County of Sutter

Emergency Operations Plan

Sutter Operational Area

Annex 2

Emergency Operations Center Handbook and Checklists

February 2015

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EMERGENCY OPERATIONS CENTER
HANDBOOK AND CHECKLIST

Section 1 – INTRODUCTION

The Emergency Operations Center Handbook and Checklists provides an easy reference of responsibilities for every member of the Sutter County/OA emergency operations staff. The EOC Handbook and Checklist has been developed to supplement the guidance provided in Emergency Operations Plan (EOP), the emergency checklists in the annexes, and any SOPs developed for use by OA members. Position description summaries and operational checklists are outlined for each of the positions of the Sutter County/OA Emergency Operations Team.

Use of the EOC Handbook and Checklists will enhance organization and performance through standardization of activities and procedures between OA and jurisdiction/field level response teams.

Emergency Plan Management and Updates

The Emergency Services Division will be responsible for updates and maintenance of this plan.

Authority Citations

The authority for Emergency Operations and Disaster Preparedness used in development of this annex of the Sutter County Operational Area EOP can be found in the **Sutter County OA EOP, Basic Plan, Chapter A, Section 6**.

NATIONAL INCIDENT MANAGEMENT SYSTEM

The federal Department of Homeland Security has established that the National Incident Management System (NIMS) will be used during an emergency/disaster. The State of California, through Executive Order S-2-05, has established that the implementation of SEMS/ICS substantially meets the requirements of NIMS.

For more information on NIMS refer to the **Sutter County OA EOP Chapter A**.

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Section 2 – THE EMERGENCY OPERATIONS CENTER

PURPOSE

The Emergency Operations Center (EOC) is the location from which centralized management of a jurisdiction response is performed. The EOC facilitates a coordinated response by the Emergency Operations Director, the emergency management staff, and agency representatives from outside organizations.

FUNCTION

The EOC provides a centralized focus of authority and information and allows face-to-face coordination among personnel who must make decisions regarding priorities in the use of resources. The following functions are performed in the Operational Area EOC:

- Receive and disseminate warnings
- Coordinate emergency operations between agencies and organizations
- Develop policies and determine the state of emergency for elected officials
- Collect intelligence from and disseminate information to the various EOC representatives, other jurisdictions, state, and federal agencies
- Maintain current maps and information display boards
- Prioritize response and the allocation of resources
- Control and coordinate the operations and logistical support resources
- Coordinate mutual aid

Activation Policy

The Sutter County EOC is activated when field response agencies need support. Activation may involve partial or full staffing, depending on the support required.

The following list depicts the circumstances when the Sutter County EOC must be activated and SEMS used, per the SEMS Regulations (California Code of Regulations, Title 19, Section 2409 f):

- a local government within the Operational Area (OA) has activated its EOC and requested activation of the OA EOC to support its emergency operations;

- two or more cities within the OA have declared a local emergency;

- the County and one or more cities have declared a local emergency;

- a city, a city and the county, or the 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 OA

- the OA is requesting resources from outside its boundaries, e*xcept those resources used in normal day-to-day operations which are obtained through existing agreements such as fire or law enforcement mutual aid*; and

- the OA has received resource requests from outside its boundaries, *except those resources used in normal day-to-day operations which are obtained through existing agreements such as fire or law enforcement mutual aid.*

The seven circumstances listed above require an automatic activation of the Sutter OA EOC. Other than these circumstances, the activation of the Sutter OA EOC must be authorized. The following Sutter County personnel are authorized to activate the Sutter OA EOC:

- Board of Supervisors
- CAO
- Emergency Operations Manager
- Sheriff
- Fire Chief

Activation Levels and Minimum Staffing Guide per Level

In addition to the following activation levels, Sutter County may find that activation of the EOC is not warranted, yet monitoring of a developing situation is warranted. At that time, the Emergency Operations Director, the Emergency Operations Manager, or the Community Services Director will identify an individual who will be designated as the **On-Call Duty Officer**. The On-Call Duty Officer will be the liaison with state and local emergency operations after duty hours. This individual will be identified to those agencies affected by the developing situation. The On-Call Duty Officer will also be the point of contact for Sutter County during non-duty hours when a Level 1 Activation of the EOC has been initiated.

Sutter County has developed criteria to identify the events/situations that would require EOC activation. Sutter County has established the following three levels of activation:

- **LEVEL ONE – Increased Readiness/Minimum activation**

  The EOC is activated by two or more people to collect the data on the situation, release public information if needed, and call other staff to the EOC if the situation escalates. It may also involve the final, wind-down stages of a larger event.

- **LEVEL TWO – Partial activation**

  The EOC is activated, but only some of the positions are filled. This may involve a smaller emergency that a limited number of responders can handle. It might involve the early stages of an expanding disaster, or it might involve the late stages of a response prior to deactivation of the EOC.

- **LEVEL THREE – Full activation**

    The EOC is activated, and all or most of the positions are filled. This involves an emergency requiring a County-wide response effort and/or resources above and beyond the County's capability.

For each level, a minimum staffing requirements guide has been developed. The activation and staffing guide is depicted below:

Minimum Staffing Per Activation Level

LEVEL	SITUATION/EVENT	Staff
1	Severe Weather Advisory	**Minimum Staffing (Two Persons)** - Emergency Operations Manager or assigned representative - Planning Section Chief - Logistics Section Chief - Representatives of responding county departments
	Flood Watch	
	Small incidents involving two or more County Departments	
	Activation requested by a local government with activated EOC	
	Resource request received from outside the County	
2	Major wildland fire affecting developed area	**Partial Staffing** - All Section Chiefs - Branches and Units as appropriate for situation - Agency representatives as appropriate
	Major wind or rain storm	
	Two or more large incidents involving two or more County Departments	
	Local emergency declared or proclaimed by: • Two or more cities • Sutter County and one or more cities	
	Sutter County or a city requests a Governor's Proclamation of a State of Emergency	
	A State of Emergency is proclaimed by the Governor or the county or two or more cities	
	Resources requested from outside Sutter Operational Area	
3	Major county-wide or regional emergency	**Full Staffing** - All EOC positions
	Multiple departments with heavy resource involvement	
	Any other incident/event that the county concludes warrants full activation	

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM

During a disaster or emergency, this annex will be implemented in accordance with the Standardized Emergency Management System (SEMS).

Personnel assigned to the different functions under SEMS will follow checklists/SOPs established by the Emergency Operations Director or his/her designee.

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

- The <u>Management</u> function is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.

- The <u>Operations</u> function is responsible for coordinating support for local government's emergency response, coordinating inter-jurisdictional responses, and coordinating county-wide activities through implementation of the County Action Plan.

- The <u>Planning/Intelligence</u> function is responsible for collecting, evaluating, and disseminating information, developing the County Incident Action Plan in coordination with other functions, and maintaining documentation.

- The <u>Logistics</u> function is responsible for providing facilities, services, personnel, equipment, and materials to support the emergency response.

- The <u>Finance/Administration</u> function is responsible for financial and other administrative activities.

The duties and responsibilities for these functions are depicted in the position checklists which are provided for each SEMS function. The checklists are based on three phases - Activation, Operational, and Deactivation. A Generic Checklist, which applies to each EOC position for both the activation and deactivation phases, is also provided (see page 11 of this annex). Some positions may have unique actions to take under these two phases which will be noted on their specific checklists.

A Sutter County EOC Organization Chart is depicted in **Chapter A Section 1**.

For more information on SEMS/ICS refer to the **Sutter County OA EOP Basic Plan, Chapter A**, **Section 3**.

Section 3 – EOC ACTION PLANNING PROCESS

OVERVIEW

If the organization is going to move forward in a unified manner, there must be a clear understanding of the objectives, time frame used (operational period), and the way individual unit efforts are part of the overall organizational efforts. The action planning process is a key element to identify the organization objectives/ priorities and to ensure that the entire organization will be focused and acting as a unified, coordinated body.

RESPONSIBILITIES FOR ACTION PLANNING

The Planning Section Chief is responsible for scheduling and leading the Planning Action Meeting and developing the EOC Action Plan.

Sequence of Activities in the Action Planning Meeting

1. The Planning Section Chief and/or the Operations Section Chief present a brief on the current situation.

2. The Operations, Planning, Logistics, and Finance Chiefs provide briefs on their present situations and make recommendations on specific objectives for the next operational period.

3. The Emergency Operations Director, after considering the recommendations from the various Section Chiefs, defines the organizational priorities for the next operational period (short-term) as well as the intermediate objectives. The objectives should include no more than four or five broad goals and represent the strategic objectives of the organization. The objectives should be measurable and verifiable.

4. The Planning section captures (in writing) the objectives as determined by the Management section. These written objectives/priorities are approved (signed-off) by the Emergency Operations Director - to ensure accuracy of the organization objectives.

5. The Operations Section will then address tactical actions for meeting the organizational objectives.

6. The Logistics section determines requirements for obtaining the needed personnel, supplies, and materials to support the Operations section in the pursuit of the organizational objectives.

7. The Finance section determines requirements for paying, documenting, and recovering the funds for personnel, supplies, and materials to support the Operations section in the pursuit of the organizational objectives.

8. The Planning Chief provides copies of the objectives plus a copy of the blank EOC Action plan to each of the Section Chiefs. Each of the Section Chiefs fill in

the form on how each of their Unit Leaders will meet the objectives and returns the document to the Planning Chief. The Planning Chief compiles the EOC Action Plan for final approval by the Emergency Operations Director and distribution.

9. The Policy/Advisory group (if available) reviews and approves the EOC Action Plan.

Summary of Activities by Section

SEMS Function	Activity
Management	Sets objectives and priorities
	Provides brief to Policy/Advisory group and coordinates any policy issues; approves EOC Action Plan for dissemination
Planning/Intelligence	Provides brief on situation. (May be assisted by the Operations Chief)
	Posts objectives for organizations use
	Prepares and distributes the EOC Action Plan (document); continues collecting, analyzing, and displaying information and continues action planning process
	Disseminates plan to all sections, departments, districts, agencies, and other interested parties
Operations	Determines tactics to achieve objectives
Logistics	Determines its support for operations
Finance	Determines its support for operations

Additional information on Action Planning is available in **Attachment B of this Annex.**

Section 4 – OA EOC POSITION CHECKLISTS

The following checklists are guidelines for the Emergency Operations Team Members assigned to the OA EOC and are not intended to substitute for an individual's judgment based upon training, experience, the incident and circumstances.

Decisions made by individuals significantly different to these guidelines should be coordinated with the Emergency Operations Director or appropriate Section Chief and documented for evaluation of inclusion to this Annex.

- Read your specific position checklist in its entirety before implementing any checklist item.
- Use the checklist as a guideline; some incident-driven actions may not be on checklists.
- If a checklist item is not applicable to the situation, it should be skipped.
- If an incident develops where a previously skipped checklist item becomes relevant, then that checklist item should be executed.

The checklists for each position are designed to flow from (1), actions which increase the readiness stature to (2), those actions of general response preparedness, and then to (3), actions for specific response.

For **Field Response Checklists**, refer to **Annex 1, Emergency Support Functions Handbook and Checklists** and for **Incident Command System Forms**, refer to **Annex 3, ICS Forms**.

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COUNTY OF SUTTER
County/Operational Area
Emergency Operations Center

Generic Checklist
(For All Positions)

Activation Phase:

☐ Check in with the Personnel Unit (in Logistics) upon arrival at the Sutter County EOC.

☐ Report to EO Director, Section Chief, Branch Coordinator, or other assigned Supervisor.

☐ Set up your workstation and review your position responsibilities.

☐ Establish and maintain a position log which chronologically describes your actions taken during your shift.

☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

☐ Ensure RIMS (Response Information Management System) is operational.

Demobilization Phase:

☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.

☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.

☐ Be prepared to provide input to the after-action report.

☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.

☐ Clean up your work area before you leave.

☐ Leave a forwarding phone number where you can be reached.

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County of Sutter

County/Operational Area

EOC

Position Checklists

<u>MANAGEMENT SECTION</u>

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EMERGENCY OPERATIONS DIRECTOR

(Emergency Operations Center Director - CalOES Title)

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

Responsibilities:

1. Establish the appropriate Staffing level for the Sutter County/Operational Area (OA) EOC and continuously monitor organizational effectiveness ensuring that appropriate modifications occur as required.

2. Exercise overall management responsibility for the coordination between Emergency Response Agencies within the County/OA. In conjunction with the General Staff, set priorities for response efforts in contract and incorporated areas of Sutter County. Ensure that all county department actions are accomplished within the priorities established.

3. Ensure that Inter-Agency Coordination is accomplished effectively within the EOC.

Activation Phase:

☐ Determine appropriate level of activation based on situation as known.

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

☐ Respond immediately to EOC site and determine operational status.

☐ Obtain briefing from whatever sources are available.

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

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

☐ Ensure that an EOC organization and staffing chart is posted and completed. **(Form ICS 203)**

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

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

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

      ☐ Liaison Officer   ☐ Security Officer
      ☐ Lead Public Information Officer   ☐ Safety Officer
      ☐ Emergency Operations Manager

☐ Ensure that telephone and/or radio communications with County/OA EOC are established and functioning.

☐ Schedule the initial Action Planning meeting.

☐ Confer with the General Staff to determine what representation is needed at the County/OA EOC from other emergency response agencies.

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

Operational Phase:

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

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

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

☐ Based on current status reports, establish initial strategic objectives for the County/OA EOC.

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

☐ Convene the initial Action Planning meeting. Ensure that all Section Chiefs, Management Staff, and other key agency representatives are in attendance. Ensure that appropriate Action Planning procedures are followed. (Refer to Planning/Intelligence Section, "Action Planning Job Aid.") *Ensure the meeting is facilitated appropriately by the Planning/Intelligence Section.*

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

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

☐ Conduct periodic briefings for elected officials or their representatives.

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

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

Demobilization Phase:

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

☐   Notify the Region/State EOC, and other appropriate organizations of the planned demobilization, as appropriate.

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

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

☐   Be prepared to provide input to the after action report.

☐   Deactivate the County/OA EOC at the designated time, as appropriate.

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

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Emergency Operations Manager
(Emergency Operations Center Coordinator – CalOES Title)

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

Responsibilities:

1.   Facilitate the overall functioning of the Sutter County/OA EOC.

2.   Assist and serve as an advisor to the Emergency Operations (EO) Director and General Staff as needed, providing information and guidance related to the internal functions of the EOC and ensure compliance with operational area emergency plans and procedures.

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

Activation Phase:

☐   Follow generic Activation Phase Checklist.

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

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

☐   Review communications requirements and request additional equipment as needed.

Operational Phase:

☐   Assist the EO Director and the General Staff in developing an overall strategic objectives as well as section objectives for the Action Plan.

☐   Advise the EO Director on procedures for enacting emergency proclamations, emergency ordinances and resolutions, and other legal requirements.

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

☐   Provide overall procedural guidance to General Staff as required.

☐   Provide general advice and guidance to the EO Director as required.

☐   Ensure that all notifications are made to the Region/State EOC.

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

☐   Assist EO Director in preparing for and conducting briefings with Management Staff**,** the Board of Supervisors (BOS), the media, and the general public.

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

☐ Assist the Liaison Officer with coordination of all EOC visits.

☐ Provide assistance with shift change activity as required.

Demobilization Phase:

☐ Follow generic Demobilization Phase Checklist.

Lead Public Information Officer

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

Responsibilities:

1.   Serve as the coordination point for all media releases for the County of Sutter. Represent the Sutter County/OA EOC as the lead Public Information Officer.

2.   Ensure that the public within the affected area receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs and other vital information.

3.   Coordinate media releases with Public Information Officers representing other affected emergency response agencies within the Operational Area as required.

4.   Develop the format for press conferences, in conjunction with the EO Director.

5.   Maintaining a positive relationship with the media representatives.

6.   Supervising the Public Information Officers and assigned staff.

Activation Phase:

☐   Follow generic Activation Phase Checklists.

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

Operational Phase:

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

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

☐   Coordinate with the Situation Status Branch and identify 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 hand-out 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 media information center. Provide adequate staff to answer questions from members of the media.

☐   Interact with City EOC as well as Operational Area EOC PIOs and obtain information relative to public information operations.

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

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

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

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

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

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

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

☐   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 EO Director.

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

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

Demobilization Phase:

☐   Follow generic Demobilization Phase Checklist.

Rumor Control Unit Leader

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

Responsibilities:

1.   Provide staffing for rumor control telephone bank.

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

3.   Supervise the Rumor Control Unit.

Activation Phase:

☐   Follow generic Activation Phase Checklist.

Operational Phase:

☐   Obtain "confirmed" disaster information.

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

☐   Correct rumors by providing factual information based on confirmed data.

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

☐   Refer inquiries from member of the media to the Public Information Officer or designated staff.

Demobilization Phase:

☐   Follow generic Demobilization Phase Checklist.

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Liaison Officer

Responsibilities:

1.   Oversee all liaison activities, including coordinating outside agency representatives assigned to the Sutter County/OA EOC and handling requests from other EOCs for Sutter County/OA EOC agency representatives.

2.   Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed.

3   Ensuring those position specific guidelines, policy directives, situation reports, and a copy of the EOC Action Plan is provided to Agency Representatives upon check-in.

4**.**   In conjunction with the EO Advisor, provide orientations for VIPs and other visitors to the EOC.

5.   Ensuring that demobilization is accomplished when directed by the EO Director.

Activation Phase:

☐   Follow generic Activation Phase Checklist.

☐   Obtain assistance for your position through the Personnel Unit in Logistics, as required.

Operational Phase:

☐   Contact Agency Representatives already on-site, ensuring they:

   ☐   Have signed into the EOC,
   ☐   Understand their assigned functions,
   ☐   Know their work locations,
   ☐   Understand Sutter County/OA EOC organization and floor plan.

☐   Determine if additional representation is required from:

   ☐   Other agencies,
   ☐   Volunteer organizations,
   ☐   Private organizations,
   ☐   Utilities not already represented.

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

□   Assist the EO Director and EO Manager in conducting regular briefings for the Interagency 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.

□   <u>With the approval of the EO Director</u>, provide agency representatives from the Region/State EOC to other EOCs as required and requested.

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

Demobilization Phase:

□   Follow generic Demobilization Phase Checklist

□   Release agency representatives that are no longer required in the EOC <u>when authorized by the EO Director.</u>

Agency Representatives

Responsibilities:

1.   Agency Representatives should be able to speak on behalf of their agencies, within established policy limits, acting as a liaison between their agencies and the County of Sutter.

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

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

Activation Phase:

☐   Follow generic Activation Phase Checklist.

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

☐   Establish communications with your home agency; notify the Logistics Section – Procurement Branch (Communications Unit) and the Liaison Officer of any communications problems.

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

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

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

Operational Phase:

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

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

☐   Provide appropriate situation information to the Planning/Intelligence Section.

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

☐ Keep your agency executives informed and ensure that you can provide agency policy guidance and clarification for the Sutter County/OA EO Director as required.

☐ On a regular basis, inform your agency of the County/OA EOC priorities and actions that may be of interest.

☐ Maintain logs and files associated with your position.

Demobilization Phase:

☐ Follow generic Demobilization Phase Checklist.

☐ When demobilization is approved by the EO Director, 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/Intelligence Section.

Safety Officer

Responsibilities:

1.   Ensure that all buildings and other facilities used in support of the Sutter County/OA EOC are in a safe operating condition.

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

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

Activation Phase:

☐   Follow generic Activation Phase Checklist.

Operational Phase:

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

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

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

☐   Prepare and present safety briefings for the EO Director and General Staff, at appropriate meetings.

☐   If the event which caused activation was an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.

☐   Ensure that the EOC facility is free from any environmental threats - e.g., radiation exposure, air purity, water quality, etc.

☐   Keep the EO Director advised of unsafe conditions; take action when necessary.

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

Demobilization Phase:

☐   Follow generic Demobilization Phase Checklist.

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Security Officer

Responsibilities:

1.   Provide 24-hour security for the Sutter County/OA EOC.

2.   Control personnel access to the Sutter County/OA EOC in accordance with policies established by the EO Director.

Activation Phase:

☐   Follow the generic Activation Phase Checklist.

Operational Phase:

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

☐   Determine needs for special access to EOC facilities.

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

☐   Provide recommendations as appropriate to EO Director.

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

Demobilization Phase:

☐   Follow the generic Demobilization Phase Checklist.

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On-Call Duty Officer

Responsibilities:

1. Monitor developing situation and report status to Emergency Operations Manager, Community Services Director, or Emergency Operations Director.

2. Act as liaison with state and local agencies to report and update status of situation.

3. Point of Contact for After Hours during operation of Level 1 Activation of the EOC.

4. Complete appropriate Incident Command System (ICS) Forms to record and report situational updates.

Activation Phase:

☐   Contact 24 Hour POC (Sheriff's Dispatch, State REOC, and other agencies as necessary) and provide contact information

☐   Obtain briefing from outgoing shift personnel.

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

Operational Phase:

☐   Monitor situation as it develops and ensure that all appropriate actions are being taken.

☐   Based on current status reports, notify/recall appropriate Emergency Operations personnel as needed

☐   Conduct briefings with the Emergency Operations personnel as needed.

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

Demobilization Phase:

☐   Notify the Region/State EOC, and other appropriate organizations of the planned demobilization, as appropriate.

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

☐   Be prepared to provide input to the after action report.

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County of Sutter

County/Operational Area

EOC

Position Checklists

<u>OPERATIONS SECTION</u>

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Operations Section Chief

Responsibilities:

1.	Ensure that the Operations Function is carried out including coordination of response for all operational functions assigned to the Sutter County/OA EOC.

2.	Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively.

3.	Establish the appropriate level of branch and unit organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly.

4.	Exercise overall responsibility for the coordination of Branch and Unit activities within the Operations Section.

5.	Ensure that the Planning/Intelligence Section is provided with Branch Status Reports and Major Incident Reports

6.	Conduct periodic Operations briefings for the EO Director as required or requested.

7.	Overall supervision of the Operations Section.

Activation Phase:

☐	Follow the generic Activation Phase Checklist.

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

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

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

      ☐ Fire   ☐ Law Enforcement
      ☐ Health   ☐ Public Works
      ☐ Care & Shelter   ☐ Agriculture

☐	Determine need for Mutual Aid.

☐	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 frequencies available for the section.

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

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

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

☐   Establish radio or cell-phone communications with Incident Commander(s) operating in County, and coordinate accordingly.

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

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

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

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

☐   **Adopt a proactive attitude.** Think ahead and anticipate situations and problems before they occur.

Operational Phase:

☐   Ensure that all section personnel are maintaining their individual position logs.

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

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

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

☐   Attend and participate in EO Director's Action Planning meetings.

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

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

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

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

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

☐   Brief the EO Director on all major incidents.

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

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

☐   Share status information with other sections as appropriate.

Demobilization Phase:

☐   Follow the generic Demobilization Phase Checklist.

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Fire Branch Coordinator

Responsibilities:

1. Coordinate fire, disaster medical, hazardous materials, and search and rescue operations in the unincorporated county or OA.

2. Assist the Yuba City EOC Fire Branch 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 branch status reports for major incidents requiring or potentially requiring operational area, state and federal response, and maintains status of unassigned fire, hazmat, & rescue resources in the County.

5. Implement the objectives of the EOC Action Plan assigned to the Fire Branch.

6. Overall supervision of the Fire Branch.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

☐ Based on the situation; activate the necessary Units within the Fire Branch:

    ☐ Fire Operations Unit   ☐ Hazmat Unit
    ☐ Disaster Medical Unit

☐ If the mutual aid system is activated, coordinate use of County/OA fire resources with the Local/Region/State Fire Mutual Aid Coordinator(s).

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

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

Operational Phase:

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

☐ Maintain current status on Fire missions being conducted in the County/OA.

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

☐ On a regular basis, complete and maintain the Fire Branch 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 (***notification of any emergency expenditures and daily time sheets***).

☐ Prepare objectives for the Fire 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.

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

Fire Operations Unit Leader

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

Responsibilities:

1. Assist Incident Commanders in the field by providing coordination for mutual aid requests to and from the Operational Area Fire Mutual Aid Coordinator, as appropriate.

2. Respond to requests for fire resources from the field in a timely manner, following established priorities (life safety, protection of the environment, and protection of property).

3. Monitor and track fire resources utilized during the event.

4. Provide general support to field personnel as required.

5. Supervise the Fire Operations Unit.

Activation Phase:

☐ Follow generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain a position log and other appropriate files.

☐ Establish and maintain radio or cell-phone communication with the Department Operations Center, or Fire Branch at the Field Level.

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

☐ Assess the impact of the disaster/event on the County/OA Fire Service's operational capability.

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

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

☐ Evaluate and process all requests for fire Mutual Aid resources through the County/OA Fire Mutual Aid Coordinator.

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

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

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

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

☐ Assist in establishing camp facilities (or the use of commercial lodging) through the Logistics Section, if not addressed at the ICP or DOC.

☐ Reinforce the use of proper procedures for media contacts.

Demobilization Phase:

☐ Follow generic Demobilization Phase Checklist.

Disaster Medical Unit Leader

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

Responsibilities:

1.   Ensure that all available disaster medical resources are identified and mobilized as required.

2.   Provide assistance to Incident Command Posts and Department Operations Centers in establishing triage teams.

3.   Determine the status of medical facilities within the affected area.

4.   Coordinate the transportation of injured victims to appropriate medical facilities as required.

5.   Supervise the disaster Medical Unit.

Activation Phase:

☐   Follow generic Activation Phase Checklist.

Operational Phase:

☐   Establish and maintain position logs and other necessary files.

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

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

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

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

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

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

☐   Establish and maintain communication with the County/OA EOC and determine status and availability of medical resources.

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

☐   Inform the Fire Branch Coordinator of all significant events.

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

Demobilization Phase:

☐   Follow the generic Demobilization Phase Checklist.

Hazmat Unit Leader

Responsibilities:

1. Determine the scope of hazardous materials incidents throughout the County/OA.

2. Assist in mobilizing hazardous materials teams at the request of Department Operations Centers or Field Incident Commanders.

3. Request assistance from and/or provide hazardous materials support as required to OA Emergency Response Agencies consistent with established priorities and objectives.

4. Ensure that deployed teams are provided with adequate support.

5. Supervise the Hazmat Unit.

Activation Phase:

☐   Follow generic Activation Phase Checklist.

Operational Phase:

☐   Establish and maintain a position log and other appropriate files.

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

☐   Coordinate with the Fire Branch Coordinator to determine missions for HazMat teams based on established priorities.

☐   Mobilize and deploy available HazMat teams throughout the County/OA or to other emergency response agencies within the OA, in a manner consistent with the Hazmat Mutual Aid System and established priorities.

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

☐   Work closely with the Logistics Section to determine the status and availability of Hazmat Response Teams in the County/OA.

☐   Coordinate with Public Works to provide on-site assistance with HazMat operations at the request of team leaders.

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

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

☐	Monitor and track the progress and status of each HazMat team.

☐	Ensure that Hazmat Team Leaders report all significant events.

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

☐	Inform the Fire Branch Coordinator of all significant events.

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

Demobilization Phase:

☐	Follow the generic Demobilization Phase Checklist.

Law Enforcement Branch Coordinator

Responsibilities:

1. Coordinate movement and evacuation operations during a disaster.

2. Alert and notify the public of the impending or existing emergency within the County/OA.

3. Coordinate law enforcement and traffic control operations during the disaster.

4. Coordinate site security at incidents.

5. Coordinate Law Enforcement Mutual Aid requests from emergency response agencies through the Law Enforcement Mutual Aid Coordinator at the County/OA EOC.

6. Supervise the Law Enforcement branch.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

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

　☐ Law Enforcement Operations Unit ☐ Coroner Unit ☐ Search & Rescue Unit

☐ Assist the Yuba City EOC Law Enforcement Branch Coordinator in acquiring mutual aid resources, as necessary.

☐ Provide an initial situation report to the Operations Section Chief.

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

Operational Phase:

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

☐ Maintain current status on Law Enforcement missions being conducted in the County/OA.

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

☐   On a regular basis, complete and maintain the Law Enforcement Branch Status Report. (*Use RIMS 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 (notification of any emergency expenditures and daily time sheets).

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

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

Demobilization Phase:

☐   Follow the generic Demobilization Phase Checklist.

Law Enforcement Operations Unit Leader

Responsibilities:

1.   Coordinate Sutter County/OA requests for Law Enforcement Mutual Aid Resources through the Sutter County/OA Law Enforcement Mutual Aid Coordinator.

2.   Establish and maintain communication with Law Enforcement Branch Chiefs in the field or at the Department Operations Center (DOC) if activated.

3.   Respond to requests for Law Enforcement resources from the field in a timely manner, following established priorities (life safety, protection of the environment, and protection of property).

4.   Monitor and track law enforcement resources utilized during the event.

5.   Provide general support to field personnel as required.

6.   Supervise the law enforcement operations unit.

Activation Phase:

☐   Follow generic Activation Phase Checklist.

Operational Phase:

☐   Establish and maintain a position log and other appropriate files.

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

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

☐   Assess the impact of the disaster/event on Law Enforcement's operational capability.

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

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

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

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

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

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

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

☐ Reinforce the use of proper procedures for media contacts.

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

☐ Evaluate and process all requests for law enforcement resources through the Sutter County/OA EOC Law Enforcement Mutual Aid Coordinator.

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

Coroner Unit Leader

Responsibilities:

1. At the direction of the Sheriff/Coroner, establish and oversee an interim system for managing fatalities resulting from the disaster/event.

2. At the direction of the Sheriff/Coroner, establish and oversee the operation of temporary morgue facilities and maintain detailed records of information relative to each fatality.

3. Supervision of the Coroner Unit.

Activation Phase:

☐ Follow generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain a position log and other appropriate files.

☐ Ensure that locations where fatalities are discovered are secured.

☐ Ensure that fatality collection points are established and secured as necessary.

☐ Ensure that temporary morgue facilities are established in accordance with guidelines established by the Sheriff/Coroner.

☐ Request Coroner's Mutual Aid through the Sheriff/Coroner at the County/OA EOC as required.

☐ Procure, through logistics, all necessary fatalities management equipment and supplies, such as temporary cold storage facilities or vehicles, body bags, etc.

☐ Coordinate with the Search & Rescue Unit to determine location and number of extricated fatalities.

☐ Ensure that human remains are transported from fatality collection points to temporary morgue(s), if so advised by the Sheriff/Coroner.

☐ Assist the Sheriff/Coroner with identification of remains and notification of next of kin as required.

☐ In conjunction with local mortuaries and cemeteries, assist with the reburial of any coffins that were surfaced and/or disturbed as a result of the disaster.

- Keep the Law Enforcement Branch Coordinator informed of Coroners 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 disaster or event. *(NOTE: This information must be verified with the Sheriff/Coroner prior to release)*.

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

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

Search & Rescue Unit Leader

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

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Responsibilities:

1.   Determine the scope of the search and rescue mission.

2.   Assist in mobilizing Search and Rescue Teams at the request of County/OA Operations Centers or Field Incident Commanders.

3.   Provide search and rescue support as required to other emergency response agencies consistent with established priorities and objectives.

4.   Ensure that deployed teams are provided with adequate support.

5.   Supervise the Search & Rescue Unit.

Activation Phase:

☐   Follow generic Activation Phase Checklist.

Operational Phase:

☐   Establish and maintain position log and other appropriate files.

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

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

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

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

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

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

- [ ]   Coordinate with Public Works Branch to provide on-site assistance with rescue operations at the request of team leaders.

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

- [ ]   Coordinate with the coroner's unit to provide on-site assistance in managing fatalities at search locations.

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

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

- [ ]   Ensure that team leaders report all significant events.

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

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

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

Demobilization Phase:

- [ ]   Follow the generic Demobilization Phase Checklist.

Public Works Branch Coordinator

Responsibilities:

1. Survey all utility systems, and restore systems that have been disrupted, including coordinating with utility service providers in the restoration of disrupted services.

2. Survey all public and private facilities, assessing the damage to such facilities, and coordinating the repair of damage to public facilities.

3. Survey all other infrastructure systems, such as streets and roads within the County.

4. Assist other sections, branches, and units as needed.

5. Supervise the Public Works Branch.

Activation Phase:

☐   Follow the generic Activation Phase Checklist.

☐   Based on the situation, activate the necessary units within the Public Works Branch:

☐ Reconnaissance Unit ☐ Engineering Support Unit
☐ Heavy Equipment Support Unit ☐ Levee Protection Unit

☐   Contact and assist the Sutter County/OA 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 Sutter County/OA EOC strategic objectives, prepare objectives for the Public Works Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting.

Operational Phase:

☐   Ensure that branch and unit position logs and other necessary files are maintained.

☐   Maintain current status on all Public Works activities being conducted in the County/OA.

☐   Ensure that damage and safety assessments are being carried out for both public and private facilities.

☐   Request mutual aid as required through Sutter County/OA EOC Publics Works Mutual Aid Coordinator.

- [ ]   Determine and document the status of transportation routes into and within affected areas.

- [ ]   Coordinate debris removal services as required.

- [ ]   Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Public Works Branch activities periodically during the operational period or as requested.

- [ ]   Ensure that <u>all</u> Public Works Status Reports, as well as the Initial Damage Estimation are completed and maintained. (*Utilize RIMS 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 Public Works Branch for the subsequent operations period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.

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

Demobilization Phase:

- [ ]   Follow the generic Demobilization Phase Checklist.

Reconnaissance Unit Leader

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

Responsibilities:

1.   Assess the status of utilities, provide status reports as required.

2.   Coordinate restoration of damaged utilities with utility representatives in the Sutter County/OA EOC if present, or directly with Utility companies.

3.   Supervise the Reconnaissance Unit.

Activation Phase:

☐   Follow generic Activation Phase Checklist.

Operational Phase:

☐   Establish and maintain a position log and other necessary files.

☐   Establish and maintain communications with the utility providers for the County.

☐   Determine the extent of damage to utility systems in the County/OA.

☐   Coordinate with the Liaison Officer to ensure that agency representatives from affected utilities are available to respond to the Sutter County/OA EOC.

☐   Ensure that all information on system outages is consolidated and provided to the Situation Analysis Unit in the Planning/Intelligence Section.

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

☐   Keep the Health Branch Coordinator informed of any damage to sewer and sanitation systems, as well as possible water contamination problems.

☐   Keep the Public Works Branch Coordinator informed of the restoration status.

☐   Complete and maintain the status reports (*Utilize RIMS if available*).

☐   Refer all contacts with the media to the Public Information Officer.

Demobilization Phase:

☐   Follow the generic Demobilization Phase Checklist.

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Engineering Support Unit Leader

Responsibilities:

1. Collect initial damage/safety assessment information from other branches/units within the Operations Section.

2. If the disaster is winter storm, flood, or earthquake related, ensure that inspection teams have been dispatched by the Sutter County/OA EOC to assess the condition of the Roads/Levees.

3. Provide detailed damage/safety assessment information to the Planning/Intelligence Section, with associated loss damage estimates.

4. Maintain detailed records on damaged areas and structures.

5. Initiate requests for Engineers from the Sutter County/OA, to inspect structures and/or facilities.

6. Supervise the Engineering Support Unit.

Activation Phase:

☐ Follow generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain a position log and other necessary files.

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

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

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

☐ Clearly label each structure and/or facility inspected in accordance with Local/State/Federal standards and guidelines.

☐ Ensure that appropriate staff are available to assist the Reconnaissance Unit in inspecting damaged structures and facilities.

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

☐   Initiate all requests for engineers and building inspectors through the County/OA EOC.

☐   Keep the Public Works Branch Coordinator informed of the inspection and damage assessment status.

☐   Refer all contacts with the media to the Public Information Officer.

Demobilization Phase:

☐   Follow the generic Demobilization Phase Checklist.

Heavy Equipment Support Unit Leader

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

Responsibilities:

1.   Assist other Operation Section Branches by providing construction equipment and operators as necessary.

2.   Provide heavy equipment assistance to the Reconnaissance 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 Heavy Equipment Support Unit.

Activation Phase:

☐   Follow generic Activation Phase Checklist.

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.

☐   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 Public Works Branch Coordinator informed of unit status.

☐   Refer all contacts with the media to the Public Information Officer.

Demobilization Phase:

☐   Follow the generic Demobilization Phase Checklist.

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Levee Protection Unit Leader

Responsibilities:

1.   Assist other Operation Section Branches by providing levee status as necessary.

2.   Provide personnel/resource assistance to Levee Maintenance Areas (LMA) as needed.

3.   Maintain contact with LMA(s) and attend/facilitate meetings to discern level of support needed and ensure accurate situational awareness.

4.   Prepare consolidated report on LMA status; including flood fighting, coordinated actions, and overall situation analysis and provide report to the Plans and Intelligence Section and LMA(s).

5.   Supervise the East/West Task Force(s).

Activation Phase:

☐   Follow generic Activation Phase Checklist.

☐   Based on the situation, activate the Task Force(s) within the Levee Protection Unit:

☐   East Task Force   ☐   West Task Force

Operational Phase:

☐   Establish and maintain a position log and other necessary files.

☐   Ensure that appropriate staff are available, in coordination with the Logistics Section.

☐   Direct staff to provide flood fighting assistance, maintain contact with LMA(s), DWR, and P&I Section, and provide updated information as required.

☐   Work closely with the Logistics Section to provide support and materiel as required.

☐   Keep the Public Works Branch Coordinator informed of unit status.

☐   Refer all contacts with the media to the Public Information Officer.

Demobilization Phase:

☐   Follow the generic Demobilization Phase Checklist.

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Human Services Branch Coordinator

Responsibilities:

1.   Coordinate directly with the American Red Cross and other volunteer agencies to provide food, potable water, clothing, shelter and other basic needs as required to disaster victims within Sutter County/OA.

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.   Safeguard the public health of citizens in the County of Sutter, by ensuring there is an ample supply of potable water, a functioning sanitation system, and vector controls are established, as required.

5.   Implement those actions necessary under Local/State/Federal plans/regulations to affect control of a Public Health Emergency and/or Bioterrorism Event.

6.   Establish a Department Operations Center in accordance with Local/State/Federal plans/regulations as needed during a Public Health Emergency and/or Bioterrorism Event.

7.   Establish a Department Operations Center in accordance with Local/State/Federal plans/regulations as needed to facilitate, coordinate, and control Operational Area Mass Care and Shelter Management requirements.

8.   Supervise the Shelter Management Unit.

9.   Supervise the Public Health, Mental Health, and Environmental Health Units.

Activation Phase:

☐   Follow generic Activation Phase Checklist.

☐   Based on the situation, activate the necessary units within the Human Services Branch:

☐   Shelter Management Unit   ☐   Public Health Unit
☐   Mental Health Unit   ☐   Environmental Health Unit

☐   Contact and assist the Sutter County/OA Medical and Health Mutual Aid Coordinator with the coordination of mutual aid resources as necessary.

☐ Ensure the following Agency Representatives are activated and present at the EOC as needed (Coordinate with Liaison):

☐ American Red Cross   ☐ Salvation Army
☐ Bi-County Ambulance

☐ Provide an initial situation report to the Operations Section Chief.

☐ Based on the initial Sutter County/OA EOC strategic objectives, prepare objectives for the Human Services Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting.

Operational Phase:

☐ Establish and maintain your Human Services Branch log and other necessary files.

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

☐ Establish communications with other volunteer agencies to provide clothing and other basic life sustaining needs. Coordinate with the Personnel Unit in Logistics for Volunteer and Donations Management.

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

☐ Ensure the American Red Cross has appropriate staffing and support for OA shelters to the best 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.

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

☐ 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).

☐ Coordinate all mutual aid requests (personnel, equipment, facilities) through Sutter County/OA EOC Logistics to Local/Region/State/Federal levels as required.

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

☐ Prepare objectives for the Human Services 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 the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Human Services Branch periodically during the operations period or as requested.

☐ Ensure all required Status Reports and associated documents (*utilizing RIMS if available*) are completed by Unit Leaders.

☐ Prepare information regarding Public Health Emergency/Bioterrorism or Mass Care and Shelter for dissemination to Local/Regional/State/Federal agencies as required.

☐ Validate prepared information for release to authorities/media/public regarding Public Health Emergency/Bioterrorism and Mass Care and Shelter; provide to Sutter County/OA EOC for dissemination.

☐ Refer all contacts with the media to the Public Information Officer.

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

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Shelter Management Unit Leader

Responsibilities:

1.   Assess Operational Area requirements for Mass Care and Shelter including access and functional needs.

2.   Manage a Department Operations Center as needed to facilitate, coordinate, and control Operational Area Mass Care and Shelter Management requirements.

3.   Coordinate with out of county shelter locations tracking information and forwarding mutual aid requests as needed to support displaced Sutter County residents.

4.   Other duties as assigned by the Human Services Branch Coordinator.

5.   Supervise the Shelter Management Unit.

Activation Phase:

☐   Follow generic Activation Phase Checklist.

Operational Phase:

☐   Establish and maintain your position log and other necessary files.

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

☐   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.

☐   Coordinate with Agriculture Branch on the sheltering of pets of persons in County/OA managed shelters.

☐   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.

☐   Maintain contact with out of county shelters that receive Sutter County residents, forward requests for personnel, supplies, and support to Sutter County/OA EOC Logistics to Local/Region/State/Federal levels as required.

☐   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 & Shelter Status Reports (*utilizing RIMS if available*).

☐   Refer all contacts with the media to the Public Information Officer.

Demobilization Phase:

☐   Follow the generic Demobilization Phase Checklist.

Public Health Unit Leader

Responsibilities:

1.   Assess the nature of a Public Health Emergency/Bioterrorism Event and provide information to the Health Branch Coordinator/EOC as needed.

2.   Assess the need for medical care and coordinate assistance/coverage at mass care & shelter locations as required.

3.   Assess the need for a vector control plan for the affected disaster area(s) within the County.

4.   Supervise the Public Health Unit.

Activation Phase:

☐   Follow generic Activation Phase Checklist.

Operational Phase:

☐   Establish and maintain a position log and other necessary files.

☐   Assess the need for controls or procedures regarding a Public Health Emergency/Bioterrorism Event and make appropriate recommendations.

☐   Prepare information for release to authorities/media/public regarding Public Health Emergency/Bioterrorism Event and provide to Sutter County/OA EOC for dissemination.

☐   Coordinate medical support/care and provide staff for mass care & shelter locations.

☐   Determine the need for vector control, and coordinate with Sutter County Public Health for Vector control services as required.

☐   Inform the Human Services Branch Coordinator on all activities of the Public Health Unit periodically during the operational period, or as requested.

☐   Complete and maintain the Health Status Reports (*using CAHAN if available*).

☐   Refer all contacts with the media to the Public Information Officer.

Demobilization Phase:

☐   Follow the generic Demobilization Phase Checklist.

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Mental Health Unit Leader

Responsibilities:

1.   Assess the status and availability of crisis/emergency counselors within the County/OA.

2.   Assess the status of availability of mental health facilities within the County/OA.

3.   Assess need and coordinate care/relocation of inpatient Mental Health facilities within the County/OA.

4.   Assess need and coordinate/provide Mental Health care for first responders, employees, volunteers, and citizens within Sutter County/OA.

5.   Supervise the Mental Health Unit.

Activation Phase:

☐   Follow generic Activation Phase Checklist.

Operational Phase:

☐   Establish and maintain a position log and other necessary files.

☐   Determine the need for Mental Health services and coordinate provisions of care as required.

☐   Coordinate the relocation of Mental Health patients/clients as required.

☐   Provide staff to mass care and shelter locations throughout the County/OA as required.

☐   Inform the Human Services Branch Coordinator on all activities of the Mental Health Unit periodically during the operational period, or as requested.

☐   Refer all contacts with the media to the Public Information Officer.

Demobilization Phase:

☐   Follow the generic Demobilization Phase Checklist.

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Environmental Health Unit Leader

Responsibilities:

1.   Assess the status and availability of potable water within the County

2.   Assess the status of the sanitation system within the County.

3.   Inspect and assess emergency supplies such as foodstuffs and other consumables for purity and utility.

4.   Inspect and assess emergency cooking facilities for purity and utility.

5.   Supervise the Environmental Health Unit.

Activation Phase:

☐   Follow generic Activation Phase Checklist.

Operational Phase:

☐   Establish and maintain a position log and other necessary files.

☐   Coordinate with the Reconnaissance Unit Leader to determine current status of water and sanitation systems.

☐   If systems are damaged, assess drinking water quality and potential health risks from ruptured sewer/sanitation systems.

☐   Inspect cooking facilities at mass care & shelter locations, operation centers, and other temporary/emergency locations as needed.

☐   Inform the Human Services Branch Coordinator on all activities of the Environmental Health Unit periodically during the operational period, or as requested.

☐   Refer all contacts with the media to the Public Information Officer.

Demobilization Phase:

☐   Follow the generic Demobilization Phase Checklist.

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Agriculture Branch Coordinator

Responsibilities:

1. Coordinate directly with the Health Branch on contributing issues of Public Health and Environmental Health Emergencies.

2. Coordinate directly with the Public Works Branch and Law Branch on access issues regarding removal/rescue of animals/livestock, farm equipment, pesticides and fertilizers.

3. Coordinate with appropriate Federal, State and Local Agencies in the event of an outbreak of a highly contagious or economically devastating animal/zoonotic disease.

4. Coordinate with appropriate Federal, State and Local Agencies in the event of an outbreak of a highly infective exotic plant disease or an economically devastating plant pest infestation.

5. Provide agriculture information as needed to Emergency Operations Director.

6. Request Mutual Aid as needed.

7. Supervise the Agriculture Branch.

Activation Phase:

☐ Follow generic Activation Phase Checklist.

☐ Based on the situation, activate the necessary Units within the Agricultural Branch:

  ☐ Animal Control Unit   ☐ Agricultural Analysis Unit

☐ Provide an initial situation report to the Operations Section Chief.

☐ Based on the initial Sutter County/OA EOC strategic objectives prepare objectives for the Agriculture Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting.

Operational Phase:

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

☐ Maintain current status on agricultural operations being conducted in the County/OA.

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

☐   Ensure coordination of all activities as required.

☐   Coordinate with the Liaison Officer to request an Agency Representative from the animal/veterinary/wildlife agencies as needed.

☐   Coordinate veterinary and wildlife services in affected areas

☐   Coordinate the response to a Bio-hazardous event, the decontamination and/or destruction of animals and plants as well as associated facilities (e.g., barns, processing equipment, soil, and feeding and growing areas) may be required

☐   Determine animal/livestock nutritional assistance needs, obtain appropriate food supplies, and arrange for transportation for food supplies.

☐   Determine need for Agriculture Mutual Aid.

☐   On a regular basis, complete and maintain the Agriculture Status Reports (*utilizing RIMS 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 Agriculture Branch for the subsequent Operations period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning Meeting.

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

Demobilization Phase:

☐   Follow the generic Demobilization Phase Checklist.

Agriculture Analysis Unit Leader

Responsibilities:

1. Assess the nature of agriculture field operations and provide information to the Agriculture Branch Coordinator/EOC as needed.

2. Assess the need for agriculture mutual aid and coordinate through Agriculture Branch Coordinator and Liaison Officer as needed.

3. Assess the need for an agriculture response/recovery plan for the affected disaster area(s) within the County.

4. Supervise the Agriculture Analysis Unit.

Activation Phase:

☐ Follow generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain a position log and other necessary files.

☐ Assist with disease response, coordinate with Public/Environmental Health, review data, and recommend appropriate response actions to Agriculture Branch Coordinator.

☐ Prepare information for release to authorities/media/public regarding agriculture fields operation/analysis and provide to Sutter County/OA EOC for dissemination.

☐ Inform the Agriculture Branch Coordinator on all activities of the Agriculture Analysis Unit periodically during the operational period, or as requested.

☐ Refer all contacts with the media to the Public Information Officer.

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

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Animal Control Unit Leader

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

Responsibilities:

1. Assess the nature of animal control operations and provide information to the Agriculture Branch Coordinator/EOC as needed.

2. Assess the need for animal care/rescue/evacuation and coordinate assistance/coverage with the appropriate animal care and shelter organization as required.

3. Assess the need for an animal control plan for the affected disaster area(s) within the County.

4. Supervise the Animal Control Unit.

Activation Phase:

☐ Follow generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain a position log and other necessary files.

☐ Assess the need for access controls or procedures regarding an animal/livestock care/rescue/evacuation operation and make appropriate recommendations.

☐ Provide oversight to agencies (private and public) providing assistance and resources to animal/livestock care/rescue/evacuation operations and take appropriate actions to ensure protection of life and property in accordance with current operational guidance.

☐ As the Operational Area Animal Coordinator, coordinate animal care/rescue/evacuation operations with identified animal care/rescue organizations.

☐ Prepare information for release to authorities/media/public regarding animal control and provide to Sutter County/OA EOC for dissemination.

☐ Inform the Agriculture Branch Coordinator on all activities of the Animal Control Unit periodically during the operational period, or as requested.

☐ Refer all contacts with the media to the Public Information Officer.

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

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PLANNING & INTELLIGENCE SECTION

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Planning/Intelligence Section Chief

Responsibilities:

1. Ensure that the following responsibilities of the Planning/Intelligence Section are addressed as required:

    *   Collecting, analyzing, and displaying situation information,
    *   Preparing periodic Situation Reports,
    *   Preparing and distributing the EOC Action Plan and facilitating the Action Planning meeting,
    *   Conducting Advance Planning activities and report,
    *   Providing technical support services to the various EOC sections and branches, and
    *   Documenting and maintaining files on all EOC activities.

2. Establish the appropriate level of organization for the Planning/Intelligence Section.

3. Exercise overall responsibility for the coordination of branch/unit activities within the section.

4. Keep the EO Director informed of significant issues affecting the Planning/Intelligence Section.

5. In coordination with the other Section Chiefs, ensure that Branch Status Reports are completed and utilized as a basis for Situation Status Reports, and the EOC Action Plan.

6. Supervise the Planning/Intelligence Section.

Activation Phase:

☐   Follow the generic Activation Phase Checklist.

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

☐   Based on the situation, activate units within section as needed and designate Unit Leaders for each element:

    ☐ Situation Analysis/Status Unit   ☐ Advance Planning Unit
    ☐ Documentation Unit   ☐ Technical Services Unit
    ☐ Resource/Demobilization Unit   ☐ GIS/Mapping Unit

☐   Request additional personnel for the section as necessary to maintain a 24-hour operation.

☐ Meet with Operations Section Chief; obtain and review any major incident reports.

☐ Review responsibilities of branches in section; develop plans for carrying out all responsibilities.

☐ Make a list of key issues to be addressed by Planning/Intelligence; in consultation with section staff, identify objectives to be accomplished during the initial Operational Period.

☐ Keep the EO Director informed of significant events.

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

Operational Phase:

☐ Ensure that Planning/Intelligence position logs and other necessary files are maintained.

☐ Ensure that The Situation Analysis/Status Unit is maintaining current information for the situation status report.

☐ Ensure that major incidents reports and branch status reports are completed by the Operations Section and are accessible by Planning Intelligence.

☐ Ensure that a situation status report is produced and distributed to EOC Sections/Director and, once approved, to the Region 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 EO Director's Action Planning meetings approximately two hours before the end of each operational period.

☐ Ensure that objectives for each section are completed, collected, and posted in preparation for the next Action Planning meeting.

☐ Ensure that the EOC Action Plan is completed and distributed prior to the start of the next operational period.

☐ Work closely with each branch/unit within the Planning/Intelligence Section to ensure the section objectives, as defined in the current EOC Action Plan are being addressed.

☐ Ensure that the Advance Planning Unit develops and distributes a report which highlights forecasted events or conditions likely to occur beyond the forthcoming operational period; particularly those situations which may influence the overall strategic objectives of the County/OA EOC.

☐ Ensure that the Documentation Unit maintains files on all EOC activities and provides reproduction and archiving services for the EOC, as required.

☐ Provide technical services, such as energy advisors and other technical specialists to all EOC sections as required.

☐ Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section.

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

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Situation Analysis/Status Unit leader

Responsibilities:

1. Oversee the collection, organization, and analysis of disaster situation information.

2. Ensure that information collected from all sources is validated prior to posting on status boards.

3. Ensure that situation status reports are developed utilizing **RIMS**, for dissemination to County/OA EOC staff and to the Region EOC as required/requested.

4. Ensure that an EOC Action Plan is developed (utilizing **RIMS**) for each operational period, based on objectives developed by each EOC Section.

5. Ensure that all maps, status boards and other displays contain current and accurate information.

6. Supervise Situation Analysis/Status Unit.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

☐ Ensure there are adequate staff available to collect and analyze incoming information, maintain the Situation Status Report on RIMS, and facilitate the Action Planning process.

☐ Prepare Situation Analysis Unit objectives for the initial Action Planning meeting.

Operational Phase:

☐ Ensure position logs and other necessary files are maintained.

☐ Oversee the collection and analysis of all event/or disaster related information.

☐ Oversee the preparation and distribution of the Situation Status Report (*utilizing RIMS*). Coordinate with the Documentation Unit for manual distribution and reproduction as required.

☐ Ensure that each EOC Section provides the Situation Analysis Unit with Branch Status Reports, *(utilizing RIMS)*, on a regular basis.

☐ Meet with the Lead 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.

☐   Convene and facilitate the Action Planning meeting following the meeting process guidelines in **section 3 of this annex**.

☐   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, sit stat reports, etc.)

☐   Following the meeting, ensure that the Documentation Unit publishes and distributes the Action Plan prior to the beginning of the next operational period.

☐   Ensure that adequate staff are assigned to maintain all maps, status boards and other displays.

Demobilization Phase:

☐   Follow the generic Demobilization Phase Checklist.

Documentation Unit Leader

Responsibilities:

1.   Collect, organize and file all completed event or disaster related forms, to include: all EOC position logs, situation status reports, EOC Action Plans and any other related information, just prior to the end of each operational period.

2.   Provide document reproduction services to EOC staff.

3.   Distribute the Sutter County/OA EOC situation status reports, EOC Action Plan, and other documents, as required.

4.   Maintain a permanent electronic archive of all situation reports and Action Plans associated with the event or disaster.

5.   Assist the EO Advisor in the preparation and distribution of the After-action Report.

6.   Supervise the Documentation Unit.

Activation Phase:

☐   Follow the generic Activation Phase Checklist.

Operational Phase:

☐   Maintain a position log.

☐   Meet with the Planning/Intelligence Section Chief to determine what EOC materials should be maintained as official records.

☐   Meet with the Recovery Unit Leader to determine what EOC materials and documents are necessary to provide accurate records and documentation for recovery purposes.

☐   Initiate and maintain a roster of all activated EOC positions to ensure that position logs are accounted for and submitted to the Documentation Unit at the end of each shift.

☐   Reproduce and distribute the Situation Status Reports and Action Plans. Ensure distribution is made to the Region/State EOC.

☐   Keep extra copies of reports and plans available for special distribution as required.

☐   Set up and maintain document reproduction services for the EOC.

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

Advance Planning Unit Leader

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 event or disaster; particularly issues which might modify the overall strategic EOC objectives.

3.   Provide periodic briefings for the EO Director and General Staff addressing Advance Planning issues.

4.   Supervise the Advance Planning Unit.

Activation Phase:

☐   Follow the generic Activation Phase Checklist.

Operational Phase:

☐   Maintain a position log.

☐   Monitor the current situation report to include recent updates.

☐   Meet individually with the general staff and determine best estimates of the future direction & outcomes of the event or disaster.

☐   Develop an Advance Plan identifying future policy related issues, social and economic impacts, significant response or recovery resource needs, and any other key issues likely to affect EOC operations within a 36 to 72 hour time frame.

☐   Submit the Advance Plan to the Planning Intelligence Chief for review and approval prior to conducting briefings for the General Staff and EO Director.

☐   Review Action Planning objectives submitted by each section for the forthcoming operational period. In conjunction with the general staff, recommend a transition strategy to the EO Director when EOC activity shifts predominately to recovery operations.

Demobilization Phase:

☐   Follow the generic Demobilization Phase Checklist.

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Technical Services Unit Leader

Responsibilities:

1.   Provide technical observations and recommendations to the County/OA EOC in specialized areas, as required.

2.   Ensure that qualified specialists are available in the areas required by the particular event or disaster.

3.   Supervise the Technical Services Unit.

Activation Phase:

☐   Follow the generic Activation Phase Checklist.

Operational Phase:

☐   Maintain a position log and other necessary files.

☐   Coordinate with the Logistics Section to ensure that technical staff are located and mobilized.

☐   Assign technical staff to assist other EOC Sections in coordinating specialized areas of response or recovery.

☐   Assign technical staff to assist the Logistics Section with interpreting specialized resource capability and requests.

Demobilization Phase:

☐   Follow the generic Demobilization Phase Checklist.

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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 personnel assigned to the Demobilization Unit.

Activation Phase:

☐   Follow the generic Activation Phase Checklist.

Operational Phase:

☐   Monitor the current situation report to include recent updates.

☐   Meet individually with the general staff and administer the section worksheet for the Demobilization Plan.

☐   Meet with the EO Director and administer the EO Director's worksheet for the Demobilization Plan.

☐   Utilizing the worksheets, develop a draft Demobilization Plan and circulate to the EOC Director and General Staff for review.

☐   Finalize the Demobilization Plan for approval by the EO Director.

☐   Demobilization planning must occur at least once during the operational period for as long as EOC Sections are formally staffed.

☐   Advise all Section Chiefs to ensure that demobilized staff complete all reports, time   sheets, and exit surveys in coordination with the personnel unit prior to leaving the   EOC.

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<u>LOGISTICS SECTION</u>

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Logistics Section Chief

Function Description:

The Logistics Section provides facilitie**s**, 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, EOC 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 EOC Director.

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

Responsibilities:

1.   Ensure the Logistics function is carried out in support of the EOC. This function includes providing communication services, resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services as required.

2.   Establish the appropriate level of branch and/or unit staffing within the Logistics Section, to support operational area and county 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 activated Incident Commands within the County.

5.   Keep the EOC Director informed of all significant issues relating to the Logistics Section.

6.   Supervise the Logistics Section.

Activation Phase:

☐   Follow the generic Activation Phase Checklist. Review Job Action Sheet (JAS), if available.

☐   Ensure the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.

☐   Based on the situation, activate branches/units within section *as needed* and designate Branch and Unit Leaders for each element:

☐ **Service Branch**	☐ Communications Unit	☐ Info Systems Unit
☐ **Support Branch**	☐ Transportation Unit	☐ Facilities Unit
☐ Supply Unit	☐ Resource Status Unit	☐ Personnel Unit

☐   Mobilize sufficient section staffing for 24 hour operations.

☐ Establish communications with the Logistics Section at the Local DOC/EOC if activated.

☐ Advise Branches and Units within the section to coordinate with appropriate branches in the Operations Section to prioritize and validate resource requests from Incident Command Posts in the field. ***This should be done prior to acting on the request.***

☐ Meet with the EOC Director and General Staff and identify immediate resource needs.

☐ Meet with the Finance/Administration Section Chief and determine level of purchasing authority for the Logistics Section.

☐ Assist Branch and Unit Leaders in developing objectives for the section as well as plans to accomplish their objectives within the first operational period, or in accordance with the Action Plan.

☐ Provide periodic Section Status Reports to the EOC Director.

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

Operational Phase:

☐ Ensure that Logistic Section position logs and other necessary files are maintained.

☐ Meet regularly with section staff and work to reach consensus on section objectives for forthcoming operational periods.

☐ Provide the Planning/Intelligence Section Chief with the Logistics Section objectives at least 30 minutes prior to each Action Planning meeting.

☐ Attend and participate in EOC Action Planning meetings.

☐ Ensure that the 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 EOC responsible resources are tracked and accounted for, as well as resources ordered through Mutual Aid.

☐ Provide section staff with information updates as required.

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

Service Branch Coordinator

Function Description:

The Service Branch provides for the coordination of operational area agencies and communications services to meet incident, EOC or agency needs. These services will include electronic information processing, telephone, fax, and radio. The Branch also provides internal and external communications services to meet and support EOC operating requirements. Provide personnel resources as requested in support of the EOC and Field Operations.

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

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 a communications link is established with all activated EOCs in the Operational Area.

3.   Determine specific computer requirements for all EOC positions.

4.   Implement agreed upon messaging system, 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 which identifies all systems in use and lists specific frequencies allotted for the event or disaster.

7.   Ensure staffing levels are met in support of EOC operations.

8.   Supervise the Service Branch.

Activation Phase:

☐   Follow the generic Activation Phase Checklist. Review Job Action Sheet (JAS), if available.

☐   Based on the situation, activate the necessary units within the Service Branch:

    ☐ Communications Unit   ☐ Information Systems Unit
    ☐ Personnel Unit   ☐ Other _____

☐ Prepare objectives for the Service Branch; provide them to the Logistics Section Chief prior to the initial Action Planning meeting.

Operational Phase:

☐ Ensure that services branch position logs and other necessary files are maintained.

☐ Keep all sections informed of the status of communications systems, particularly those that are being restored.

☐ Coordinate with all EOC sections/branches/units regarding the use of all communication systems.

☐ Ensure that an EOC Communications Center is activated to receive and direct all event or disaster related communications to appropriate destinations within the EOC.

☐ Ensure that adequate communications operators are mobilized to accommodate each discipline on a 24-hour basis or as required.

☐ Ensure that CalEOC information links, if available, are established with area EOCs.

☐ Ensure that communications links are established with activated EOC within the Operational Area, as appropriate.

☐ Continually monitor the operational effectiveness of EOC communications systems. Provide additional equipment as required.

☐ Ensure that technical personnel are available for communications equipment maintenance and repair.

☐ Mobilize and coordinate amateur radio resources to augment primary communications systems as required.

☐ Keep the Logistics Section Chief informed of the status of communications systems.

☐ Prepare objectives for the Service Branch; provide them to the Logistics Section Chief prior to the next Action Planning meeting.

☐ Refer all contacts with the media to the EOC Public Information Officer.

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

Communications Unit Leader

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

Responsibilities:

1.   Install, activate, and maintain telephone and radio systems for the Sutter County Operational Area EOC.

2.   Assist EOC positions in determining appropriate numbers of telephones and other communications equipment required to facilitate operations.

3.   Acquire radio frequencies as necessary to facilitate operations.

4.   Assign Amateur Radio Operators as needed to augment primary communications networks.

5.   Supervise the EOC Communications Center and the Communications Unit.

Activation Phase:

☐   Follow the generic Activation Phase Checklist. Review Job Action Sheet (JAS), if available.

Operational Phase:

☐   Establish and maintain a position log and other necessary files.

☐   Continually monitor and test the activated radio and telephone systems. Keep the Service 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/Units to ensure that their radio frequencies are adequate. Make modifications as necessary to maintain their operational capability.

☐   Coordinate with area EOCs to obtain portable telephone banks, as necessary.

☐   Refer all contacts with the media to the EOC Public Information Officer.

Demobilization Phase:

☐   Follow the generic Demobilization Phase Checklist.

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Personnel Unit Leader

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

Responsibilities:

1. Provide personnel resources as requested in support of the EOC and Field Operations.

2. Identify, recruit and register volunteers as required.

3. Develop an EOC organization chart.

4. Supervise the Personnel Unit.

Activation Phase:

☐   Follow the generic Activation Phase Checklist. Review Job Action Sheet (JAS), if available.

Operational Phase:

☐   Establish and maintain personal log and other necessary files.

☐   In conjunction with the Documentation Unit, develop a large poster size EOC organization chart depicting each activated position. Upon check in, indicate the name of the person occupying each position on the chart. The chart should be posted in a conspicuous place, accessible to all EOC personnel.

☐   Coordinate with the Liaison Officer and Safety Officer to ensure that all EOC staff to include volunteers, receive a current situation and safety briefing upon check-in.

☐   Establish communications with volunteer agencies and other organizations that can provide personnel resources.

☐   Coordinate with the Sutter County Operational Area EOC to activate the Emergency Management Mutual Aid System (EMMA), if required.

☐   Process all incoming requests for personnel support. Identify the number of personnel, special qualifications or training, where they are needed and the person or unit they should report to upon arrival. Determine the estimated time of arrival of responding personnel, and advise the requesting parties accordingly.

☐   Maintain a status board or other reference to keep track of incoming personnel resources.

☐   Coordinate with the Liaison Officer and Security Officer to ensure access, badging or identification, and proper direction for responding personnel upon arrival at the EOC.

☐   To minimize redundancy, coordinate all requests for personnel resources from the field level through the EOC Operations Section *prior to acting on the request*.

☐ In coordination with the Safety Officer, determine the need for crisis counseling for emergency workers; acquire mental health specialists as needed.

☐ Arrange for 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.

☐ Keep the Service Branch Coordinator/Logistics Section Chief informed of significant issues affecting the Personnel Unit.

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

Information Systems Unit Leader

Responsibilities:

1.   Install, activate, and maintain information systems for the EOC.

2.   Assist EOC positions in determining appropriate types and numbers of computers and computer applications required to facilitate operations.

3.   Ensure CalEOC, or appropriate messaging system, is accessible from on all computers for internal information management to include message and e-mail systems.

4.   Supervise the Information Systems Unit.

Activation Phase:

☐   Follow the generic Activation Phase Checklist. Review Job Action Sheet (JAS), if available.

Operational Phase:

☐   Establish and maintain a position log and other necessary files.

☐   Continually monitor and test CalEOC if available, and ensure automated information links with the Operational Area EOC are maintained.

☐   Keep the Service Branch Coordinator informed of system failures and restoration activities.

☐   Develop instructional guidance for use of computers and computer programs such as CalEOC or CAHAN. Be prepared to conduct training sessions for EOC staff as necessary.

☐   Request additional computer equipment as required through the Service Branch Coordinator.

Demobilization Phase:

☐   Follow the generic Demobilization Phase Checklist.

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Support Branch Coordinator

Responsibilities:

1. Ensure transportation, facility, and procurement resources and services are provided to EOC staff as required.

2. Oversee the request for resources within the EOC.

3. Ensure that a rapport is established with the State Inland Region EOC (REOC).

4. Supervise the Resource Branch.

Activation Phase:

☐   Follow the generic Activation Phase Checklist. Review Job Action Sheet (JAS), if available.

☐   Based on the situation, activate the necessary units within the Support Branch:

     ☐ Transportation Unit   ☐ Resource Status Unit
     ☐ Supply Unit   ☐ Other _____
     ☐ Facilities Unit   ☐ Other _____

☐   Prepare objectives for the Support Branch; provide them to the Logistics Section Chief prior to the initial Action Planning meeting.

Operational Phase:

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

☐   Keep all sections informed of the status of the requested resources, particularly those that are critical.

☐   Coordinate with all EOC sections/branches/units regarding the request of resources.

☐   Ensure that links are established with activated EOC within the Operational Area and the REOC, as appropriate.

☐   Continually monitor the operational effectiveness of EOC resource request.

☐   Keep the Logistics Section Chief informed of the status of the resource requests.

☐   Prepare objectives for the Resource; provide them to the Logistics Section Chief prior to the next Action Planning meeting.

☐   Refer all contacts with the media to the EOC/EOC Public Information Officer.

Demobilization Phase:

☐   Follow the generic Demobilization Phase Checklist.

Transportation Unit Leader

Responsibilities:

1.   In coordination with the Sutter County General Services Department or EOC Public Works Branch Coordinator, and the EOC/EOC Situation Analysis Unit, develop a transportation plan to support EOC/EOC operations.

2.   Arrange for the acquisition or use of required transportation resources.

3.   Supervise the Transportation Unit.

Activation Phase:

☐   Follow the generic Activation Phase Checklist. Review Job Action Sheet (JAS), if available.

Operational Phase:

☐   Establish and maintain a position log and other necessary files.

☐   Routinely coordinate with the Situation Analysis Unit to determine the status of transportation routes in and around the County.

☐   Routinely coordinate with the Sutter County General Services Department or OA EOC Public Works 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/Logistics Section Chief informed of significant issues affecting the Transportation Unit.

Demobilization Phase:

☐   Follow the generic Demobilization Phase Checklist.

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Supply 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 Unit.

Activation Phase:

☐   Follow the generic Activation Phase Checklist. Review Job Action Sheet (JAS), if available.

Operational Phase:

☐   Establish and maintain a position log and other necessary files.

☐   Determine if requested types and quantities of supplies and materiel are available in county inventory.

☐   Determine procurement spending limits with the Purchasing Unit in Finance/Administration. Obtain a list of pre-designated emergency purchase orders as required.

☐   Whenever possible, meet personally with the requesting party to clarify types and   amount   of supplies and materiel, and also verify that the request has not been previously filled through another source.

☐   In conjunction with the Resource Status Unit, maintain a status board or other reference depicting procurement actions in progress and their current status.

☐   Determine if the procurement item can be provided without cost from another jurisdiction or through the Operational Area.

☐   Determine unit costs of supplies and 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.

☐ Coordinate donated goods and services from community groups and private organizations. Set up procedures for collecting, inventorying, and distributing usable donations.

☐ Keep the Support Branch Coordinator/Logistics Section Chief informed of significant issues affecting the Supply/Procurement Unit.

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

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.

Activation Phase:

☐ Follow the generic Activation Phase Checklist. Review Job Action Sheet (JAS), if available.

Operational Phase:

☐ Establish and maintain a position log and other necessary files.

☐ Work closely with the EOC Coordinator and other sections in determining facilities and furnishings required for effective operation of the EOC.

☐ Coordinate with branches and units in the Operations Section to determine if assistance with facility acquisition and support is needed at the field level.

☐ Arrange for continuous maintenance of acquired facilities, to include ensuring that utilities and restrooms are operating properly.

☐ If facilities are acquired away from the EOC, coordinate with assigned personnel and designate a Facility Manager.

☐ Develop and maintain a status board or other reference which depicts the location of each facility; a general description of furnishings, supplies and equipment at the site; hours of operation, and the name and phone number of the Facility Manager.

☐ Ensure all structures are safe for occupancy and that they comply with ADA requirements.

☐ As facilities are vacated, coordinate with the facility manager to return the location to it's 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/Logistics Section Chief informed of significant issues affecting the facilities unit.

Demobilization Phase:

☐   Follow the generic Demobilization Phase Checklist.

Resource Status Unit Leader

Responsibilities:

1.   Coordinate with the other units in the Logistics Section to capture and centralize resource status information.

2.   Develop and maintain resource status boards in the Logistics Section.

3.   Supervise the Resource Status Unit.

Activation Phase:

☐   Follow the generic Activation Phase Checklist. Review Job Action Sheet (JAS), if available.

Operational Phase:

☐   Establish and maintain a position log and other necessary files.

☐   Coordinate with all units in the Logistics Section particularly 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:

☐   Follow the generic Demobilization Phase Checklist.

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County of Sutter

County/Operational Area

EOC

Position Checklists

FINANCE & ADMINISTRATION SECTION

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Finance/Administration Section Chief

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

Responsibilities:

1. Ensure that all financial records are maintained throughout the event or disaster.

2. Ensure that all on-duty time is recorded for all County emergency response personnel.

3. Ensure that all on-duty time sheets are collected from Field Level Supervisors or Incident Commanders and their staffs.

4. Ensure there is a continuum of the payroll process for all County employees responding to the event or disaster.

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.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

☐ Ensure that the Finance/Administration Section is set up properly and that appropriate personnel, equipment, and supplies are in place.

☐ Based on the situation, activate units within section as needed and designate Branch Coordinators for each element:

    ☐ Time Keeping Unit   ☐ Compensation & Claims Unit
    ☐ Purchasing Unit   ☐ Recovery Unit

☐ Ensure that sufficient 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 Logistics Section.

☐ Meet with all Unit Leaders and ensure that responsibilities are clearly understood.

☐ In conjunction with Unit Leaders, determine the initial Action Planning objectives for the first operational period.

☐ Notify the EO Director when the Finance/Administration Section is operational.

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

Operational Phase:

☐ Ensure that Finance/Administration position logs and other necessary files are maintained.

☐ Ensure that displays associated with the Finance/Administrative Section are current, and that information is posted in a legible and concise manner.

☐ Participate in all Action Planning meetings.

☐ Brief all Unit Leaders and ensure they are aware of the EOC objectives as defined in the Action Plan.

☐ Keep the EO Director, General Staff, and elected officials aware of the current fiscal situation and other related matters, on an on-going basis.

☐ Ensure that the Recovery Unit maintains all financial records throughout the event or disaster.

☐ Ensure that the Time Keeping Unit tracks and records all agency staff time.

☐ In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.

☐ Ensure that the Compensation & Claims Unit processes all workers' compensation claims, resulting from the disaster, in a reasonable time-frame, given the nature of the situation.

☐ Ensure that the Time-Keeping Unit processes all time-sheets and travel expense claims promptly.

☐ Ensure that the Finance/Administration Section provides administrative support to other EOC Sections as required.

☐   Ensure that all recovery documentation is accurately maintained by the Recovery Unit during the response, and submitted on the appropriate forms to Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.

Demobilization Phase:

☐   Follow the generic Demobilization Phase Checklist.

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Time Keeping Unit Leader

Responsibilities:

1.   Track, record, and report all on-duty time for personnel working during the event or disaster.

2.   Ensure that personnel time records, travel expense claims and other related forms are prepared and submitted to county budget and payroll office.

4.   Supervise the time keeping unit.

Activation Phase:

☐   Follow the generic Activation Phase Checklist.

Operational Phase:

☐   Establish and maintain position logs and other necessary files.

☐   Initiate, gather, or update time reports from all personnel, to include volunteers assigned to each shift; ensure that time records are accurate and prepared in compliance with County policy.

☐   Obtain complete personnel rosters from the Personnel Unit. Rosters must include all EOC Personnel as well as personnel assigned to the field level.

☐   Provide instructions for all supervisors to ensure that time sheets and travel expense claims are completed properly and signed by each employee prior to submitting them.

☐   Establish a file for each employee or volunteer within the first operational period; to maintain a fiscal record for as long as the employee is assigned to the response.

☐   Keep the Finance/Administration Section Chief informed of significant issues affecting the Time-Keeping Unit.

Demobilization Phase:

☐   Follow the generic Demobilization Phase Checklist.

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Compensation and Claims Unit Leader

Responsibilities:

1.   Oversee the investigation of injuries and property / equipment damage claims involving the County, arising out of the event or disaster.

2.   Complete all forms required by worker's compensation program.

3.   Maintain a file of injuries and illnesses associated with the event or disaster which includes results of investigations.

4.   Supervise the Compensation and Claims Unit.

Activation Phase:

☐   Follow the generic Activation Phase Checklist.

Operational Phase:

☐   Establish and maintain a position log and other necessary files.

☐   Maintain a chronological log of injuries and illnesses, and property damage reported during the event or disaster.

☐   Investigate all injury and damage claims as soon as possible.

☐   Prepare appropriate forms for all verifiable injury claims and forward them to Workmen's Compensations within the required time-frame consistent with County Policy & Procedures.

☐   Coordinate with the Safety Officer regarding the mitigation of hazards.

☐   Keep the Finance/Administration Chief informed of significant issues affecting the Compensation and Claims Unit.

☐   Forward all equipment or property damage claims to the Recovery Unit.

Demobilization Phase:

☐   Follow the generic Demobilization Phase Checklist.

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Purchasing Unit Leader

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

Responsibilities:

1. Coordinate vendor contracts not previously addressed by existing approved vendor lists.

2. Coordinate with Supply/Procurement Unit on all matters involving the need to exceed established purchase order limits.

3. Supervise the Purchasing Unit.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain position logs and other necessary files.

☐ Review the County's emergency purchasing procedures.

☐ Prepare and sign contracts as needed; obtain concurrence from the Finance/Administration Section Chief.

☐ Ensure that all contracts identify the scope of work and specific site locations.

☐ Negotiate rental rates not already established, or purchase price with vendors as required.

☐ Admonish vendors as necessary, regarding unethical business practices, such as inflating prices or rental rates for their merchandise or equipment during disasters.

☐ Finalize all agreements and contracts, as required.

☐ Complete final processing and send documents to 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.

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

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Recovery Unit Leader

Responsibilities:

1. Collect and maintain documentation of all disaster information for reimbursement from the Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.

2. Coordinate all fiscal recovery with disaster assistance agencies.

3. Prepare and maintain a cumulative cost report for the event or disaster.

4. Supervise the Recovery Unit and <u>all</u> recovery operations.

Activation Phase:

☐   Follow the generic Activation Phase Checklist.

Operational Phase:

☐   Establish and maintain position log and other necessary files.

☐   In conjunction with Budget Office, compute costs for use of equipment owned, rented, donated or obtained through mutual aid.

☐   Obtain information from the Resources Status Unit regarding equipment use times.

☐   Ensure that the Budget Office establishes a disaster accounting system, to include an exclusive cost code for disaster response.

☐   Ensure that each section is documenting cost recovery information from the onset of the event or disaster; collect required cost recovery documentation daily at the end of each shift.

☐   Meet with the Documentation Unit Leader and review EOC Position logs, journals, all status reports and Action Plans to determine additional cost recovery items that may have been overlooked.

☐   Act as the liaison for the County of Sutter EOC, with the county and other disaster assistance agencies; to coordinate the cost recovery process.

☐   Prepare all required state and federal documentation as necessary to recovery all allowable disaster response and recovery costs.

☐ Contact and assist Incident Commanders, and obtain their cumulative cost totals for the event or disaster, on a daily basis.

☐ Prepare and maintain a cost report for the Finance/Administration Chief, EO Director, and City Council. The report should provide cumulative analyses, summaries, and total disaster / event related expenditures for the County.

☐ Organize and prepare records for final audit.

☐ Assist the EO Advisor and Planning/Intelligence Section with preparation of the After-Action Report.

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

Attachment A

25 Questions for Emergency Managers

These questions were developed by State OES and can be found with other tools for Emergency Managers at http://www.oes.ca.gov

O E S CALIFORNIA

**Governor's Office of
Emergency Services**

25 Questions for Emergency Managers

The twenty-five questions for emergency managers is a tool that provides a starting point for organizing response to any type of emergency event. If all the questions are answered, you can be certain that all necessary elements for response will be addressed and those impacted by the event will be helped. Once the questions are answered, then appropriate decision-making can occur which will ensure effective, efficient emergency management processes.

At the onset of an event, these are the kinds of questions the media and public will want answers to. Being able to provide quick succinct answers to these questions will help ensure the public that those involved in the emergency organization responding to the event, know all that is involved, understand the severity of the impact, and how best to manage the response.

The twenty-five questions on the next page may also be used as a starting point for organizing an emergency operations plan. The answers to the questions and who has those answers, delineates who should be involved in the response, and what disciplines should be represented so that management of the event is successful.

25 Questions for Emergency Managers

1. What happened?

2. When did it happen?

3. Where did it happen?

4. What was the cause?

5. What population is affected?

6. How are they affected?

7. How long will they be affected?

8. How many dead?

9. How many injured?

10. How many missing?

11. What is the extent of damage?

12. What is the current impact on government?

13. How did we learn of the incident?

14. When did we respond?

15. Who is in field command?

16. What has been done so far?

17. What is the status of field response?

18. What is the long-term situation?

19. What is the short-term situation?

20. Has mutual aid been requested?

21. What are the emergency PIO requirements?

22. What is the short-term plan?

23. What is the long-term plan?

24. What executive actions or decisions are needed?

25. What is our briefing schedule?

Attachment B
Action Plan

The following is provided as a sample of an Action Plan for an activated EOC. This differs from an Incident Action Plan (ICP) significantly. The ICP is oriented to tactical response and the EOC is oriented to strategic management and support. Therefore, deployed resources are not listed.

Event Name:
This should be for the "event" which can consist of one or more "incidents" that the EOC is supporting (i.e., "Winter Storms, etc.)

Date Prepared: **Time Prepared:**

Operational Period: *There is one Action Plan for each Operational Period. The Action Plan identifies measurable actions to be taken during the Operational Period.*

Jurisdiction Type: City ☐   Special District ☐   Operational Area ☐   Region ☐   State ☐
Other ☐

Map Sketch: *A GIS produced map of the impacted areas is useful.*

Prepared By: *(Should be the P/I Chief or Sit Stat Unit Leader)*
Approved By: *(Should be the EOC Manager)*

Overall Event Priorities

These are more general strategic priorities: Examples ....
Take appropriate action to ensure protection of life safety and property; Maintain communications with the Operational Area; Maintain communications with special districts and non-profit organizations; ensure executive and PIO have current situation status at all times.

Note on Objectives: Keep them short, limited to only what can be accomplished within the Operational Period.

Management Section Objectives

Objectives should be action items such as:
- *Establish Operational Period*
- *Establish staffing pattern for 2-12 hour shifts for week duration.*
- *Maintain communications with all activated DOCs*
- *Establish Public Information press release schedule*
- *Establish special funding limits for duration of the event.*
- *Identify and contact agency representatives to report to the EOC*
- *Establish Management staffing pattern and forward to Logistics.*

Operations Section Objectives

Objectives should be action items such as:
- *Determine the loss of lives and injuries to date.*
- *Identify property damages to date.*
- *Establish appropriate Branches/Units.*
- *Establish a staffing pattern for the duration and forward it to Logistics.*
- *Identify key resource needs beyond mutual aid.*
- *Identify mutual aid received/requested.*

Planning/Intelligence Section Objectives

Objectives should be action items such as:
- *Establish meeting and conference call schedule*
- *Establish reporting schedule.*
- *Establish appropriate Units*
- *Establish staffing pattern for duration and forward to Logistics.*
- *Create initial Situation Report.*
- *Create initial Action Plan.*
- *Identify Technical Specialists needed and forward to Logistics.*

Objectives should be action items such as:
- *Develop staffing pattern for the duration, filling all Section needs.*
- *Establish a process for obtaining, tracking and replenishing resources.*
- *Identify scarce resources and establish processes to purchase, rent or lease.*
- *Establish with Finance/Administration emergency purchasing procedures.*
- *Establish feeding and logistical needs for the EOC and staff.*
- *Establish a communications plan for the EOC.*
- *Establish appropriate Branches and units.*

Finance/Administration Section Objectives

Objectives should be action items such as:
- *Establish cost accounting system to capture all costs associated with event.*
- *Establish a process to tract all personnel costs.*
- *Establish a process to provide Management an up-to-the minute cost of operations.*
- *Establish emergency purchasing limits.*

Organization Assignment List
Management Section

EOC Position	Individual's Name	Department/Agency	Position Phone Number
EOC Director			
Legal Officer			
Emergency Services Coordinator			
Safety Officer			
Public Information Officer			
Security Officer			
Liason Officer			

Operations Section

EOC Position	Individual's Name	Department/Agency	Position Phone Number
Operations Section Chief			
Fire & Rescue Branch Coordinator			
Law Enforcement Branch Coordinator			
Medical/Health Branch Coordinator			
Care & Shelter Branch Coordinator			
Persons With Disabilities Unit			
Animal Care Unit			
Public Works Branch			

Planning/Intelligence Section

EOC Position	Individual's Name	Department/Agency
Planning/Intelligence Section Chief		
Situation Status Unit Leader		
Analysts		
GIS		
Resource Status Unit Leader		
Demobilization Unit Leader		
Recovery		
Technical Specialists		
Damage Assessment Unit Leader		
Advance Planning Unit Leader		

Logistics Section

EOC Position	Individual's Name	Department/Agency
Logistics Section Chief		
Services Branch Coordinator		
Message Unit Leader		
Communications Unit Leader		
Personnel Unit Leader		
Support Branch Coordinator		
Supply Unit Leader		
Facilities Unit Leader		
Transportation Unit Leader		

Finance/Administration Section

EOC Position	Individual's Name	Department/Agency
Finance/Administration Section Chief		
Time Recording Unit Leader		
Compensation & Claims Unit Leader		
Cost Accounting Unit Leader		

Agency	Individual's Name	Section, Branch and/or Unit Assigned to:
Utilities		Operations
American Red Cross		Care and Shelter Branch

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