerns are being taken seriously.

A well-organized, effective mental health and medical response instills hope and confidence and reduces fear and anxiety.

Initial psychological intervention should be focused on well-being rather than mental health.

Encouraging sufficient rest and sleep, normalizing eat, sleep and worked cycles.

Limiting exposure to media reports and traumatizing images and sounds are all measures that facilitate coping and recovery.

SCMHS staff will provide information and education to the public about common reactions to disaster, helpful coping techniques, disaster recovery resources, etc. information will be disseminated by using the media, by distribution of educational pamphlets, and by speaking with groups as appropriate.

### **Debriefing of SCMHS staff.**

Because research and experience indicate that staff working in disaster relief are as vulnerable to stress as the victims they seek to help, all SCMHS staff will attend a Critical Incident Stress Debriefing (CISD) at the end of their disaster assignment, or more frequently if appropriate.

If possible, debriefings will be conducted by SCMHS staff other than those at a given site. If that is not possible, staff will be encouraged to conduct their own interim debriefings until such time as another person can provide the debriefing. An outside facilitator may be used.

Debriefings should be done at the end of each shift, if possible. Ideally CISD's should be done weekly and at the end of the disaster operation.

## **Post-Disaster Services**

If the mental health impact of the disaster is significant and the need for mental health services are beyond the capabilities of SCMHS, the Coordinator will initiate the application process for a FEMA Disaster Crisis Counseling grant. In addition, mental health professionals in the community may be recruited to provide services on a voluntary or contractual basis if a FEMA Crisis Counseling grant is obtained for the long-term phase.

The mental health needs of individual disaster victims and the community as a whole will be assessed, and the following services may be provided:

- Disaster recovery support groups.
- Individual and family counseling.
- Outreach to schools.
- Outreach, education and information to community groups.
- Education, training, and consultation to community professionals who may be serving disaster victims.
- Public information (media, brochures, etc.) regarding common disaster reactions, the recovery process, self-help approaches, and counseling resources.

As appropriate, debriefing, consultation, or counseling for disaster service providers (law enforcement, fire and emergency medical personnel, hospital personnel, public health nurses, public utility workers, Red Cross staff and volunteers, mental health staff, etc.).

## **Solano County Animal Care & Control Disaster Annex**

### **Animal Issues During a Disaster**

Although the protection of human life is the highest priority in emergency response, recent disasters and follow-up research have shown that proper preparation and effective coordination of animal issues enhances the ability of emergency personnel to protect both human and animal health and safety. It is much more efficient, effective, and inexpensive to develop plans to address animal issues prior to an incident than during one.

Hurricane Katrina which struck the Gulf Coast on August 29, 2005 created a major disaster and forced the evacuation of millions of people from the region. Louisiana was the hardest hit and over 1,000 people died from hurricane winds and subsequent flooding. However, some 600,000 people chose to remain in New Orleans even after the mandatory evacuation order was given, and many of them had to be rescued under heroic circumstances.

What also attracted attention from the media was the overwhelming number of animals that were abandoned by their owners—some even as they were being rescued. The estimated 250,000 abandoned animals in New Orleans brought an outpouring of sympathy and support topped only by the human suffering. The Humane Society of the United States received \$15 million dollars in donations from caring Americans during the first two weeks after the hurricane struck, and volunteers from all over the country headed for the region to see if they could help. A PBS Nature documentary, “Katrina’s Animal Rescue,” was produced within a few weeks of the disaster; several books and hundreds of magazine and newspaper articles were published in the ensuing months highlighting the animal’s plight and their rescue and relocation efforts.

Many evacuation shelters would not take animals, and rescuers were often forced to abandon animals in order to save additional human lives. As a result, many animal welfare organizations are working to change evacuation rules to allow pets to be evacuated along with their owners and to create free standing animal shelters next to human shelters. Clearly the 2005 Hurricane Season changed the way Americans view animals in emergency situations.

### **Resources for Animal Issues During a Disaster**

Emergency Management Organizations and FEMA have long been aware of the problems caused by animals in emergency situations, and FEMA produced two Independent Study courses: **Animals in Disaster: Module A, Awareness and Preparedness (IS-010)**, and **Animals in Disaster: Module B, Community Planning**

**(IS-011)**, along with **Livestock in Disasters (IS-111)** highlighting the need for preparedness, mitigation and planning for animals in disaster situations. These courses are available online, free of charge for animal owners, care providers and emergency management personnel on the internet at <http://training.fema.gov/EMIWeb/IS/crslist.asp>. These courses, along with FEMA's Animals in Emergencies Virtual Library have been downloaded and are available in their entirety, in Adobe PDF format, in the electronic version of this Emergency Plan in the event access to the internet is not available for those needing them. Information on these courses, and the courses themselves, should be made available at animal feed and supply stores and local government agencies dealing with animal and livestock owners and issues.

The Humane Society of the United States has also produced preparedness brochures, reports, and offers training on animals in disasters for livestock and pets at their HSUS Disaster Center [http://www.hsus.org/hsus\\_field/hsus\\_disaster\\_center/](http://www.hsus.org/hsus_field/hsus_disaster_center/). These resources should be utilized to educate animal owners and care providers, as well as emergency management personnel, to help prepare for—and avoid unnecessary animal suffering due to lack of planning and mitigation. The Humane Society's Disaster Planning Manual and Disaster Preparedness Brochures for Pets, Livestock and Horses are also available in electronic (Adobe PDF) format in the electronic version of this emergency plan, and interactive links are provided to retrieve updated copies from the internet if it is available.

The American Veterinary Medical Association has also produced the AVMA Emergency Preparedness and Response Guide provides information for preparing and responding to disasters, and for implementation of the AVMA Emergency Preparedness Plan. The AVMA Emergency Preparedness Plan identifies strategies that will enable veterinarians and animal health technicians<sup>1</sup> to respond to a broad range of emergencies, to integrate those strategies into the National Disaster Medical System as part of the Federal Response Plan, and to assist state and local veterinary medical associations in formulating their emergency preparedness plans. The AVMA Emergency Preparedness Plan provides the foundation for disaster response by the veterinary profession through the AVMA's organizational structure. An electronic copy of this guide is also available in Adobe PDF format in the electronic version of the Emergency Plan.

The AVMA also supports Veterinary Medical Assistance Teams (VMATs). VMATs are the only response teams recognized in the National Response Plan that provide veterinary medical treatment and address animal and public health issues resulting from natural, man-made, or any other type of disasters. VMATs are available to assist the USDA in the control, treatment, and eradication of animal disease outbreaks. VMATs must receive an invitation from the affected state in order to be deployed. The local governor may make a disaster declaration and submit a request for federal assistance. If the President then declares a disaster, federal resources are made available. It is at this point that a request for VMAT assistance can be made. If a State alone requests a VMAT, they will need to fund the response. If a Federal Disaster is declared, the Federal Government covers a large part of the cost.

There are currently four Veterinary Medical Assistance Teams in the U.S. and they are primarily based on the east coast. However, they are available wherever they are needed. Any state that is interested in establishing a relationship with VMAT can contact the AVMA Assistance Director of Emergency Preparedness and Response at 800-248-2862 ext. 6632 for more information. For more information about the formation and responsibilities of VMAT, please visit the American Veterinary Medical Association (AVMA) at <http://www.avma.org/disaster/vmat/default.asp>.

In 1997, the California Department of Agriculture (CDFA) also published a County Animal Disaster Preparedness and Response Guide. Although the figures are somewhat dated, the information and preparedness guidelines are extremely valuable for local and Operational Area agencies responsible for animals in emergency situations. The guide is available online at [http://www.cdfa.ca.gov/ahfss/ah/county\\_response\\_guide.htm](http://www.cdfa.ca.gov/ahfss/ah/county_response_guide.htm) and an electronic copy is included in this Emergency Plan.

There are just a few of the many resources available to animal owners and care givers as well as government agency and emergency management personnel to help educate and raise awareness to animal issues in emergencies and reduce the human and animal suffering and expense when those emergencies arise. Getting this information into the hands of the proper individuals, organizations and businesses that support the animal industry is in the best interest of everyone who has a copy of this Emergency Plan.

# **Continuity Of Government**

## **Introduction**

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

Government at all levels is 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 Benicia continues to function as a government entity. 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.

## **Lines of Succession**

Section 8638, Article 15, Chapter 7, Division 1, Title 2 of the California Government Code 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.

## **Reconstitution of the Governing Body**

Section 8635 et seq., Article 15, Chapter 7, Division 1, Title 2 of the California Government Code establishes a method for reconstituting the governing body. It authorizes that, should all members, including all standbys, be unavailable, temporary officers shall be appointed by the chairman of the board of the county in which the political subdivision is located or by the chairman of the board of any other county within 150 miles.

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 at 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.

Section 23600 of the California Government Code provides that the Board of Supervisors shall designate alternative county seats which may be located outside county boundaries, (real property cannot be purchased for this purpose), a resolution designating the alternate county seats must be filed with the Secretary of State, and additional seats may be designated subsequent to the original site designations if circumstances warrant.

The temporary seat of government for the City of Benicia is as follows:

**1st Alternate:** Benicia School District Office.

**2nd Alternate:** Other cities in Solano County.

**3rd Alternate:** Solano County Board of Supervisor's Chambers

### **Protection of Vital Records**

In the County of Solano, the County Recorder's Office is responsible for the preservation and protection of vital records. Each department within the County 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, articles of incorporation, and historical information. Vital records also include those records essential for emergency response and recovery operations, including utility system maps, emergency supply and equipment locations, emergency operations plans and procedures, and personnel rosters.

These vital records will be essential to the re-establishment of normal Solano County 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 Solano County.

Vital records of Solano County are routinely stored in the County Recorder's Office, located in basement of the County Administrative Building. Microfilmed records and backup data are stored inside a private contractor's vault, located in Sacramento, California. This vault can withstand an explosive blast, a fire, and any water penetration.

## **City of Benicia Lines of Succession**

### **Function/Department**

### **Title/Position**

City Manager

1. As Assigned

Fire Chief

1. Deputy Fire Chief

Police Chief

1. Police Captain

City Attorney

1. As Assigned

Public Works Director

1. Asst. Public Works Director

Park & Community Services Director

1. As Assigned

Human Resources Director

1. As Assigned

Finance Director

1. Assist. Finance Director

# **Continuity of Government (COG) and Continuity of Operations (COOP)**

## **Emergency Planning Guidance for Local Government**

The changing threat environment has shifted our awareness to the need for Continuity of Government (COG) and Continuity of Operations (COOP) capabilities that enable state and local governments to continue their essential functions across a broad spectrum of emergencies.

To address that need, in part, FEMA 02 Supplemental Appropriations for the First Responder Initiative funds were provided to state and local governments for the purpose of updating their emergency operations plans to address all hazards. Specifically, funds could be used to develop or update state and local continuity of government and continuity of operations plans, which play a critical role in effectively preparing the State for any emergency or disaster.

The overall purpose of both Continuity of Operations and Continuity of Government is to ensure the continuity of essential functions under all circumstances that may disrupt normal operations. As a baseline of preparedness for the full range of potential emergencies, all governments and agencies should have in place viable Continuity of Government and Continuity of Operations capabilities.

This guidance document describes the concept of Continuity of Government, explains the federal concept of Continuity of Operations, and introduces the concept of a consolidated COG/COOP capability, referred to as “continuity of government operations” for the purposes of this document. The goal is to develop a plan that clearly addresses elements of both COG and COOP, or to provide for the identification or addition of these elements into existing plans.

The principles and practices of COG are imbedded into existing California law and emergency plans. Existing plans that address COG may lack the new emphasis contained in COOP on operational capability of essential functions through tests, training, exercises, and interoperable communications. Incorporating both COG and COOP elements into a single plan can result in more integrated, comprehensive, and workable emergency plans.

## **Continuity of Government (COG)**

In anticipation of major catastrophic disasters, governmental units must be prepared to maintain operations throughout any type of destructive event including enemy attack by any method. Continuity of Government has been defined as the preservation, maintenance, or reconstitution of the civil government's ability to carry out its constitutional responsibilities. It is essential to maintain the fabric of our constitutional form of government and to ensure that Californians have faith in their governments' capability to provide for their health, safety and welfare and to as contribute to the common defense of the United States. Continuity of Government is concerned with the full range of governmental services including the three branches of government (judicial, legislative, and executive) and all levels of government (federal, state, and local).

Continuity of Government is addressed by a variety of State laws, plans, and in emergency and administrative procedures. It is critical to providing rapid and effective response to a truly catastrophic disaster and is identified as an element of the California Emergency Plan by the Emergency Services Act.

The California Emergency Plan contains a brief description of the seven elements of COG that must be considered by all branches of government in California through development of appropriate emergency plans and related procedures. These seven elements are:

1. Succession to essential positions required in emergency management;
2. Pre-delegation of emergency authorities to key officials;
3. Emergency action steps provided in emergency plans and emergency action plans;
4. Emergency operations centers;
5. Alternate emergency operations centers;
6. Safeguarding vital records;
7. Protection of government/industrial resources, facilities, and personnel.

## **Continuity of Operations (COOP)**

Continuity of Operations, similar to Continuity of Government, is a federal planning concept that focuses on government's ability to continue essential functions. In order to ensure continuity of essential federal functions under all circumstances, all Federal agencies are directed to develop a Continuity of Operations capability.

COOP planning guidelines are provided in a number of Federal Preparedness Circulars (referenced at the end of this document). The Circulars list and describe the critical elements that must be addressed by each department.

COOP planning is simply a “good business practice”—part of the fundamental mission of agencies as responsible and reliable public institutions. For years, COOP planning activities have been an individual agency responsibility primarily in response to emergencies within the confines of the organization.

The elements of a viable COOP capability are almost identical to the components of COG. COOP encompasses and enhances COG elements to establish a baseline of preparedness for the full range of potential emergencies.

## **Consolidation of COG and COOP**

The state has relied on a variety of documents, such as business continuity or business resumption plans, to accomplish many of the same planning objectives as those of COG and COOP. To maintain consistency among federal, state, and local plans, this document proposes that all levels of California government develop an integrated “continuity of government operations” capability, which is a consolidation of all the planning elements included in COG and COOP (see table for list of elements). This involves ensuring that all the elements of continuity of government operations have been addressed and/or are incorporated in agency emergency plans and procedures. This effort would support coordinated planning at all governmental levels, thereby providing for a more effective emergency response.

Development of a continuity of government operations capability can be useful in updating emergency plans and procedures. The COG/COOP concepts that have been summarized below are consistent with the federal guidance for all levels of government in updating their plans

<b><u>Combined COG/COOP Elements</u></b>
Emergency concepts, actions and procedures provided in emergency plans and emergency action plans.
Identification and prioritization of essential functions.
Line of succession to essential positions required in an emergency.
Delegation of authority and pre-delegation of emergency authorities to key officials.
Emergency operations centers, alternate (work-site) facilities and alternate emergency operations centers.
Interoperable communications.
Protection of government resources, facilities and personnel.
Safeguarding of vital records and databases.
Tests, training and exercises.

## **Preparing Plans to Address COG and COOP**

COG/COOP planning is an effort to assure that the capability exists to continue essential agency functions throughout any potential emergency. The objectives of continuity of government operations plans include:

- Ensuring the continuous performance of an agency or department's essential functions/operations during an emergency;
- Protecting essential facilities, equipment, records, and other assets;
- Reducing or mitigating disruptions to operations;
- Reducing loss of life, minimizing damage and losses; and,
- Achieving a timely and orderly recovery from an emergency and resumption of full service to customers.

In accordance with federal guidance, COG/COOP:

- Must be maintained at a high level of readiness;
- Must be capable of implementation, both with and without warning;
- Must be operational no later than 12 hours after activation;
- Must maintain sustained operations for up to 30 days; and,
- Should take maximum advantage of existing agency field infrastructures.

Benicia's approach to addressing both COG and COOP requirements is for city agencies to update their existing business continuity plans and business resumption plans to address COG/COOP elements. These plans will be incorporated by reference into the Benicia Emergency Operations Plan (EOP).

## **Continuity of Government Operations Checklist**

The following is a checklist of recommended items to be included in each department's Continuity of Government/Operations Procedures (COG/COOP) by element:

### **Emergency concepts, actions and procedures provided in departmental emergency plans and emergency action plans.**

- Identify the emergency functions and activities.
- Outline a decision process of determining appropriate actions in implementing COG/COOP plans and procedures.
- Include procedures for employee advisories, alerts and COG/COOP plan activation, with instructions for relocation to pre-designated facilities, with and without warning, during duty and non-duty (if activated for emergency response) hours.
- Provide for attaining operational capability within 12 hours.
- Establish reliable processes and procedures to acquire resources necessary to continue essential functions and sustain operations for up to 30 days.

### **Identification and prioritization of essential functions.**

- Identify all functions performed by the agency, then determine and prioritize which must be continued under all circumstances.
- Establish staffing and resources requirements needed to perform essential functions.
- Identify mission critical data and systems necessary to conduct essential functions.
- Defer functions not deemed essential to immediate agency needs until additional personnel and resources become available.
- Integrate supporting activities to ensure that essential functions can be performed as efficiently as possible during emergency relocation.

**Line of succession to essential positions required in an emergency.**

- Identify lines of succession to essential positions required to maintain essential operations.
- Describe line of succession by positions or titles, rather than names of individuals.
- Ensure that the line of succession is formally promulgated and included in action plans for emergency reference.

**Delegation of authority and pre-delegation of emergency authorities to key officials.**

- Identify the programs and administrative authorities needed for effective operations at all organizational levels having emergency responsibilities.
- Identify the circumstances under which the authorities would be exercised.
- Document the necessary authorities at all points where emergency actions may be required, delineating the limits of authority and accountability.
- State explicitly the authorities of designated successors to exercise agency direction, including any exceptions, and the successor's authority to re-delegate functions and activities as appropriate.
- Indicate the circumstances under which delegated authorities would become effective and when they would terminate. Pre-determined delegations of authority would take effect when normal channels of direction are disrupted for a specified period of time and would terminate when these channels have been reestablished.
- Ensure that officials who may be expected to assume authorities in an emergency are trained to carry out their emergency duties.
- Specify responsibilities and authorities of individual agency representatives designated to participate as members of interagency emergency response teams.

### **Emergency Operations Centers (EOC), Alternate (work site) facilities, and Alternate Emergency Operations Centers.**

- Ensure immediate capability to perform essential functions under various threat conditions, including threats involving weapons of mass destruction.
- Designate a specific facility and location for the department's Emergency Operations Center (DOC).
- Identify an alternate emergency operations center to be used in the event the facility is unavailable or staff is unable to respond to the facility.
- Ensure that the alternate location (for work site or EOC) has sufficient space and equipment to sustain the relocating organization. Agencies and departments are encouraged to pre-position and maintain minimum essential equipment for continued operations at the alternate operating facilities where possible.
- Identify reliable logistical support, services, and infrastructure systems, including water, electrical power, heating and air conditioning, etc.
- Plan for the ability to sustain operations for a period of up to 30 days.

### **Interoperable Communications.**

- Ensure the continuation of interoperable communications with all identified essential internal and external organizations, critical customers, and the public (document in emergency plans and procedures).
- Provide for a communication capability commensurate with an agency's essential functions and activities.
- Ensure the ability to communicate with contingency staff, management, and other organizational components.
- Ensure the ability to communicate with other agencies and emergency personnel.
- Provide for access to other data and systems necessary to conduct essential activities and functions.
- Test alert and notification procedures and systems for any type of emergency at least quarterly.

### **Protection of Government Resources, Facilities and Personnel.**

- Consider and provide for the health, safety, and emotional well being of relocated employees.
- Provide appropriate physical security and access controls for resources and facilities.

### **Safeguarding of Vital Records and Databases.**

- Ensure the collection and retention of emergency operating records for future use.
- Provide for the identification and protection of essential legal and financial records.

### **Tests, Training and Exercises.**

- Provide for individual and team training of agency contingency staff and emergency personnel to ensure currency of knowledge and integration of skills necessary to implement COG/COOP plans and carry out essential functions.
- Ensure internal agency testing and exercising of COG/COOP plans and procedures to ensure the ability to perform essential functions and operate from designated alternate facility (ies).
- Joint agency exercising of COG/COOP plans, where applicable and feasible.

## **Public Information Annex**

The purpose of this annex is to establish uniform policies for the effective development, coordination, and dissemination of information to the public in case of natural or technological emergency or disaster. This appendix has been prepared to be consistent with the California State Emergency Management Plan and the Federal Response Plan format for emergencies and disasters.

Benicia's public information requirements will be determined by the severity of the disaster or emergency as determined by the City of Benicia's Emergency Operations Center (EOC). A significant public information response will involve many departments, cities, California State and possibly federal agencies. This appendix describes those agencies and their responsibilities and relationships.

During disasters the flow of public information and facts concerning the event and government's response to save lives and protect property must be consolidated. The descriptions provided the public must reflect the best information available. In order to staff the PIO function on a 24-hour basis for a sustained period of time, trained PIOs, augmented by other personnel, need to work in a consolidated Joint Information Center (JIC).

During any activation of the EOC, Public Information Officers for individual departments must be available to staff the EOC, field locations, or a Joint Information Center (JIC). The disaster procedures for each county department should anticipate this fact and build in appropriate staffing.

### **Emergency/Disaster Conditions and Hazards**

Benicia will periodically experience emergency situations that require the dissemination of critical information to the public. The means of dissemination include the news media (radio, television, cable, print), and the Internet. Potential emergency situations include both natural and technologically caused events.

Public information is critical to alerting citizens to an impending emergency, directing and informing them during the emergency, and assisting them in the response and recovery phases of the event.

## **Planning Assumptions**

The Community Alert System (CAN) is the best means to give a rapid, initial warning to the public. It will be used in time sensitive, life threatening situations when the public must be warned immediately of an impending emergency or disaster.

Once the initial warning is accomplished, the PIOs have the task of keeping the public informed of what to do to prevent injury or property damage, and what actions county government is taking. Normal means of communications may not be available. In those situations, nontraditional means of communicating with the public must be established and utilized.

Depending on the nature and magnitude of the emergency, different levels of public information will be required. Public information may in fact be the primary function occurring during an emergency. This may happen when:

- Due to media coverage, the public perceives there to be a bigger story than there actually is.
- Rumors or misinformation cause unnecessary distress among citizens, provoke counter productive public actions, and impede response and recovery efforts.

PIOs must focus on stopping these rumors and providing accurate and timely information using all dissemination methods.

## **Concept of Operations**

The EOC will prepare and distribute disaster information to the public before, during, and after disaster and emergency events, using all available media. Public information will be phased in accordance with the size and scope of the emergency or disaster.

The initial response will normally be covered by operating the public information function from the EOC, with the Director of Emergency Services assembling a team of one or more departmental PIOs.

Because of the nature of the incident(s), a PIO team may need to be dispatched to deal with the media at the scene of an incident in support of an Incident Commander.

In a large-scale disaster, the PIO function will be conducted from a **Joint Information Center (JIC)** that includes other agencies. These may include, but are not limited to cities, special purpose districts, other counties, state and federal representatives, utilities and business and industry. The purpose of the JIC is not to control the activities of other jurisdictions, but to provide a forum for the sharing of information between jurisdictions and a central point for the media to get information.

Concurrent with the establishment of the PIO function at the EOC, the Director of Emergency Services will, when required, establish a Citizen Information Hotline. This Hotline will be used to provide timely and accurate information on what Benicia, Solano County, state and federal governments are doing to respond to citizens' needs. This Hotline will be supervised by the EOC and staffed by city departments. The Hotline may operate from the EOC, but may also be co-located with the JIC, or in another facility. An active liaison will be required between the EOC and the Public Information function to ensure that the information being disseminated is consistent between the three entities.

## **Organization**

The Director of Emergency Services is the lead PIO in the event of any activation of the EOC. Control of the Public Information function will be directed by the Director of Emergency Services or his designee. All PIO actions will be coordinated with the EOC via the Emergency Services Manager or his designee.

During any activation of the EOC, Public Information Officers are no longer available to serve the needs of their individual departments. Instead, they must be available to staff the EOC, field locations, or a Joint Information Center (JIC). If individual departments need specific public information support, it will be provided on a prioritized basis by the PIO team at the EOC.

## **Procedures**

Detailed information on Citizen Information Hotline, or JIC operations are found in the Solano County Joint Information Center Procedures Manual.

Having a public information plan that is executed by a well-trained staff will mitigate the confusion that normally occurs in disaster situations. Participation in regularly scheduled disaster exercises will train the cadre of personnel needed for larger scale events.

Personnel must be identified by their parent departments and designated as PIO, community-relations staff, or general support for the JIC function. They will be used on a consolidated basis during emergencies and disasters. PIO and Citizen Information Hotline teams will participate in training and EOC exercises in order to improve and maintain their skills. The media will be contacted and informed on how information will be disseminated during emergencies.

During the response phase of the disaster event, the PIO Team and Citizens Hotline Team will coordinate the dissemination of all disaster information. The PIO Team will provide public information news to the media via news releases, news conferences, and media telephone inquiries. Information will also be provided directly to the public via the Internet using Benicia, Solano County and other joint regional public information sites. The Citizen Hotline will provide current disaster information to citizens who call with questions.

The public information program will continue through the recovery period, providing information and instructions about county, state and federal government emergency operations, future plans for restoration of disaster effected areas, and instructions on how to apply for federal disaster assistance programs administered by the state.

## **Responsibilities**

### **Primary Agency**

The City Manager's Office shall:

- Organize and coordinate the emergency public information program for the county, to include the preparation and maintenance of a JIC procedures manual.
- Conduct training for City department personnel whose normal duties do not include Citizen Information Hotline or PIO functions.
- Establish and coordinate procedures and the use of designated facilities by the Solano County PIO Team during emergencies and disasters.
- Provide trained PIO staff that can independently set up and operate the Joint Information Center when it is activated.
- Organize and coordinate the Citizen Information Hotline for the city.
- Establish and coordinate procedures and the use of designated facilities by the Benicia Citizen Information Hotline during emergencies and disasters.

### **Support Agencies**

The Fire Department shall provide technical advice and training on EOC procedures to PIO and JIC staff.

All City departments shall provide PIO staff to the EOC/JIC when requested by the Director of Emergency Services.

### **Resource Requirements**

Pre-designated facilities and equipment have been identified to support the PIO function during disasters through Solano County. The Solano Chapter of the American Red Cross will provide translator services when required.

## **Authorities and References**

### **Introduction**

The California Emergency Services Act (the Act) provides the basic authority for emergency operations during proclaimed State or local emergencies. Local emergency ordinances expand on the Act.

The California Emergency Plan (promulgated by the Governor) is published under the Act. The Plan provides statewide authorities and responsibilities and describes all levels of government during emergencies, including war. Section 8568 of the Act states that "the State Emergency Plan shall be in effect in each subdivision of the State and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof".

Local Emergency Plans are, therefore, extensions of the California Emergency Plan.

### **Authorities**

The following provide emergency authority for conducting or supporting emergency operations:

#### **Federal**

Federal Disaster Relief Act of 1974 (Public Law 93-288).

Federal Civil Defense Act of 1950 (Public Law 920), as amended.

Public Law 84-99 (U.S. Army Corps of Engineers-flood fighting).

#### **State**

California Emergency Services Act (Chapter 7 Division 1 of title 2 of the Government Code).

California Natural Disaster Assistance Act. Section 128, California Water Code (California Department of Water Resources - flood fighting).

Orders and regulations which may be selectively promulgated by the Governor during a state of emergency.

Orders and regulations promulgated by the Governor to take effect upon the existence of a state of war emergency.

## **County**

Solano County Code 7-15 (Emergency Services Council).

Solano County Ordinance 7-13 (b)(3) (Workers Compensation, Disaster Service Workers)

## **City**

Ordinance of the City Council of the City of Benicia authoring an emergency organization and providing for use of personnel and resources of the City during an emergency.” Title 2, Chapter 2.64, Section 2.64.060.

## **References**

### **State**

California Emergency Plan.

Disaster Assistance Procedural Manual (published by the California Office of Emergency Services).

California Emergency Resources Management Plan.

California Master Mutual Aid Agreement and supporting mutual aid agreements.

California Law Enforcement Mutual Aid Plan.

California Fire and Rescue Operations Plan.

## **Orders and Regulations**

These orders and regulations may be selectively promulgated by the Governor (extracted from the California Emergency Plan).

### **State of Emergency (other than war)**

#### **Order 1 (period of employment waived)**

It is hereby ordered that the period of employment for State Personnel Board emergency appointments, as provided in Section 19120 of the Government Code and State Personnel Board Rules 301-303, be waived for positions required for involvement in emergency and/or recovery operations. The requirements and period of employment for such appointments will be determined by the Director, California Office of Emergency Services, but shall not extend beyond the termination date of said State of Emergency.

#### **Order 2 (control of medical supplies)**

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) but which is(are) essential to the relief and aid of the lives and property within the proclaimed area, all drugs and medical supply stocks intended for wholesale distribution shall be held subject to the control and coordination of the Department of Health Services, Food and Drug Section. Authority imparted under this Order and specific to the proclaimed emergency, shall not extend beyond the termination date of said State of Emergency.

#### **Order 3 (personnel may be paid in cash)**

It is hereby ordered that during the proclaimed State of Emergency appropriate parts of Sections 18020-18026 of the Government code and State Personnel Board Rules 130-139 be waived to permit cash compensation to personnel whose work is designated by the Director, California Office of Emergency Services, as essential to expedite emergency and recovery operations for all time worked over the employee's regular work week, at a rate not to exceed 1-1/2 times the regular rate of pay.

The Director, Office of Emergency Services, will also designate the beginning and ending dates for such overtime for each individual involved. This waiver shall not extend beyond the termination date of said State of Emergency.

**Order 4 (contract bond requirement suspended)**

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is(are) essential to the relief aid of the lives and property within the proclaimed area, the provisions of Sections 3247-3258 of the Civil Code relating to State contracting bonding requirement for the performance of heavy rescue, debris removal, expedient construction, preparation of mobile home sites and related activities are suspended. This suspension shall not extend beyond the termination date of said State of Emergency.

**Order 5 (housing laws suspended)**

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is(are) essential to the relief and aid of the lives and property within the proclaimed area, those zoning, public health, safety or intrastate transportation laws, ordinances, regulations or codes which the Director, California Office of Emergency Services, determines impair the provision of temporary housing be suspended for a time not to exceed 60 days, after the proclaimed State of Emergency and authorization by the President upon the declaration of a Major Disaster for the Temporary Housing Program as prescribed in Section 404 of Public Law 93-288 and Section 8654(a) of the Government Code.

**Order 6 (control of stored petroleum)**

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is(are) essential to the relief and aid of lives and property within the proclaimed area, distribution of intrastate petroleum stocks including those in refinery storage, major distribution installations and pipeline terminals, shall be held subject to the control and coordination of the Energy Resources Conservation and Development Commission. Petroleum stocks may be prioritized and diverted for use in a disaster area or in support of disaster mitigation operations. Any and all actions taken shall be at the discretion and judgment of the State Fuel Allocator, California Energy Commission, for use in disaster mitigation. Such actions shall be coordinated with and prioritized by the Director, Office of Emergency Services, but shall not extend beyond the termination date of said State of Emergency.

## **State of War Emergency (extracted from the California Emergency Plan)**

### **War Order 1 (When are these orders in effect?)**

It is hereby ordered that the following orders and regulations, numbered 2 through 12, having been duly made in advance of a State of War Emergency, approved by the California Emergency Council and filed with the Secretary of State and the County Clerk of each County, shall take full effect upon the existence of a State of War Emergency and shall remain in full force and effect until amended or rescinded or until termination of said State of War Emergency. (See Section 8567(a), (b) and (d), State Emergency Services Act)

### **War Order 2 (warning signals)**

It is hereby ordered that, immediately upon the existence of a State of War Emergency, all counties and cities of the State will immediately sound the indicated warning signal and/or take all other appropriate actions to warn residents. The warning signals necessary to effectuate this action shall be those prescribed by the Federal government for this purpose.

### **War Order 3 (State Emergency Services is in charge)**

It is hereby ordered that the Director of the Office of Emergency Services is authorized and directed to act on behalf of the Governor and in the name of the State of California in implementing and operating the California War Emergency Plan; and he is authorized to assume command and control of operations within the State in accordance with such plan, insofar as adherence to such plan is adequate and to deviate from such plan, as directed by the Governor or to the extent and in such manner as he may deem necessary for the protection of life, property and resources of or within the State against unforeseen circumstances or hazards which, by reason of their character or magnitude, are beyond the scope of such plan; and

It is further ordered that the Director of the Office of Emergency Services is authorized to delegate such powers as are herein granted, or as authorized under Article 5 of the California Emergency Services Act, to personnel as he may deem necessary, and such personnel may act on behalf of and in the name of the Director of the Office of Emergency Services in carrying out any authority so delegated.

#### **War Order 4 (personnel)**

It is hereby ordered that all officials of local political subdivisions of the State or in accredited local emergency organizations, and all registered disaster service workers, and all who perform duties, are hereby declared to be members of the Statewide War Emergency by a person having the authority to command the aid of citizens in the execution of his duties, are here declared to be members of the Statewide War Emergency Organization; and

It is further ordered that all officials of local political subdivisions of the State and all registered disaster service workers who perform duties in the State or regional emergency operations headquarters are hereby declared to be personnel of the State War Emergency Organization for the period of the State of War Emergency, subject to the direction of the Governor, the Director of the Office of Emergency Services and/or the manager of the regional headquarters to which such persons are assigned or attached; and

It is further ordered that all officials and registered disaster service workers heretofore designated as coordinators or as staff personnel for Operational Area organizations, which have been ratified by the California Emergency Council, are hereby declared to be personnel of the State War Emergency Organization.

#### **War Order 5 (government shall continue)**

It is hereby ordered that the governmental functions for the protection of lives, property and resources of the State and of every political subdivision thereof shall continue in full force and effect, and all duly constituted officials of the State and of every political subdivision thereof shall continue to discharge their responsibilities and shall comply with, enforce and assume the responsibility for implementing such regulations and orders not inconsistent with or contradictory to rules, regulations or orders issued by the President of the United States or the Commanding General, Sixth United States Army, as are now or may hereafter be promulgated by the Governor, in accordance with approved plans and procedures.

#### **War Order 6 (retail sales prohibited)**

It is hereby ordered that, in accordance with National and State policy, as reflected in the General Freeze Order, Part A, California Emergency Resources Management Plan, all retail sales and transfers of consumer items are prohibited for a period of at least five days following the onset of a State of War Emergency, except for the most essential purposes as determined by Federal, State or local authorities and except for essential health items and perishables in danger of spoilage.

### **War Order 7 (sale of alcohol prohibited)**

It is hereby ordered that the sale of alcoholic beverages shall be discontinued immediately.

### **War Order 8 (control of petroleum)**

It is hereby ordered that all petroleum stocks for California distribution, including those in refinery storage, major distributing installations and pipeline terminals, shall be held subject to the control of the State Petroleum Director;

It is further ordered that, following the period of prohibition of sales imposed by Order 6, retail outlets for petroleum products shall operate in accordance with rules and regulations prescribed by the State Petroleum organization as outlined in Part B-VII of the California Emergency Resources Management Plan.

### **War Order 9 (control of food)**

It is hereby ordered that all wholesale food stocks, including those under the control of processors, wholesalers, agents and brokers, be held subject to the control of the State Food Director, except that:

- Fresh fluid milk, fresh vegetables and bread are not subject to this order; and
- Supplies necessary for immediate essential use, on the basis of 2000 calories per person per day, of persons in homes or in mass care centers, restaurants, hotels, hospitals, public institutions and similar establishments feeding approximately 100 persons or more per day, may be obtained from wholesale and/or retail sources upon approval by local authorities operating in accordance with existing State and Federal food supply policies; and it is further ordered that, following the period of prohibition of sales imposed by Order 6, retail outlets for food stocks shall operate in accordance with rules and regulations prescribed by the State Food Organization as outlined in Part B-III of the California Emergency Resources Management Plan.

### **War Order 10 (control of medical supplies)**

It is hereby ordered that all drugs and medical supply stocks in California, intended for wholesale distribution, shall be held subject to the control of the Chief, State Emergency Medical and Health Organization; and it is further ordered that, following the period of prohibition of sales imposed by Order 6, retail outlets for drugs and medical supplies shall operate in accordance with rules and regulations prescribed by the State Emergency Medical and Health Organization as outlined in Part B-IV of the California Emergency Resources Management Plan.

### **War Order 11 (banks)**

It is hereby ordered that all banks will take emergency operating actions pursuant to Sections 1915 and 1916 of the Financial Code.

### **War Order 12 (rent control and rationing)**

It is hereby ordered that, pursuant to the California Emergency Resources Management Plan, Part B-II, Economic Stabilization, and in conjunction with the lifting of the General Freeze Order as referred to in Order 6, price and rent control and consumer rationing will be invoked and administered by the State Economic Stabilization Organization. Rationed items may include those identified in the list of essential survival items contained in Part A, California Emergency Resources Management Plan, and such other items contained in Part A, California Emergency Resources Management Plan, and such other items as may be in short supply.

## **Mutual Aid Authorities**

The basis for the system is the California Disaster Master Mutual Aid Agreement, as provided for in the California Emergency Services Act. This Agreement was developed in 1950 and adopted by California's incorporated cities and by all 58 counties. It created a formal structure within which each jurisdiction retains control of its own personnel and facilities but can give and receive help whenever it is needed. State government, on the other hand, is obligated to provide available resources to assist local jurisdictions in emergencies.

Mutual aid assistance may be provided under one or more of the following authorities:

- California Disaster and Civil Defense Master Mutual Aid Agreement
- California Fire and Rescue Emergency Plan
- California Law Enforcement Mutual Aid Plan
- Federal Disaster Relief Act of 1974 (Public Law 93-288)

## **Continuation of Government Operations Authority**

### **Succession of Local Government**

Sections 8635 through 8643 of the Government Code:

1. Furnish a means by which the continued functioning of political subdivisions can be assured by providing for the preservation and continuation of (City and County) government in the event of an enemy attack, or in the event a State of Emergency or Local Emergency is a matter of statewide concern.
2. Authorize political subdivisions to provide for the succession of officers (department heads) having duties related to law and order and/or health and safety.
3. Authorize governing bodies to designate and appoint three standby officers for each member of governing body and for the Chief Executive, if not a member of the governing body. Standby officers may be residents or officers of a political subdivision, other than that to which they are appointed. Standby officers take the same oath as regular officers and are designated numbers 1, 2 and 3 as the case may be.
4. Authorize standby officers to report ready for duty in the event of a State of War Emergency, State of Emergency or Local Emergency at the place previously designated.
5. Authorize local governing bodies to convene as soon as possible whenever a State of War Emergency, State of Emergency or Local Emergency exists, and at a place not within the political subdivision.

### **Temporary City Seats**

Section 23600 of the Government Code provides that:

The City Council shall designate alternate temporary City seats which may be outside the City boundaries.

## **Suspensions and Appointments**

Section 8621 of the Government Code specifies that during a State of War Emergency, in the event that any officer of a political subdivision or employee of a State agency refuses or willfully neglects to obey an order or emergency regulation, the Governor may suspend that person and designate a replacement.

## **Disaster Service Workers**

There are some City and County personnel who do not have specific task assignments. They are automatically designated by State Law as Disaster Service Workers during a disaster, and serve in the response effort.

“All public employees and all registered volunteers of a jurisdiction having an accredited disaster council are Disaster Service Workers”, per the Government Code, Title I, Division 4, Chapter 8, and Labor Code, Part I, Division 4, Chapters 1 and 10.

The term public employees includes all persons employed by the State, or any County, City or public district.

Other personnel including volunteers can be quickly registered by OES as Disaster Service Workers, which provides Workers Compensation and liability coverage.

## **References**

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

Continuity of Government in California (Article IV, Section 21 of the State Constitution).

Preservation of Local Government (Article 15 of the California Emergency Services Act).

Temporary Seat of State Government (Section 450, Title 1, Division 3, Chapter 1 of the Government Code).

# Guide for Conducting Action Planning Meetings

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## EOC Action Planning Responsibilities:

**Director of Emergency Services:** Ensure that EOC Action Planning is accomplished within the EOC.

**Planning Coordinator:** Is directly responsible for the EOC Action Planning process.

**Situation Analysis Unit Leader:** Conducts the EOC Action Planning meeting and prepares or assigns staff to prepare the Action Plan.

**Documentation Unit Leader:** Distributes and archives the EOC Action Plan.

## Purpose of the EOC Action Plan

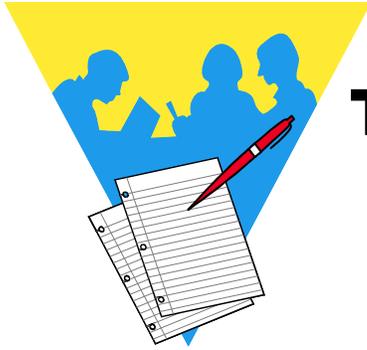
Establishes **Direction and Priorities** for EOC operations in the form of overall objectives.

Establishes **Operational Objectives for each SEMS function** in the EOC, and tracks the progress.

Establishes the **Operational Period** (time-frame for completion of operational objectives).

Provides for **Accountability** and reduces **Redundancy**.

Provides **valuable documentation** for After Action Reports.



# **The Action Planning Process:**

## **Step # 1:**

### **Conducting the Initial Planning Meeting:**

EOC Director of Emergency Services reviews the initial situation immediately upon activation of the EOC.

EOC Director of Emergency Services meets with available general staff and establishes overall (broad) objectives.

### **Example:**

An illustration of a red stick figure presenter holding a white document and pointing with a black pointer to a grey rectangular box. Inside the box, the text reads 'OVERALL OBJECTIVES:' followed by a bulleted list. In front of the box are two stylized human figures, one green and one teal.

**OVERALL OBJECTIVES:**

- **Mitigate Life threatening situations.**
- **Prepare a detailed situation report.**
- **Mobilize EOC Staff as required.**

## **Initial Planning Meeting Outcomes:**

1. Overall objectives identified. Objectives must represent the **INITIAL PRIORITIES FOR EOC OPERATIONS!**
2. Key management and general staff members must know the overall objectives.
3. The first **formal** EOC Action Planning Meeting is scheduled (usually 1 hour after the overall objectives have been established)

**Important:**

**The Initial Planning Meeting should be BRIEF  
– No more than 10 Minutes!**

**The EOC Director concludes the meeting by directing all management and general staff members to prepare their operational objectives and be ready to present them at the first EOC Action Planning Meeting.**

## Step # 2:

### Preparing for the Action Planning Meeting:

- Purpose?**
1. Review the Overall Objectives
  2. Present Operational Objectives by SEMS Function
  3. Update Progress and Completion Estimates for Objectives
- Who Should Attend?**
1. EOC Director of Emergency Services
  2. Key Management Staff
  3. Section Chiefs and Key Unit and Branch Leads
- Who Facilitates?**
1. Situation Analysis Unit Leader (Primary)
  2. Planning Coordinator (Secondary)
- Duration?** *This meeting should not last more than 30 minutes!*
- Frequency?**
1. Meeting should be scheduled 2 hours prior to the end of the Operational Period.

**NOTE:** If the overall objectives are changed during the operational period, the EOC Director may convene an Action Planning Meeting accordingly to address the new situation.

**Tools & Facilities?  
(Manual Process)**

- Quiet meeting room with wall space for chart paper.
- Two easels with chart tablets.
- Felt tip markers and masking tape.
- Copies of the most recent Situation Report.

**Tools & Facilities?  
(RIMS)**

- Quiet meeting room with space for a projector screen.
- Laptop or desktop computer.
- LCD Projector.
- One easel with chart tablet, felt tip markers and masking tape.
- Copies of the most recent Situation Report.

**Report Format:** The EOC Action Plan format is maintained on RIMS. Should it become necessary, the template may be printed from RIMS and completed manually?

**Important:**

If Chart Paper is used, format each sheet prior to the meeting as shown below:

**Example: (Chart Paper Layout: Overall Objectives)**

<b><u>Action Planning Meeting</u></b>	
September 20, 2006	
City of Benicia E.O.C. Disaster / Event Name: _____	<b>Overall Objectives:</b>  Mitigate life-threatening situations. Prepare a detailed situation report. Mobilize EOC Staff as required. Restore service area utility infrastructure.
Operational Period: From: _____	
To: _____	

**Example: (Chart Paper Layout: Operational Objectives)**

<b><u>OPERATIONS SECTION OBJECTIVE</u></b>			
<b><u>OBJECTIVE:</u></b>	<b><u>BRANCH – UNIT RESPONSIBLE:</u></b>	<b><u>% COMPLETE</u></b>	<b><u>EST. TIME COMPLETED:</u></b>
• Prepare a branch status report outlining repair activities and priorities.	<u>Response Branch</u>	25%	1600 hrs 9/20/2006
• Prepare a branch status report on water quality in the affected service.	Water Quality Branch	50%	1700 hrs 9/20/2006

## Before The Meeting....

1. Situation Analysis staff meets with Management and all Section Chiefs or designees, and obtains all Section objectives to be presented at the meeting.
2. Objectives are entered into RIMS for projection on the screen, or written out on chart paper for posting.
3. It is mandatory that all objectives be prepared for presentation **Before the meeting is convened.**



## Step # 3:

### Conducting the Action Planning Meeting:

#### The Facilitator:



Start the meeting ON TIME!

State the purpose of the meeting.

Review the “ground-rules:”

- Pagers and cell-phones OFF!
- No unnecessary “side-discussions!”
- Participants must keep focused and take notes.
- **The meeting is over in 30 minutes or less!**

Briefly highlight the Situation Status Report:

Operational Priorities (significant incidents in progress).

Weather report if critical to the response.

Present the Overall Objectives (updating as necessary).

Ask the EOC Director of Emergency Services to emphasize the importance of the Overall Objectives. Everyone must understand the priorities.

**Important:**

Call on Management Staff to present and update their objectives. The following order is recommended:

Public Information

Liaison

Safety

Security

Others as appropriate

Call on each Section Chief to present and update their objectives. The following order is recommended:

Operations Section

Planning Section

Logistics Section

Finance Administration Section

**Important:**

If using the computer, corresponding screen images from the Action Plan can be projected during each Section Report.

**Important:**

If done manually, refer to the posted chart paper as Section Reports are given.

**Important:**

Progress reports on existing objectives should be given by indicating the % completed, as appropriate.

**Important:**

When a Section Objective is completed, it is closed out in the Action Planning Meeting. It will be listed as “completed” in the next Action Plan. It will then be removed from subsequent plans.

**Important:**

### **DEVELOPING OPERATIONAL STRATEGY**

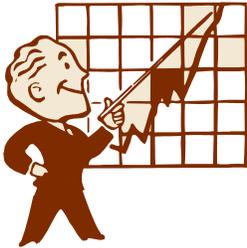
Should NOT occur as part of the Action Planning Meeting! These strategy sessions should be conducted in the Section workplace with respective staffs present.

They are NOT part of the Action Planning Meeting. The facilitator should encourage inter/intra-sectional strategic or operational planning subsequent to the Action Planning Meeting.

## Step # 4:

### Concluding and Adjourning the Meeting:

#### The Facilitator:



When all reports are completed, the facilitator should:

Ensure objectives are clearly stated and understood by all participants.

Encourage follow-up strategy sessions **AFTER** the meeting is adjourned.

Announce the time for the next meeting.

Announce the deadline for submitting new or updated objectives

**ADJOURN THE MEETING!**

**REMEMBER!**

The Action Planning Meeting is **BRIEF! 30 MINUTES OR LESS!**

Detailed “game-plan” development occurs **AFTER THE MEETING IS ADJOURNED, NOT DURING THE MEETING!**

Do not allow the meeting to drift off course...**STAY FOCUSED!**



## Step # 5:

### Preparing and Distributing the Action Plan:

#### **MANUAL PREPARATION:**

- Situation / Documentation staff transfers information from chart paper in the RIMS Action Plan Format.
- Plan is approved by the Planning Coordinator and EOC Director.
- The Documentation staff conducts hard copy or automated distribution.
- Extra copies should be kept by Documentation.
- Archive on CD or Disk.

#### **RIMS PREPARATION:**

- The Action Plan should be nearly complete as a result of the meeting.
- The Planning Coordinator and the EOC Director approve the Plan.
- Distribution of the Action Plan may be done electronically through RIMS, or replicated by other information management software.
- Archiving should occur through periodic program back up or other archiving procedures.

**Example A: City Manager Proclamation of Local Emergency**

**PROCLAMATION OF THE EXISTENCE OF A LOCAL EMERGENCY  
by the Director of Emergency Services**

**WHEREAS**, Government Code Section 8630 and Chapter 2.64 of the Benicia Municipal Code empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when said City is affected by or likely to be affected by a public calamity and the City Council is then not in session, subject to confirmation by the City Council within seven days thereafter; and

**WHEREAS**, the City Manager of the City of Benicia, acting as Director of Emergency Services, does hereby find that conditions of extreme peril to the safety of persons and property have arisen in the City of Benicia, said conditions caused by:

- \_\_\_ Fire
- \_\_\_ Flood
- \_\_\_ Storm
- \_\_\_ Epidemic
- \_\_\_ Riot
- \_\_\_ Earthquake
- \_\_\_ Other causes namely:  
\_\_\_\_\_  
\_\_\_\_\_ ; and

**WHEREAS**, such condition of extreme peril occurred on (date) \_\_\_\_\_ at (time) \_\_\_\_\_ ; and

**WHEREAS**, the City Council is not presently in session.

**NOW, THEREFORE**, the City Manager as Director of Emergency Services for the City of Benicia declares and proclaims as follows:

1. Conditions of extreme peril to the safety of persons and property have arisen within the City of Benicia as of (time) \_\_\_\_\_ on (date) \_\_\_\_\_, due to (insert cause) \_\_\_\_\_.

2. In consequence of said conditions and pursuant to Benicia Municipal Code Chapter 2.64, a local emergency now exists in that area of Benicia described as:  
\_\_\_\_\_  
\_\_\_\_\_.

3. During this local emergency the powers, functions and the duties of the Benicia City Manager/Emergency Services Director and the emergency organization of the City of Benicia shall be those prescribed by State law and the ordinances, resolutions and approved emergency services plans of the City of Benicia.

4. In connection with the foregoing proclamation and order of local emergency, the Benicia City Manager/Director of Emergency Services also orders as follows for the protection of life and property:

a. [Insert curfew hours, conditions and boundaries if a curfew is desired.]  
\_\_\_\_\_  
\_\_\_\_\_.

b. [Insert other orders as desired.]  
\_\_\_\_\_  
\_\_\_\_\_.

**Example A: City Manager Proclamation of Local Emergency**

5. This proclamation of local emergency shall be reviewed by the City Council within seven days and, if not confirmed and ratified by the City Council, shall expire on the seventh day or such earlier date as specified by the City Council.
  
6. This proclamation and the contents thereof shall be published and promulgated in as widespread a manner as is reasonably feasible in light of the conditions prevailing during the local emergency.

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager/Director of Emergency Services

**Example B: City of Benicia Request to Governor to Proclaim a State of Emergency.**

**CITY OF BENICIA**

**REQUEST TO THE GOVERNOR TO PROCLAIM A STATE OF EMERGENCY**

TO: \_\_\_\_\_, Governor of the State of California  
\_\_\_\_\_, State Director of Emergency Services

FROM: \_\_\_\_\_, Mayor of the City of Benicia

DATE: \_\_\_\_\_, 20\_\_

1. The Benicia City Director of Emergency Services found that conditions of extreme peril to the safety of persons and property have arisen in the City of Benicia, said conditions caused by:

- \_\_\_\_\_ Fire
- \_\_\_\_\_ Flood
- \_\_\_\_\_ Storm
- \_\_\_\_\_ Epidemic
- \_\_\_\_\_ Riot
- \_\_\_\_\_ Earthquake
- \_\_\_\_\_ Other causes namely:  
\_\_\_\_\_  
\_\_\_\_\_

2. On \_\_\_\_\_, 20\_\_, the Benicia City Council confirmed the determination of the Benicia City Director of Emergency Services.

3. The Mayor has now determined that:

- a. The Conditions creating and/or impacts of the emergency have become such that local resources are no longer adequate to cope with the effects of the emergency;
- b. Damages in the approximate amount of \$\_\_\_\_\_ are occurring or are expected to occur in the near future in consequence of the emergency; and
- c. The City Council will not be able to meet to direct the Mayor to request the Governor to proclaim a state of emergency until irrevocable damage will have occurred in the absence of the greater resources available under a state of emergency as opposed to a local emergency.

4. Pursuant to Government Code Section 8625(b)(2) and on the recommendation of the Benicia Director of Emergency Services under Benicia Municipal Code Chapter 2.64, the Mayor of the City of Benicia hereby requests the Governor of the State of California or, if he/she is inaccessible, the State Director of Emergency Services, to declare and proclaim the City of Benicia to be in a state of emergency.

**Example B: City of Benicia Request to Governor to Proclaim a State of Emergency.**

5. \_\_\_\_\_ is hereby designated as the authorized representative for public assistance and \_\_\_\_\_ is hereby designated as the authorized representative for individual assistance of the City of Benicia for the purpose of receipt, processing and coordination of all inquires and requirements necessary to obtain available State and Federal assistance.

/s/ \_\_\_\_\_  
Mayor, City of Benicia

\_\_\_\_\_  
Date

**Example C: Benicia City Council Confirmation and Continuance of Proclamation of Local Emergency**

**RESOLUTION NO. 0\_ -\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA CONFIRMING AND CONTINUING THE PROCLAMATION OF A LOCAL EMERGENCY**

**WHEREAS**, Government Code Section 8630 authorizes and empowers the Benicia City Manager, acting as 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, subject to confirmation by the City Council within seven days; and

**WHEREAS**, on \_\_\_\_\_, 20\_\_, and pursuant to the foregoing provisions, the Benicia City Manager, acting as Director of Emergency Services, proclaimed the existence of a local emergency by that proclamation attached hereto as Exhibit "A" and incorporated herein by reference; and

**WHEREAS**, the Benicia City Manager, acting as Director of Emergency Services, has informed the City Council that there continues to exist within the City of Benicia a condition of extreme peril to the safety of persons and property, said conditions caused by:

- \_\_\_ Fire
- \_\_\_ Flood
- \_\_\_ Storm
- \_\_\_ Epidemic
- \_\_\_ Riot
- \_\_\_ Earthquake
- \_\_\_ Other causes namely:

\_\_\_\_\_ and;

**WHEREAS**, the Benicia City Manager, acting as Director of Emergency Services, has requested that the City Council confirm his proclamation and further proclaim that a local emergency continues to exist.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Benicia as follows:

1. The City Council hereby confirms the findings of the Benicia City Manager, acting as Director of Emergency Services, that conditions of extreme peril to the safety of persons and property arose within the City of Benicia as of (time)\_\_\_\_\_ on (date)\_\_\_\_\_, due to (insert cause)

\_\_\_\_\_, that such conditions continue to exist, and that such conditions warranted and continue to warrant a proclamation of local emergency.

2. In consequence of said conditions and pursuant to Benicia Municipal Code Chapter 2.64, the City Council hereby proclaims and orders that a local emergency now exists in that area of Benicia described as:\_\_\_\_\_

3. The City Council also proclaims and orders that during this local emergency the powers, functions and the duties of the Benicia City Manager/Emergency Services Director and the emergency organization of the City of Benicia shall be those prescribed by State law and the ordinances, resolutions and approved emergency services plans of the City of Benicia.

4. In connection with the foregoing proclamation and order of local emergency, the City Council further proclaims and orders as follows for the protection of life and property:

**Example C: Benicia City Council Confirmation and Continuance of Proclamation of Local Emergency**

- a. The orders previously instituted by the Benicia City Manager, acting as Director of Emergency Services, in EXHIBIT "A" shall remain in place as orders except as follows:  
[Insert orders to be deleted.]

\_\_\_\_\_

- b. [Insert new or modified orders.]

\_\_\_\_\_

5. The City Council directs the Benicia City Manager/Emergency Services Director to publish and promulgate, in as widespread a manner as is reasonably feasible in light of the conditions prevailing during the local emergency, this proclamation and the contents.

6. The City Council shall review, at its regularly scheduled meetings until the local emergency is terminated, the need for continuing the local emergency and shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant.

\* \* \* \* \*

On motion of Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_, the above resolution was introduced and passed by the City Council of the City of Benicia at a regular meeting of said Council held on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, and adopted by the following vote:

Ayes: \_\_\_\_\_  
Noes: \_\_\_\_\_  
Absent: \_\_\_\_\_

\_\_\_\_\_, Mayor

Attest:

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

**Example D: Benicia City Council Proclamation of Local Emergency**

**RESOLUTION NO. 0\_ -\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA PROCLAIMING THE EXISTENCE OF A LOCAL EMERGENCY**

**WHEREAS**, Government Code Section 8630 authorizes and empowers the City Council of the City of Benicia 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

**WHEREAS**, Chapter 2.64 of the Benicia Municipal Code empowers the Director of Emergency Services to request the City Council to proclaim the existence or threatened existence of a local emergency when said City is affected by or likely to be affected by a public calamity; and

**WHEREAS**, the City Manager of the City of Benicia, acting as Director of Emergency Services, has requested the City Council to find that conditions of extreme peril to the safety of persons and property have arisen in the City of Benicia, said conditions caused by:

- \_\_\_ Fire
- \_\_\_ Flood
- \_\_\_ Storm
- \_\_\_ Epidemic
- \_\_\_ Riot
- \_\_\_ Earthquake
- \_\_\_ Other causes namely: \_\_\_\_\_; and

**WHEREAS**, such condition of extreme peril occurred on (date) \_\_\_\_\_ at (time) \_\_\_\_\_.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Benicia as follows:

1. The City Council hereby finds that conditions of extreme peril to the safety of persons and property have arisen within the City of Benicia as of (time) \_\_\_\_\_ on (date) \_\_\_\_\_, due to (insert cause) \_\_\_\_\_.

2. In consequence of said conditions and pursuant to Benicia Municipal Code Chapter 2.64, the City Council hereby proclaims and orders that a local emergency now exists in that area of Benicia described as: \_\_\_\_\_.

3. The City Council also proclaims and orders that during this local emergency the powers, functions and the duties of the Benicia City Manager/Emergency Services Director and the emergency organization of the City of Benicia shall be those prescribed by State law and the ordinances, resolutions and approved emergency services plans of the City of Benicia.

4. In connection with the foregoing proclamation and order of local emergency, the City Council orders as follows for the protection of life and property:

- a. [Insert curfew hours, conditions and boundaries if a curfew is desired.]

**Example D: Benicia City Council Proclamation of Local Emergency**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. [Insert other orders as desired.]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

5. The City Council directs the Benicia City Manager/Emergency Services Director to publish and promulgate, in as widespread a manner as is reasonably feasible in light of the conditions prevailing during the local emergency, this proclamation and the contents.

6. The City Council shall review, at its regularly scheduled meetings until the local emergency is terminated, the need for continuing the local emergency and shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant.

\* \* \* \* \*

On motion of Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_, the above resolution was introduced and passed by the City Council of the City of Benicia at a regular meeting of said Council held on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, and adopted by the following vote:

Ayes: \_\_\_\_\_  
Noes: \_\_\_\_\_  
Absent: \_\_\_\_\_

\_\_\_\_\_, Mayor

Attest:

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

**Example F: Benicia City Council Termination of Proclamation of Local Emergency**

RESOLUTION NO. 0 -

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA PROCLAIMING THE TERMINATION OF A LOCAL EMERGENCY**

**WHEREAS**, a local emergency presently exists in the City of Benicia in accordance with the proclamation thereof by the City Council on the \_\_\_\_ day of \_\_\_\_\_ or by 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 to the safety of persons and property within the City of \_\_\_\_\_ caused by \_\_\_\_\_ (fire, flood, storm, epidemic, riot, earthquake, or other cause); and

**WHEREAS**, the situation resulting from said conditions of extreme peril is now deemed to be within the control of the normal protective services, personnel, equipment, and facilities of and within the City of Benicia.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Benicia hereby proclaims the termination of the local emergency and any related orders.

\*\*\*\*\*

On motion of Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_, the above resolution was introduced and passed by the City Council of the City of Benicia at a **regular/special** meeting of said Council held on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, and adopted by the following vote:

Ayes: \_\_\_\_\_  
Noes: \_\_\_\_\_  
Absent: \_\_\_\_\_

\_\_\_\_\_, Mayor

Attest:

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

## General Glossary

### Acronyms

<b>AA</b>	After Action
<b>AAR</b>	After Action Report
<b>AA/CA</b>	After Action/Corrective Action
<b>AH&amp;FSS</b>	Animal Health and Food Safety Services
<b>APHIS</b>	Animal and Plant Health Inspection Service (Previously part of the Agriculture Department, now part of BTS)
<b>ARC</b>	American Red Cross
<b>BERT</b>	Benicia Emergency Response Team
<b>BTS</b>	Border and Transportation Security (Branch of DHS)
<b>CAO</b>	County Administration Officer
<b>CARES</b>	California Animal Response Emergency System
<b>CAT</b>	Crisis Action Team (located at DHS headquarters)
<b>CBO</b>	Community Based Organizations
<b>CBP</b>	Customer and Border Protection (part of DHS)
<b>CDRG</b>	Catastrophic Disaster Response Group
<b>CERT</b>	Citizens Emergency Response Training
<b>CIAO</b>	Critical Infrastructure Assurance Office (Previously part of
<b>CLETS</b>	California Law Enforcement Telecommunications System
<b>COG</b>	Continuity of Government

<b>CONPLAN</b>	U.S. Government Interagency Domestic Terrorism Concept of Operations Plan
<b>COOP</b>	Continuity of Operations
<b>CSTI</b>	California Specialized Training Institute
<b>DAC</b>	Disaster Assistance Center
<b>DAE</b>	Disaster Assistance Employee (also called SAE for Stafford Act Employee) Department, now part of IAIP)
<b>DEST</b>	Domestic Emergency Support Team (specialized interagency
<b>DFO</b>	Disaster Field Office
<b>DHS</b>	Department of Homeland Security
<b>DISC</b>	Disaster Information Systems Clearinghouse
<b>DMAT</b>	Disaster Medical Assistance Team; now part of FEMA
<b>DMORT</b>	Disaster Mortuary Assistant Team; now part of FEMA
<b>DOC</b>	Department Operations Center
<b>DRC</b>	Disaster Recovery Center
<b>DSR</b>	Damage Survey Report
<b>EAS</b>	Emergency Alert System
<b>EBS</b>	Emergency Broadcasting System
<b>EMI</b>	Emergency Management Institute (in Emmitsburg, Md.)
<b>EMS</b>	Emergency Medical Services
<b>EMS</b>	Emergency Medical Service
<b>EOC</b>	Emergency Operations Center
<b>EOP</b>	Emergency Operations Plan

<b>EP&amp;R</b>	Emergency Preparedness and Response (FEMA; Branch of DHS)
<b>ERT</b>	Emergency Response Team (sent to disasters)
<b>ESF</b>	Emergency Support Function (located in the EST; includes staff members of Federal Response Plan participants)
<b>EST</b>	Emergency Support Team (located in FEMA headquarters)
<b>FCA</b>	Fatality Collection Area
<b>FCO</b>	Federal Coordinating Officer
<b>FedCIRC</b>	Federal Computer Incident Response Center (Previously part
<b>FEMA</b>	Federal Emergency Management Agency
<b>FLETC</b>	Federal Law Enforcement Training Center (Previously part of the Treasury Department, now part of BTS)
<b>FOUO</b>	For Official Use Only
<b>FPS</b>	Federal Protective Service (Previously part of GSA, now part of BTS)
<b>FRMAC</b>	Federal Radiological Monitoring and Assessment Center (part of NIRT; focuses on radiological consequence management)
<b>FRN</b>	FEMA Radio Network
<b>FRP</b>	Federal Response Plan (Plan that includes multiple federal agencies under FEMA's oversight to respond to presidentially declared disasters; now called the NRP)
<b>GIS</b>	Geographical Information System
<b>GPS</b>	Global Positioning System
<b>HLT</b>	Hurricane Liaison Team (FEMA staff who join with NOAA staff and others during hurricane events) HSC Homeland Security Council

<b>HMGP</b>	Hazard Mitigation Grant Program
<b>HSPD</b>	Homeland Security Presidential Directive
<b>IA</b>	Individual Assistance (federal disaster aid to individuals and families)
<b>IAIP</b>	Information Analysis and Infrastructure Protection (Branch of DHS)
<b>IC</b>	Incident Commander
<b>ICAP</b>	Incident Communications Action Plan
<b>ICE</b>	Immigration and Customs Enforcement (part of DHS)
<b>IMT</b>	Incident Management Team (designed to operate within the National Incident Management System)
<b>IOF</b>	Interim Operating Facility
<b>IPFO</b>	Interim Principle Federal Official
<b>IST</b>	Incident Support Team
<b>JIC</b>	Joint Information Center
<b>JIS</b>	Joint Information System
<b>JOC</b>	Joint Operations Center (An FBI resource at a disaster site)
<b>LCAT</b>	Logistics Closeout Assistance Teams
<b>LFA</b>	Lead Federal Agency
<b>MATTS</b>	Mobile Air Transportable Telecommunications System (deployed to disaster sites to re establish emergency communications)
<b>MERS</b>	Mobile Emergency Response System (deployed to disaster sites to provide on site management of disaster response activities)
<b>MSA</b>	Multipurpose Staging Area

<b>MWEOC</b>	Mount Weather Emergency Operations Center (FEMA asset in Virginia)
<b>NAC</b>	Nebraska Avenue Complex (location of DHS headquarters)
<b>NCS</b>	National Communications System (Previously part of the Defense Department, now part of IAIP)
<b>NECC</b>	National Emergency Coordination Center (located at Emmitsburg, Md.)
<b>NEMIS</b>	National Emergency Management Information System (FEMA's Internal MIS used for tracking emergency activities)
<b>NEST</b>	Nuclear Emergency Support Team (umbrella term that covers four different NIRT teams)
<b>NFIP</b>	National Flood Insurance Program (overseen by FEMA)
<b>NGO</b>	Non-Governmental Organization
<b>NIEOC</b>	Located on the mezzanine level of FEMA headquarters; includes the EST and other disaster activities
<b>NIMS</b>	National Incident Management System (a nationwide approach for federal, state, and local governments to work together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity)
<b>NIRT</b>	Nuclear Incident Response Team (operationally controlled by DHS; resides in the Department of Energy)
<b>NRP</b>	National Response Plan (replaces the FRP)
<b>NTAC</b>	United States Secret Service National Threat Assessment Center
<b>NVOAD</b>	National Voluntary Organizations Active in Disasters (includes the American Red Cross and Salvation Army)
<b>OA</b>	Operational Area
<b>OASIS</b>	Operational Area Satellite Information System

<b>ODP</b>	Office of Domestic Preparedness (part of DHS)
<b>OES</b>	Office of Emergency Services
<b>OIA</b>	Office of International Affairs (part of DHS)
<b>OLA</b>	Office of Legislative Affairs
<b>OPSEC</b>	Operational Security
<b>OSC</b>	On Scene Coordinator
<b>PA</b>	Public Assistance (federal disaster assistance to governments)
<b>PAO</b>	Public Affairs Officer
<b>PDA</b>	Preliminary Damage Assessment (done by FEMA as a preliminary step in the disaster declaration process)
<b>PFO</b>	Principal Federal Official
<b>PIO</b>	Public Information Officer
<b>PPE</b>	Personal Protective Equipment
<b>RAP</b>	Radiological Assistance Program (part of NIRT; provides first response capability)
<b>RDD</b>	Radiological Dispersal Device
<b>RIMS</b>	Response Information Management System
<b>ROC</b>	Regional Operations Center
<b>RSS</b>	Remote Storage Sites (located in the Caribbean and Pacific to ensure readiness and “just in time” logistics for disaster responders; TLCs are in the continental U.S.)
<b>S&amp;T</b>	Science and Technology Directorate (Branch of DHS)
<b>SAC</b>	Special Agency in Charge
<b>SAE</b>	Stafford Act Employee (also known as DAE)

<b>SAR</b>	Search and Rescue
<b>SBA</b>	Small Business Administration (provides disaster assistance along with FEMA)
<b>SEMS</b>	Standardized Emergency Management System
<b>SEMS/NIMS</b>	Acronym for integrating NIMS requirements into SEMS
<b>SIOC</b>	Strategic Information and Operations Center (an FBI resource)
<b>SITREP</b>	Situation Report
<b>SNS</b>	Strategic National Stockpile (pharmaceuticals and medical supplies ready for deployment)
<b>SOP</b>	Standard Operating Procedures
<b>TLC</b>	Territory Logistics Centers located in continental U.S. to ensure readiness and “just in time” logistics for disaster responders; RSSs are in the Caribbean and Pacific
<b>TSA</b>	Transportation Security Administration (Previously part of the Department of Transportation, now part of the BTS)
<b>UC</b>	Unified Command
<b>US&amp;R</b>	Urban Search and Rescue
<b>USCG</b>	United States Coast Guard
<b>USFA</b>	U.S. Fire Administration (part of FEMA)
<b>USSS</b>	United States Secret Service
<b>WMD</b>	Weapon of Mass Destruction

## **Definitions**

### **Glossary of SEMS Terms**

**Action plan:** When a disaster occurs, a written or oral plan is drafted by the Planning Section with the Incident Commander which establishes goals and identifies the operational period.

**After Action/Corrective Action Report:** A written report is submitted to the EOC within ninety days of a declared disaster that details your response which includes corrective actions and timelines to resolve deficiencies.

**Command post:** A physical location designated at the beginning of any disaster where the Incident Commander is stationed. Depending on conditions, the command post may be moved. Multiple incidents would have multiple command posts.

**Demobilize:** When specific personnel or equipment are no longer needed, they are returned to the original dispatch location.

**Department Operations Center (DOC)** A facility used by a discipline or agency as a department level EOC. Examples are departments within a political jurisdiction such as fire, police, public works as well as agency divisions, districts or regional offices.

**DOCs** can be used at all SEMS levels above the field response level, depending on the impacts of the emergency, demographic nature of the agency or organization, local policy and procedures, and configuration of communications systems.

**Disaster Service Worker:** All volunteers (including veterinarians) must be sworn in as disaster service workers BEFORE a disaster. Taking this oath affords them coverage if injured through the State Worker's Compensation Fund. It also allows for more protection than the Good Samaritan Act with respect to liability issues.

**Emergency:** A condition of disaster or extreme peril to the safety of persons or property. Emergencies can be small or large.

**Emergency Operations Center:** A location that monitors and coordinates the disaster response. EOC facilities are found at local governments, operational areas, regions and state.

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

**Emergency response personnel:** Personnel involved with an agency's response to an emergency.

**Hot Wash:** (After Action Review) A facilitated meeting with event participants designed to capture key aspects of an event, including "what went right" and "what needs improvement."

**Incident Commander (IC):** This may be a local government official or the primary Veterinary Disaster Team Coordinator. If the primary Veterinary Disaster Team Coordinator has this designation, their duties are to organize and oversee the animal disaster response.

**Incident Command System (ICS):** A nationally used standardized on-scene emergency management system.

**Liaison Officer:** One person will be assigned to aid in the coordination of the response by being the point of contact for other agencies responding to an incident. The Liaison Officer reports directly to IC.

**Memorandum of Understanding:** A written agreement between the Veterinary Disaster Team and other disaster responders must be signed prior to a response in a disaster to formalize the understanding that they will assist in the animal disaster response.

**Mitigation:** Before or after a disaster, there are actions that can be taken to reduce the impact of the event.

**Multi-agency or inter-agency coordination:** Agencies working together at any SEMS level to facilitate decisions.

**Mutual Aid:** Voluntary provision of services and facilities when existing resources prove to be inadequate. California mutual aid is based upon the State's Master Mutual Aid Agreement. There are several mutual aid systems included in the mutual aid program.

**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:** In each action plan, there will be a period of time specified in which identified goals must be accomplished.

**Operations Section Chief:** If several agencies are working together in the same area, the Primary Veterinary Disaster Coordinator may direct this section of the Animal Response.

**Public Information Officer (PIO):** One person is designated to be the ONLY contact for the media to ensure that accurate information about the disaster response is released. Press releases are approved by the Incident Commander prior to release.

**Span of control:** To insure the most effective disaster response, the optimum number of people reporting to one supervisor is no more than five people and the maximum is seven people.

**Triage:** When there are many injuries, animals with the most life threatening injuries are treated first (if they have a good prognosis with treatment).

## Revisions and Updates

Revisions and Updates may be made to the Emergency Plan after activation of the Plan, annual review, an exercise, or as information or procedures become known that would make the revision beneficial to the City. Any Revisions or Updates will be distributed with a cover memo. Insert the Revised or Updated pages where they belong, remove the old pages and initial and insert the cover letter in this section.

### EXAMPLE COVER MEMO

DATE: January 1, 2006

SUBJECT: Emergency Plan Revisions

The attached pages are revisions to the City of Benicia Emergency Plan. Please insert the new pages and remove the old as listed.

Insert Pages: 210 - 212 dated 1/1/06

Remove Pages: 210 - 212 dated 1/1/05

Insert Pages: 364 - 370 dated 1/1/06

Remove Pages: 364 - 370 dated 1/1/05

When completed, initial and insert this memo in the Revisions and Updates section.

Contact the Fire Department with any questions.