



City of Moorpark

EMERGENCY OPERATIONS PLAN

2022



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

ACKNOWLEDGMENTS

The following vital documents were used as reference information in compiling this plan:

- FEMA Comprehensive Preparedness Guide (CPG) 101: “Developing and Maintaining Emergency Operations Plans,” 2020 (draft v0.5)
- FEMA Comprehensive Preparedness Guide (CPG) 502: “Considerations for Fusion Center and Emergency Operations Center Coordination” - 2010
- Cal OES: “Local Government Emergency Planning Guidance”
- Cal OES: “SEMS Guidelines” - 2009
- Cal OES: “State of California Emergency Plan” - 2017
- City of Moorpark Emergency Operations Plan – 2015
- City of Moorpark 2000-2005 Safety Element, March 2001
- Technical Background Report for the Safety Element, August 2000
- Ventura County Multi-Hazard Mitigation Plan – 2015 (City of Moorpark is included in this plan)

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INTRODUCTION

FOREWORD

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

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

Each element of the emergency management organization is responsible for assuring the preparation and maintenance of appropriate and current Standard Operating Procedures (SOPs) resource lists and checklists that detail how assigned responsibilities are performed to support implementation of the EOP and to ensure an effective response during a major disaster.

ASSUMPTIONS:

- The City is responsible for emergency activities within the City and will commit available resources to save lives, minimize injury to persons, minimize damage to property and protect the environment.
- The City uses the Incident Command System (ICS), SEMS and NIMS in emergency response operations.
- The Director of Disaster Services is the City Manager or designee and will coordinate the City’s disaster response in conformance with its Municipal Code.
- The City will participate in the Ventura County Operational Area (OA).
- The resources of the City will be made available to other local agencies and residents to cope with disasters affecting this area.
- The City will commit its resources to a reasonable degree before requesting mutual aid assistance.
- Mutual aid assistance will be requested when disaster relief requirements exceed the City’s ability to meet them.

EMERGENCY MANAGEMENT GOALS:

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

ORGANIZATION OF THE EMERGENCY OPERATIONS PLAN (EOP):

- **Part One - Basic Plan.** Overall organizational and operational concepts relative to response and recovery, as well as an overview of potential hazards.
- **Part Two - Emergency Response Organization Functions.** Description of the emergency response organization and emergency action checklists and reference material.

- **Appendices** – A restricted-use document - contains the disaster/emergency organization’s notification numbers, other essential numbers, and secure and sensitive information.
- **Annexes** – Specific Plans that augment the EOP, i.e., Public Safety Power Shutoffs, Disaster Debris Management Plan, Disaster Recovery Plan, and others. To maintain currency, the annexes shall be updated independently of the body of the plan and are considered confidential documents.

ACTIVATION OF THE EOP AND THE EOC:

- On the order of the City Manager or designee as empowered by the City Municipal Code, provided that the existence or threatened existence of a Local Emergency has been proclaimed in accordance with the Code.
- When the Governor has proclaimed a State of Emergency in an area including this jurisdiction.
- Automatically on the proclamation of a State of War Emergency as defined in California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code).
- A Presidential Declaration of a National Emergency.
- Automatically on receipt of an attack warning or the observation of a nuclear detonation.

APPROVAL AND PROMULGATION:

This EOP will be reviewed by all departments/agencies assigned a primary function in the Emergency Responsibilities Matrix (in Part 1, Section 4 of this Plan). The EOP will be submitted to the City Council for review and approval. Upon approval of the City Council, the EOP will be submitted to the Ventura County Sheriff Offices of Emergency Services (Sheriff OES) for a courtesy review.

MAINTENANCE OF EOP:

The EOP will be reviewed annually to ensure that plan elements are valid and current.

The Emergency Management Program Manager is responsible for revising the EOP that will enhance the conduct of response and recovery operations and will prepare, coordinate, publish and distribute any necessary changes to the plan to all City departments and other agencies as shown on the distribution list on page 5 of this EOP.

Legal Counsel to the City will also review documents that provide the legal basis for emergency planning to ensure compliance with SEMS/NIMS requirements and modify, as necessary.

Approval Date: _____

LETTER OF PROMULGATION

TO: OFFICIALS, EMPLOYEES, AND CITIZENS OF THE CITY OF MOORPARK

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

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

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

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

The City Council gives its full support to this plan and urges all officials, employees, and citizens, individually and collectively, to do their share in the whole community emergency effort in the City of Moorpark.

This EOP will become effective on approval by the City Council.

Janice S. Parvin
Mayor
City of Moorpark

DISTRIBUTION LIST

Departments/Agencies Receiving Copies of the EOP:	No. of Copies
Mayor	1
City Council	4
Director of Disaster Services (City Manager)	1
Assistant City Manager	1
City Attorney	1
City Clerk	1
City Engineer/Public Works Director	1
Community Development Director	1
Finance Director	1
Library, City (Catalogued as Reference Volume)	1
EOC	8
Moorpark Police Department (Ventura County Sheriff)	1
Ventura County Fire Protection District	1
Ventura County Operational Area – Ventura County Sheriff's OES	1
TOTAL DISTRIBUTED COPIES	24

DEPARTMENT/AGENCY CONCURRENCE

DEPARTMENT	TITLE	CONTACT NAME
City Attorney	Attorney	Kevin Ennis
City Manager’s Office (Director of Disaster Services)	City Manager	PJ Gagajena
City Manager’s Office	Assistant City Manager	Jonathan Royas
Community Development Department	Director	Douglas Spondello
Finance Department	Director	Hiromi Dever
Human Resources/Risk Management	Human Resources Manager	Carolina Tijerino
Police Department (Department Operations Center)	Chief	Nicholas Odenath
Public Works	City Engineer, Director	Daniel Kim
Parks, Recreation & Community Services	Director	Jeremy Laurentowski
Ventura County Fire Protection Dist.	Battalion Chief	Anthony Occhipinti
Ventura County Sheriff’s Office of Emergency Services	Director	Patrick Maynard

Signatures are on file with City Manager’s Office.

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

PURPOSE

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

SCOPE

This EOP:

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

PHASES OF EMERGENCY MANAGEMENT

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

Preparedness

The preparedness phase involves activities taken in advance of an emergency. These activities develop operational capabilities and effective responses to a disaster/emergency. These actions might include disaster/emergency planning, training and exercises and public education. Those identified in this plan as having either a primary or support mission relative to response and recovery should prepare SOPs and checklists detailing assignments, policies, notification processes, and resource lists. Staff should be acquainted with these SOPs and checklists through periodic training in the activation and execution procedures.

Response

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

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

- Dissemination of accurate and timely emergency public information and warning to the public

- Situation analysis
- Resource allocation and control
- Evacuation and rescue operations
- Medical care operations
- Medical Examiner operations
- Care and shelter operations
- Animal care operations
- Access and perimeter control
- Public health operations
- Restoration of vital services and utilities

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

Depending on the severity of the emergency, a Local Emergency may be proclaimed, the local EOC may be activated, and Ventura County Operational Area will be advised. The Director of California Office of Emergency Services (Cal OES) may request a gubernatorial proclamation of a State of Emergency. Should a State of Emergency be proclaimed, state agencies will, to the extent possible, respond to requests for assistance. These activities will be coordinated with the Cal OES Director.

Cal OES may also activate the State Operations Center (SOC) in Sacramento to support Cal OES Regions, state agencies and other entities in the affected areas and to ensure the effectiveness of the state's SEMS. The State Regional EOC (REOC) in Los Alamitos, or an alternate location, will support the Ventura County Operational Area.

If the Governor requests and receives a Presidential declaration of an Emergency or of a Major Disaster under Public Law 93-288, the Governor will appoint a State Coordinating Officer (SCO). The SCO and an appointed Federal Coordinating Officer (FCO) will coordinate and control state and federal recovery efforts in supporting local operations. All emergency response efforts and initial recovery support may be coordinated by the REOC.

Recovery

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

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

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

Mitigation¹

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

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

PUBLIC AWARENESS AND EDUCATION

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

Pre-disaster awareness and education programs must be viewed as equal in importance to all other preparations for emergencies and receive an adequate level of planning. These programs must be coordinated among local, state, and federal officials to ensure their contribution to emergency preparedness and response operations. Emergency Public Information procedures are addressed in **Part Two, Management Section Support Documentation**.

Use of 2-1-1 Information and Referral Services: The City of Moorpark and the County of Ventura supplement the public information programs with established 2-1-1 information and referral services to increase the public's access to vital emergency-related information, including evacuation routes, shelter locations, road closures, to reduce inappropriate calls to 911 and to make referrals to essential health and social services. The 2-1-1 program improves access to government and non-profit community services for

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

² U.S. Department of Homeland Security *National Incident Management System*, October 2017, pg.66

people who are most at risk, including older adults, people with disabilities, non-English speaking, those incapacitated by the disaster and people new to their communities.

AMERICANS WITH DISABILITIES ACT / DISABILITY, ACCESS, AND FUNCTIONAL NEEDS

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

The California Government Code 8593.3 defines “access and functional needs population” as individuals who have the following conditions:

- Developmental or intellectual disabilities
- Physical disabilities
- Chronic conditions
- Injuries
- Limited English proficiency or who are non-English speaking
- Older adults
- Children
- People living in institutionalized settings
- Those who are low income, homeless, transportation disadvantaged, including those who are dependent on public transit
- Those who are pregnant

The United States Census Bureau, American Community Survey (ACS)³ estimates the following data for the City of Moorpark:

- 6.2% of the population under 65 years of age has a disability
- 13.4% of the population is 65 years of age and older
- 27.1% of the population over 5 years who do not speak English “very well” (limited English Proficiency)
- 23.6% of the population is under 18 years old
- 4.4% of the population are in poverty
- 16.8% of the population are foreign born

The City understands the need to integrate DAFN issues and needs into the EOP to ensure that no segment of the population is marginalized during a disaster. To accommodate the needs of the whole community, planners for the City of Moorpark EOP have augmented the following areas in the EOP to fully address DAFN needs and concerns:

- Notification and warning procedures

³ <https://www.census.gov/quickfacts/moorparkcitycalifornia>, accessed August 16, 2021

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

ADA / DAFN Concept of Operations

Pre-Response Actions

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

- Develop a general understanding of the City's DAFN populations, their distribution throughout the City and their general needs.
- Work with City Public Information Officer (PIO) to ensure methods used for alert and warning are accessible to persons with hearing, speech, and vision disabilities, as well as non-English speaking persons.
- Work with the Transportation Unit Leader to ensure plans are in place with public and private providers of accessible transportation to assist, as needed, with the evacuation of persons with disabilities, access, and functional needs, including identification of a mechanism to track equipment when life safety requires separation of the equipment from the owner during evacuation.
- Assist the PIO to develop preparedness and pre-scripted emergency messages and associated communication methods that are appropriate for all elements of the access and functional needs community.
- In conjunction with the Care and Shelter Coordinator and the ARC, review existing potential shelter sites regarding compliance with ADA requirements, (access, signage, etc.).
- Identify shelters that have access to electricity, or emergency generators for people with disabilities who may need such support for battery-powered wheelchairs, respirators, light computers, and other such electronic assistance devices.
- Identify sources for support resources such as durable medical equipment (i.e., wheelchairs, walkers, and canes), personal hygiene supplies, skilled staff (such as translators, persons who can assist with activities of daily living, etc.).
- Ensure policies and procedures have been developed for the assessment of need and approval for replacement of medication and durable medical equipment (including equipment repair).
- Ensure language has been incorporated or changed in policy and procedure revisions that allows for service/companion animals in shelters.

Response Actions

The EOC Coordinator / Liaison Officer is the leader for the DAFN in the Care and Shelter Branch of the Operations Section in the City EOC. Since DAFN considerations are included in so many aspects of an

emergency response, the EOC Coordinator / Liaison Officer will be working in coordination with many of the City EOC representatives. The EOC Coordinator / Liaison Officer is responsible for ensuring that DAFN are planned for and have the same services available to them as the rest of the community.

Coordination will take place on a variety of levels including, but not limited to:

- Public Information Officer - Work to provide approved messages that are accessible to all sectors within the DAFN population, including the persons that are hearing and sight impaired and those who require messages in a different language.
- Care and Shelter - Work to accommodate DAFN in the shelter locations, ensuring that medical and health services are available, including access to medications, medical supplies, counseling, translation services, etc.
- Care and Shelter/Animal Services - Work to address the needs of service animals that are serving evacuees of the DAFN population. (Service animals are allowed in approved shelters and will be accommodated for through coordination with the Care and Shelter Branch.)
- Logistics Section - Transportation - Work to address the access and transportation needs of DAFN, including the use of paratransit companies, vehicles, and equipment. The Transportation Coordinator and the EOC Coordinator / Liaison Officer will work closely together during evacuation operations.
- Logistics Section - Procurement - Work to coordinate the procurement and purchasing of DAFN equipment and supplies. A large portion of efforts will be focused on transportation and care and shelter operations.
- Volunteer/Service Representatives - Work with volunteer representatives and their respective organizations to address the needs of DAFN.

Post-Response Actions

Post-response actions will include initial damage assessment, continuation of public services for the disabilities, access, and functional needs population. Many of the services will need to be provided in the response phase, as well as the recovery phase. Entities that were needed to provide services to meet the immediate disaster needs will implement their respective continuity plans to continue services following the initial response.

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

- Households with children should understand the school's plan where the children will stay safe, if adults in the household need to shelter in other locations, until the immediate hazard is over.
- Individuals who are deaf or hard of hearing should make sure that they can receive emergency alerts and warnings in an accessible form.
- Individuals who require accessible transportation should work with their local paratransit and disability service providers to make an emergency plan.
- People who speak languages other than English may need to identify sources of alerts and warnings and information about community plans in other languages.
- People without vehicles should know local plans for public transportation and may need to arrange for transportation from local government, organizations or others.
- Households with infants should plan for food and supplies for infants and nursing mothers.

- People with dietary needs should have adequate emergency food supply to meet their needs.
- People who take medications should maintain an adequate supply and copies of their prescriptions.
- People with service animals should work with local emergency management to ensure that their service dog will be admitted to shelters with them during emergencies (as required by law) and should make sure their emergency kit supplies include food and other items for their service animal.
- People who require power for medical or other assistive devices should consider how they will maintain the use of these devices if there is a loss of power. Keep extra batteries for small devices (hearing aids, cell phones for example) and consider obtaining and learning how to use a generator for home use and carrying a charger when away from home, especially when loss of power may jeopardize health or safety.

DISASTER ANIMAL CARE CONSIDERATIONS

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

TRAINING AND EXERCISES

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

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

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

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

The Emergency Management Program Manager will conduct regular training and exercising of EOC staff in the use of this plan and other specific training as required for compliance with both SEMS and NIMS. The Emergency Management Program Manager is also responsible for coordinating, scheduling and documenting the training and exercises

ALERTING AND WARNING

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

Success in saving lives and property depends on the timely dissemination of warning and emergency information to persons in threatened areas. Local government is responsible for warning the populace of the jurisdiction. The City utilizes various modes to alert and warn the community. Special attention is paid to those population groups that may need additional alerting and warning assistance, i.e., persons that are hard of hearing or visually impaired, persons that do not speak English, etc. The various systems are described and the "Emergency Conditions and Warning Actions" through which these systems may be accessed is in **Part Two, Operations Section Support Documentation**.

SECTION TWO - STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

GENERAL

The SEMS has been adopted by the City for managing response to multi-agency and multi-jurisdiction emergencies and to facilitate communications and coordination between all levels of the system and among all responding agencies. California Code of Regulations (CCR), Title 19, Division 2, Chapter 1 establishes the standard response structure and basic protocols to be used in emergency response and recovery.

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

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

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

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

- A local government within the Operational Area activates its EOC and requests activation of the Operational Area EOC to support their emergency operations
- Two or more cities within the Operational Area proclaim a local emergency
- The county and one or more cities proclaim a local emergency
- A city, city and county, or county requests a governor's proclamation of a state of emergency, as defined in the Government Code Section 8558(b)
- A state of emergency is proclaimed by the governor for the county or two or more cities within the Operational Area

- The Operational Area requests resources from outside its boundaries. This does not include resources used in normal day-to-day operations which are obtained through existing mutual aid or auto aid agreements

REGIONAL

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

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

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

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

STATE

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

FEDERAL

Department of Homeland Security

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

Federal Emergency Management Agency

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

SEMS REQUIREMENTS FOR LOCAL GOVERNMENTS

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

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

The requirement to use SEMS includes:

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

CITY'S RESPONSIBILITIES UNDER SEMS

The development of SEMS will be a cooperative effort of all departments and agencies within the City with an emergency response role. The Emergency Management Program Manager has the lead staff responsibility for SEMS development and planning with responsibilities for:

- Communicating information within the City on SEMS requirements and guidelines
- Coordinating SEMS development among departments and agencies
- Identification of all departments and agencies involved in field level response
- Identification of departments and agencies with DOCs
- Coordinating with other local governments, the Operational Area, and volunteer and private agencies on development of SEMS
- Incorporating SEMS into the City's EOP and procedures
- Incorporating SEMS into the City's emergency ordinances, agreements, memorandum of understandings, etc.
- Identification of special districts and their emergency role that operate or provide services within the City. The emergency role of these special districts should be determined, and provisions made for coordination during emergencies
- Identification of local volunteer and private agencies that have an emergency response role. Contacts should be made to develop arrangements for coordination in emergencies

The City will participate in the Ventura County Operational Area and will coordinate and communicate with the Operational Area during emergencies/disasters. All City staff who may participate in emergencies in the EOC, in DOCs, or at the field level must receive appropriate SEMS training as required by SEMS regulations. New staff should be trained as they are hired.

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

SEMS EOC ORGANIZATION

SEMS regulations require local governments to provide for the following five functions in their EOC:

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

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

MAJOR SEMS COMPONENTS

Organization Flexibility - Modular Organization

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

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

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

EOC Action Plans

At local, Operational Area, regional and state levels, the use of EOC Action Plans provide designated staff with knowledge of the objectives to be achieved and the steps required for achievement. Action Plans not only provide direction, but they also serve to provide a basis for measuring achievement of objectives and overall system performance.

Action Planning is an important management tool that involves:

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

The Action Planning process should involve Management and General staff (Operations, Planning, Logistics and Finance Section Coordinators) along with other EOC elements, special district representatives and other agency representatives, as needed. The Planning/Intelligence Section is responsible for coordinating the development of the Action Plan and for facilitation of Action Planning meetings.

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

SEMS COORDINATION

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

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

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

Multi-Agency / Inter-Agency Coordination in the City's EOC

- Emergency response is coordinated at the EOC through:
 - Representatives from the City departments and agencies
 - Representatives from outside agencies including County, special districts, volunteer agencies and private organizations
- Coordination with agencies not represented in the EOC may be accomplished through various methods of communications.

- Involvement in the EOC action planning process is essential for effective emergency management.

Multi-Agency Coordination (MAC) Group

- May be established formally
- Should develop consensus on priorities, resource allocation, and response strategies
- May function within the EOC, at another location or through conference calls—but should remain in contact with the EOC
- EOC Action Plan should incorporate group priorities and objectives
- Group objectives should be implemented through the EOC
- The City of Moorpark may participate with other local governments and agencies in a multi-agency coordination group organized by another local government, Operational Area, or regional level

Coordination with the Field Response Level

Coordination among SEMS levels is clearly necessary for effective emergency response. In a major emergency, the City's EOC may be activated to coordinate the overall response while the ICS is used by field responders. Communication with field personnel will typically be via radio and cell phone, as dictated by the incident either through a DOC or to the appropriate branch in EOC.

Coordination with Ventura County Operational Area Level

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

Ventura County will use an OA Multi-Agency / Inter-Agency Coordination Group (MAC/IACG Group) concept when developing response and recovery operations. When and where possible, the County will include jurisdictional representatives in planning for jurisdictional support.

Coordination with Special Districts

Special districts are defined as local governments in SEMS. The disaster/emergency response role of special districts is generally focused on normal services.

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

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

Special Districts serving the City of Moorpark include:

- Ventura County Watershed Protection District
- Ventura County Waterworks District No. 1
- Moorpark Unified School District
- Ventura County Fire Protection District
- Ventura Regional Sanitation District
- Calleguas Municipal Water District

Coordination with Volunteer and Private Agencies

City EOCs will generally be a focal point for coordination of response activities with many non-governmental agencies. The City's EOC will establish and practice communications with private and volunteer agencies providing services within the city, such as Volunteer Organizations Active in Disaster (VOAD), the American Red Cross, Salvation Army, and Auxiliary Communication Services (ACS).

Agencies that play key roles in the response should have representatives at the EOC. If an agency supports several functions and has only one representative at the EOC, the agency representative should be located at the liaison area. If an agency is supporting one function only, its representative may be located with that functional element. Some agencies may have several personnel participating in functional elements in the EOC. For example, American Red Cross personnel may be part of the staffing for the Care and Shelter element of the EOC.

Agencies that have countywide response roles and cannot respond to numerous city EOCs may be represented at the Operational Area level.

Cities served by many private and volunteer agencies may not be able to accommodate representatives in the EOC from all agencies that have important response roles. Cities should develop alternate means of communicating with these agencies when liaison representation is not practical.

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SECTION THREE - NATIONAL INCIDENT MANAGEMENT SYSTEM

GENERAL

In addition to SEMS, the City recognizes and has incorporated the NIMS into the EOP, training and exercises. NIMS incorporates the use of the ICS.

NIMS COMPONENTS⁴

Fundamentals and Concepts

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

Resource Management

NIMS resource management guidance enables many organizational elements to collaborate and coordinate to systematically manage resources—personnel, teams, facilities, equipment, and supplies. Effective resource management includes leveraging the City’s resources, engaging private sector resources, involving volunteer organizations, and encouraging further development of mutual aid agreements.

This component includes three sections:

- **Resource Management Preparedness** - involves identifying and typing resources; qualifying, certifying, and credentialing personnel; planning for resources; and acquiring, storing, and inventorying resources.
- **Resource Management During an Incident** - The resource management process during an incident includes standard methods to identify, order, mobilize, and track resources
- **Mutual Aid** - Mutual aid involves sharing resources and services between jurisdictions or organizations.

⁴ Federal Emergency Management Agency, *National Management System*, Third Edition, 2017.

Command and Coordination

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

- **The ICS** - ICS is a standardized, on-scene, all-hazard incident management concept.
- **Emergency Operations Centers** - EOCs are locations where staff from multiple agencies typically come together to address imminent threats and hazards and to provide coordinated support to incident command, on-scene personnel, and/or other EOCs. EOCs may be fixed locations, temporary facilities, or virtual structures with staff participating remotely.
- **Multi-Agency Coordination Group** -MAC Groups, sometimes called policy groups, are part of the off-site incident management structure of NIMS. MAC Groups consist of representatives from stakeholder agencies or organizations. They are established and organized to make cooperative multiagency decisions. MAC Groups act as policy-level bodies during incidents, supporting resource prioritization and allocation, and enabling decision making among elected and appointed officials and those responsible for managing the incident (e.g., the Incident Commander). In some instances, EOC staff also carry out this activity.
- **Joint Information System (JIS)** - JISs consist of the processes, procedures, and tools to enable communication to the public, incident personnel, the media, and other stakeholders.

Communications and Information Management

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

- **Communications Management** – Includes communications management practices and considerations such as Standardized Communication Types, Policy and Planning, Agreements, Equipment Standards and Training to assist incident personnel from different disciplines, jurisdictions, organizations and agencies communicate with each other effectively during incidents.
- **Incident Information** – Incident Reports (Situation Reports and Status Reports) enhance situational awareness and help ensure that personnel have easier access to essential information. Incident Action Plans (IAPs) contain the incident objectives that the Incident Commander or Unified Command establishes and address tactics for the planned operational period, generally 12 to 24 hours.
- **Communications Standards and Formats** – NIMS requires the use of Common Terminology, Plain Language, Data Interoperability and the incorporation of technology (radio, telephone system, public warning and notification systems, hardware and software, Geographic Information Systems and social media) as a mechanism to offer increased situational awareness to jurisdictions involved in the incident and/or the public.

SECTION FOUR – CITY OF MOORPARK EMERGENCY MANAGEMENT ORGANIZATION

GENERAL

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

CONCEPT OF OPERATIONS

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

Table 1 EOC Activation Levels

Activation Level		Description	Staffing
3	Enhanced Operations	<ul style="list-style-type: none"> • A situation or threat has developed that requires enhanced monitoring and coordination • Local resources are adequate and available • Local emergency may or may not be proclaimed • Off-duty personnel may be recalled 	<ul style="list-style-type: none"> • Emergency Management Program Manager plus a few essential personnel focused on situational awareness
2	Partial Activation	<ul style="list-style-type: none"> • A situation or threat has developed that requires coordination extending beyond the normal workday • Moderate to severe emergency/disaster wherein local resources are not adequate and mutual aid may be required on a regional or even statewide basis • The EOC should be activated • Off-duty personnel may be recalled • A Local Emergency may be proclaimed and a State of Emergency may be proclaimed 	<ul style="list-style-type: none"> • EOC is partially staffed; limited or partial liaison support and technical specialist (based upon the needs of the incident)
1	Full Activation	<ul style="list-style-type: none"> • Incident of such magnitude that it requires or may require extensive response and recovery efforts and significant resources • A situation or threat has developed that requires 24/7 coordination, monitoring and support 	<ul style="list-style-type: none"> • All General Staff positions activated; including applicable liaison positions • Operations conducted on a 24-hour basis

EMERGENCY MANAGEMENT ORGANIZATION AND RESPONSIBILITIES

The City Manager, who serves as the Director of Disaster Services will direct the City’s Emergency Management Organization (including emergency response and recovery). The Director of Disaster Services may appoint an EOC Director, such as the Assistant City Manager. The Director of Disaster Services is responsible to the City Council per Chapter 2.48 of the City’s Municipal Code and for implementing the City's EOP.

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

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

The City's Emergency Organization Matrix is contained in **Table 2**.

Ventura County Operational Area (See Figure 1)

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

Reporting to the Ventura County Operational Area

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

- Activation of the City EOC
- Proclamation of a Local Emergency (**See Local Emergencies and Proclamations in the Management Support Documentation**)
- Reconnaissance Reports
- City Status Reports
- Initial Damage Estimates
- Incident Reports

Mutual Aid Region Emergency Management

The City of Moorpark is within Cal OES Mutual Aid Region 1 for Fire, Cal OES Region 1a for Law and the Medical Examiner and the Cal OES Southern Administrative Region. The primary mission of Southern Region's emergency management organization is to support Operational Area response and recovery

operations and to coordinate non-law and non-fire Mutual Aid Regional response and recovery operations through the Regional EOC (REOC).

State Emergency Management

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

The State of California Emergency Organization Chart is contained in **Figure 2**.

Figure 1 Ventura County Operational Area

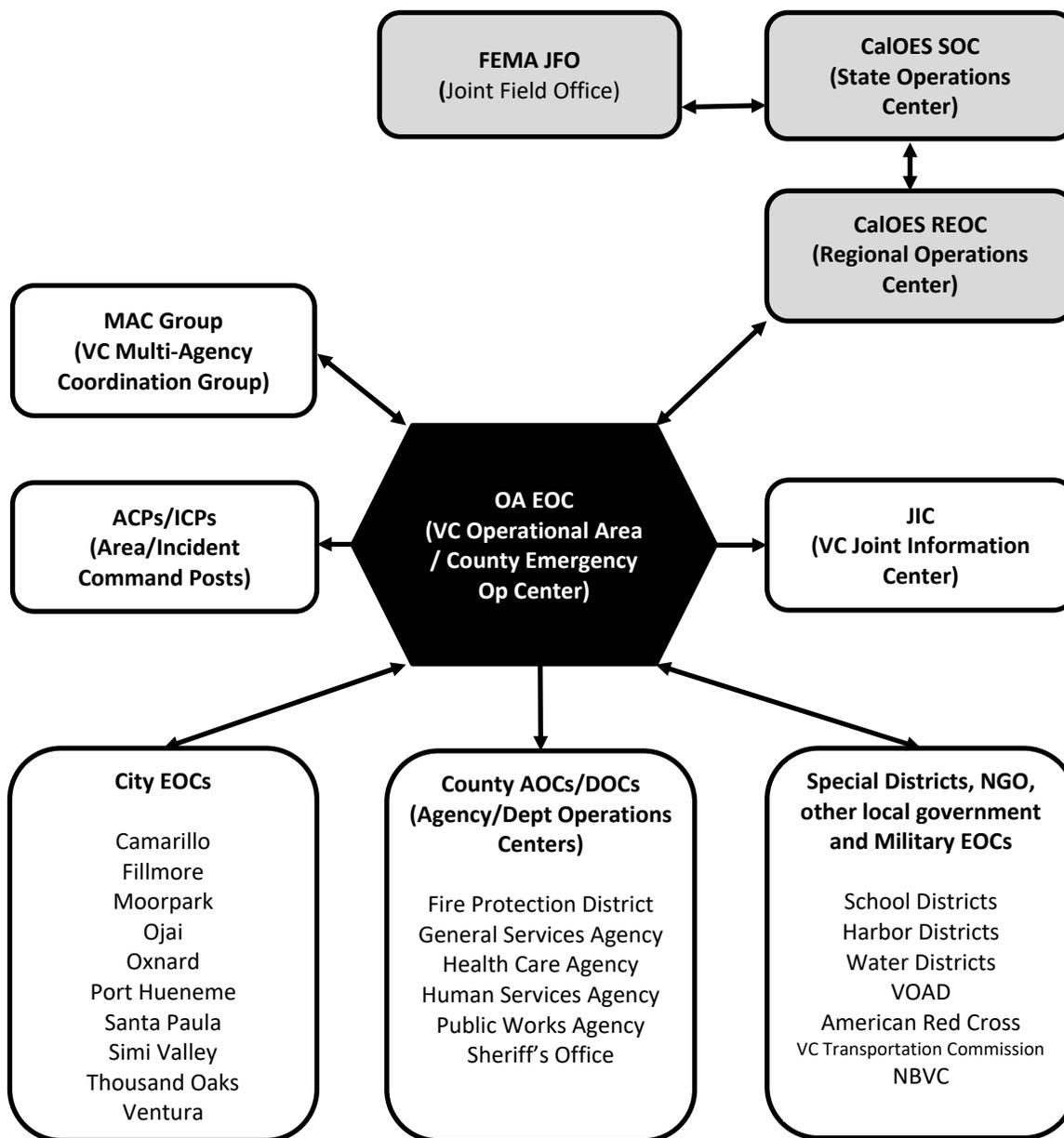
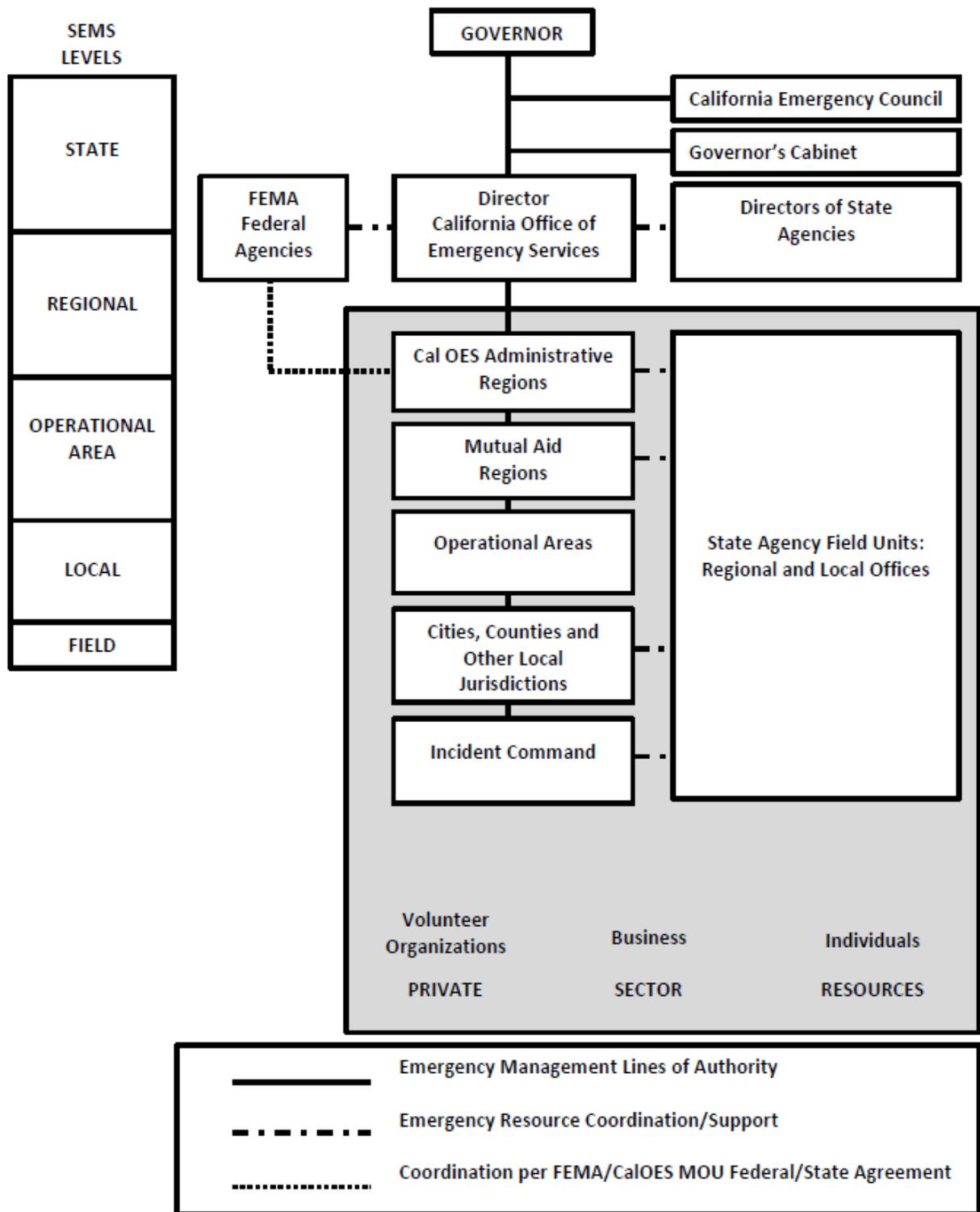


Table 2 - City of Moorpark EOC Organizational Matrix
 P=Primary S=Support

City of Moorpark EOC Organization Matrix		City Clerk	City Council	City Mgr Office	City Attorney	Community Dev.	Finance	Fire Dept. (County)	Human Rsrcs / Risk Mgmt.	Library	Parks, Rec. & Comm Svcs	Police Dept. (County)	Public Works	Utilities	Special Districts	Volunteer Agencies
MANAGEMENT	Policy/Multi Agency Coord Group	S	P	P	S	S	S	S	S	S	S	S	S			
	EOC. Director			P			S					S	S			
	Public Information Officer			P			S				S	S				
	EOC Coordinator/ Liaison Officer			S			P									
	Safety Officer							P				S				
	Security Officer											P				
	Legal Advisor				P											
OPERATIONS	Ops. Coordinator					S	S			S	S	P				
	Fire/Medical/Health Branch						P									
	Police Branch											P				
	Care and Shelter Branch										P				S	S
	Public Works Branch												P	S		
	Building and Safety Branch					P										
PLANNING	Plans/Intel. Coord.					P										
	Situation Status Unit					P										
	Documentation Unit	P		S												
	Advance Planning Unit					P										
	Recovery Planning Unit					P	S									
	GIS Unit					S	P									
	Demobilization Unit						P				S					
LOGISTICS	Logistics Coord.			S		S					P					
	Info. Systems Branch						P									
	Transportation Unit												P			
	Personnel Unit			S		S		P								
	Facilities Unit					S					P					
	Procurement/Purchasing Unit						P									
FINANCE	Finance Coord.			S		P										
	Cost Recovery Unit			S		P										
	Time Keeping Unit			S		P										
	Compensation/Claims Unit			S				P								
	Cost Analysis Unit			S		P										
RECOVERY		S	P	P	S	S	S	S	S	S	S	S	S			

Figure 2 California Emergency Organization



CITY OF MOORPARK'S EOC

An EOC is a location from which centralized emergency management can be performed during a major emergency or disaster. This facilitates a coordinated response by the Director of Disaster Services, EOC staff and representatives from organizations who are assigned emergency management responsibilities. The level of EOC staffing will vary with the specific emergency.

An EOC provides a central location of authority and information and allows for coordination among staff who must make emergency decisions. The following functions are performed in the City's EOC:

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

EOC Location and Description

Due to the sensitive nature of the location of the EOC, this information regarding the primary and the alternate EOC is found in the restricted use section of this EOP, the Appendix.

Displays

Because the major purpose of the EOC is accumulating and sharing information to ensure a coordinated and timely emergency response, status boards for tracking emergency activities will be made available for use in both the primary and alternate EOCs. All EOC sections must maintain display devices so that other sections can quickly comprehend what actions have been taken, what resources are available, and to track the damage in the city resulting from the disaster. The Planning/Intelligence Section is responsible for the display of information.

At the onset of any disaster, a significant events log will be compiled for the duration of the emergency. Key disaster information will be recorded in the log; i.e., casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, etc.

Communications

The City's EOC is equipped with telephone service (AT&T), data lines, portable cellular service (by both area providers, including potential use of the FirstNet First Responder cellular network), satellite phone, and radio systems. One of the designated alternate EOC locations has landline telephone service. In addition, the EOC is supported by members of the Auxiliary Communication Services (volunteer ham radio operators). Communication facilities will be continuously staffed during emergencies, either by volunteers or City staff. The Logistics Section is responsible for communications.

EOC Management

The EOC and alternate EOC facility management is the responsibility of the Program Manager of the Emergency Management Division and includes maintaining the operational readiness of the primary and alternate EOCs.

CITY EOC ACTIVATION POLICY

Activation of the local government level means that at least one local government official implements SEMS/NIMS as appropriate to the scope of the emergency and the local government's role in response to the emergency.

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

When to Activate:

- An emergency that has occurred or might occur of such a magnitude that it will require a large commitment of resources from two or more City Departments over an extended period
- On the order of the City Manager or designee when the City or parts of the City have been impacted or threatened by a hazard. A Local Emergency may be or has been proclaimed
- When the Governor has proclaimed a State of Emergency in an area which includes the City
- Automatically upon the proclamation of a "State of War Emergency" as defined by the California Emergency Services Act or when the Governor proclaims a State of Emergency in an area which includes the County of Ventura
- By a Presidential Declaration of a National Emergency
- Automatically upon receipt of an attack warning or the observation of a nuclear detonation
- Following a significant event causing damage in Ventura County or neighboring jurisdictions
- Upon notification of an uncontrolled release or failure of Bard Reservoir

Who Can Activate:

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

- City Manager
- Assistant City Manager
- City Engineer/Public Works Director
- Parks, Recreation and Community Services Director
- Community Development Director
- Finance Director
- Emergency Management Program Manager

How to Activate: (EOC Activation and setup instructions are also in the EOC)

- Contact the City Manager or Emergency Management Program Manager.
- Identify yourself and provide a callback confirmation phone number if requested.
- Briefly describe the disaster/emergency situation causing this request.
- City Manager and Emergency Management Program Manager will designate personnel to set up the EOC and determine appropriate EOC activation level.
- Notify EOC staff.
- Notify Ventura County Sheriff's Office of Emergency Services of the City's EOC activation.

Deactivation

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

EMPLOYEE RESPONSE

Ultimately, all employees must be prepared to report to the EOC if requested, provided they are physically able to do so. If the telephone system has failed and no other means of communication is available, employees are encouraged to listen to the radio, as the City may utilize the designated Emergency Alert System (EAS) radio station for Ventura County (KVTA 1590 AM, KHAY 100.7 FM and KMLA 103.7 FM to broadcast information relative to City employees. The City may also utilize a VC Alert message to request that employees come to the EOC.

All city personnel must realize that as disaster service workers they may need to use good judgment and "self-activate" to their job site if the situation warrants, and all means of communication is down.

PROCEDURES

Immediately after a disaster event:

- A. The City Manager, all department heads, all division managers and staff members assigned with responsibility for emergency services and public information officer shall respond to City Hall or the City's EOC if physically able.
- B. In addition, a representative from the Ventura County Sheriff's Department (if available), City Engineer staff, and the Building Official shall also respond to City Hall or the EOC.
- C. In addition to employees identified in A and B, above, the following employees shall contact their immediate Supervisor and call the City's EOC phone number, to determine if they need to report

to City Hall or the EOC: Program Managers, Senior/Management Analysts, Senior Information Systems Administrator, City Clerk and Deputy City Clerk, all Maintenance Workers, and Principal Planner. If unable to contact a supervisor by phone or internet these employees are to report to City Hall or the EOC if physically able. All other employees of the City are required to call the City's EOC phone number and report their availability to report to work and leave a message with their immediate contact information, such as phone number(s), email address, or street address. If an employee is unable to receive a return phone call or email, they are required to call back no less than twice daily to report their availability to report to work.

- D. If an employee lives outside of the City and cannot get into the City, employees identified in A. and C., above, shall request direction from their supervisor whether they should report as a Disaster Services Volunteer to the local municipal agency closest to their location, either by phone or in person, until access becomes available to the City. It may be possible to make radio contact with the City from the EOC of another jurisdiction if there is no phone or internet access.

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SECTION FIVE - CONTINUITY OF GOVERNMENT**PURPOSE**

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

RESPONSIBILITIES

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

PRESERVATION OF LOCAL GOVERNMENT

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

LINES OF SUCCESSION FOR OFFICIALS CHARGED WITH DISCHARGING EMERGENCY RESPONSIBILITIES

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

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

A successor to the Director of Disaster Services (City Manager) is appointed by the City Council. The succession occurs:

- Should the director be unavailable or unable to serve, the individuals listed below, in order, shall act as the acting Director of Disaster Services.

First Alternate: Assistant City Manager

Second Alternate: City Engineer/Public Works Director

Third Alternate: Parks, Recreation, and Community Services Director

Fourth Alternate: Community Development Director

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

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

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

- By the chair of the County Board of Supervisors in which the political subdivision is located, or, if they are unavailable,
- By the chairman of the board of any other county within 150 miles (nearest and most populated down to farthest and least populated), or if he or she is unavailable,
- By the mayor of any city within 150 miles (nearest and most populated down to farthest and least populated).

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

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

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

ALTERNATE CITY HALL

If the City Hall is damaged and unsafe for routine city government activities, the alternate location for day-to-day operations is:

1st Alternate: Moorpark Community Center Citrus Room, 799 Moorpark Avenue, Moorpark

2nd Alternate: Arroyo Vista Recreation Center, 4550 Tierra Rejada Road, Moorpark

3rd Alternate: Moorpark Public Services Facility, 627 Fitch Avenue, Moorpark

PRESERVATION OF VITAL RECORDS

In the City of Moorpark, the following individuals are responsible for the preservation of vital records:

1. City Clerk
2. Deputy City Clerk

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

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

Vital paper records of the City are routinely stored in the City's Records vault located in City Hall. The vital records are also stored electronically in Laserfiche and Pentamation. Backup of these vital electronic records are also stored at the MPSC and then off site in Utah. There is current duplication of electronic files occurring at the Moorpark Police Service Center (MPSC) and backup vital electronic records are also sent out of state.

Each city department should identify, maintain and protect its own essential records.

LINES OF SUCCESSION FOR DEPARTMENT HEADS

SERVICE/DEPARTMENT	TITLE/POSITION
City Attorney	1 Attorney (Contract)
	2 Assistant Attorney (Contract)
City Manager’s Office (Director of Disaster Services)	1 City Manager
	2 Assistant City Manager
	3 City Engineer/Public Works Director
	4 Parks, Recreation, and Comm. Services Director
	5 Community Development Director
	6 Finance Director
	7 Assistant to the City Manager
	8 Community Services Manager
	9 Deputy Community Development Director
	10 Finance Program Manager
City Clerk	1 City Clerk
	2 Deputy City Clerk
	3 Assistant City Manager
Community Development	1 Community Development Director
	2 Deputy Community Development Director
	3 Principal Planner
Finance Department	1 Finance Director
	2 Program Manager
	3 Accountant
Human Resources/Risk Management	1 Human Resources Manager
	2 Assistant City Manager
	3 City Manager
Library	1 City Librarian
	2 Community Services Manager
	3 Parks and Recreation Director
Police Department (Department Operations Center)	1 Captain (Police Chief)
	2 Sergeant
	3 Watch Commander
Public Works	1 City Engineer/Public Works Director
	2 Public Works Manager
	3 Public Works Superintendent/Inspector
	4 Assistant Engineer
Parks, Recreation & Community Services	1 Parks and Recreation Director
	2 Community Services Manager
	3 Recreation Services Manager
	4 Senior Management Analyst
	5 Parks and Facilities Supervisor
	6 Recreation Supervisor
Public Information Officer	1 Assistant to the City Manager
	2 Deputy Community Development Director
	3 Community Services Manager
Ventura County Fire Protection District	1 Division Chief
	2 Battalion Chief
	3 Station Captain

SECTION SIX - MUTUAL AID

INTRODUCTION

Mutual aid is designed to ensure that adequate resources, facilities and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation(s). The basis for the system is the California Disaster and Civil Defense Master Mutual Aid Agreement, as provided for in the CESA (**see Part Two Management Support Documentation-Legal Documents**). This Agreement was developed in 1950 and has been adopted by the state, all 58 counties and most incorporated cities in the State of California (City of Moorpark adopted this Agreement in 1989). The Master Mutual Aid Agreement creates a formal structure wherein each jurisdiction retains control of its own facilities, personnel and resources, but may also receive or render assistance to other jurisdictions within the state. State government is obligated to provide available resources to assist local jurisdictions in emergencies. It is the responsibility of the local jurisdiction to negotiate, coordinate and prepare mutual aid agreements. Emergency Management Mutual Aid (EMMA) agreements exist in law enforcement, fire services, building and safety, medical and public works and emergency managers. In addition to these Mutual Aid agreements, the Governor signed (September 2005) the Emergency Management Assistance Compact (EMAC) which allows the state of California to participate with the other 49 states, the District of Columbia, Puerto Rico, Guam and the U.S. Virgin Islands in a nationwide mutual aid system.

MUTUAL AID SYSTEM AND REGIONS

A statewide mutual aid system, operating within the framework of the Master Mutual Aid Agreement, allows for the progressive mobilization of resources to and from emergency response agencies, local governments, Operational Areas, regions and state with the intent to provide requesting agencies with adequate resources. The general flow of mutual aid resource requests and resources within mutual aid systems are depicted in the diagram in **Figure 5**.

The adoption of SEMS and NIMS does not alter existing mutual aid systems. These systems work through local government, Operational Area, regional and state levels consistent with SEMS.

Mutual aid regions are established under the CESA. Six mutual aid regions numbered I-VI have been established within California. The City of Moorpark is within Region 1 (Region 1A for Law Enforcement). Each mutual aid region consists of designated counties. Region 1 and 1A is in the Cal OES Southern Administrative Region (**Figure 7**).

MUTUAL AID COORDINATORS

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

Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are handled

through the emergency services mutual aid system by emergency management staff at the local government, Operational Area, regional and state levels. The flow of resource requests and information among mutual aid coordinators is illustrated in **Figure 6**.

VOLUNTEER AND PRIVATE AGENCIES

Volunteer agencies and private agencies may participate in the mutual aid system along with governmental agencies. Some volunteer agencies such as the American Red Cross, Salvation Army, Auxiliary Communication Services, Community Emergency Response Teams, Volunteer Organizations Active in Disasters (VOAD), faith-based organizations and others are an essential element of the statewide emergency response to meet the needs of disaster victims. Volunteer agencies mobilize volunteers and other resources through their own systems. They also may identify resource needs that are not met within their own systems that would be requested through the mutual aid system. Volunteer agencies with extensive involvement in the emergency response should be represented in EOCs.

Some private agencies have established mutual aid arrangements to assist other private agencies within their functional area. For example, electric and gas utilities have mutual aid agreements within their industry and established procedures for coordinating with governmental EOCs. In some functional areas, services are provided by a mix of special district, municipal and private agencies. Mutual aid arrangements may include both governmental and private agencies.

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

To the extent the City utilizes individual private sector volunteers, such volunteers should be registered with the city as Disaster Service Workers (DSW). This process must include the administration of a loyalty oath by the City Clerk or other authorized city staff. Registration as a DSW allows volunteers to receive liability protections for their actions during an emergency that are within the scope of their responsibilities and also allows them to be eligible for workers compensation benefits. (See Government Code section 8657, Labor Code sections 3211.92 & 4353.) Liability protections also exist for private sector companies and non-profit organizations who register with Cal OES for volunteer assistance and for activities related to their voluntary participation in and assistance with public sector training activities. (See Government Code section 8657.5.)

POLICIES AND PROCEDURES

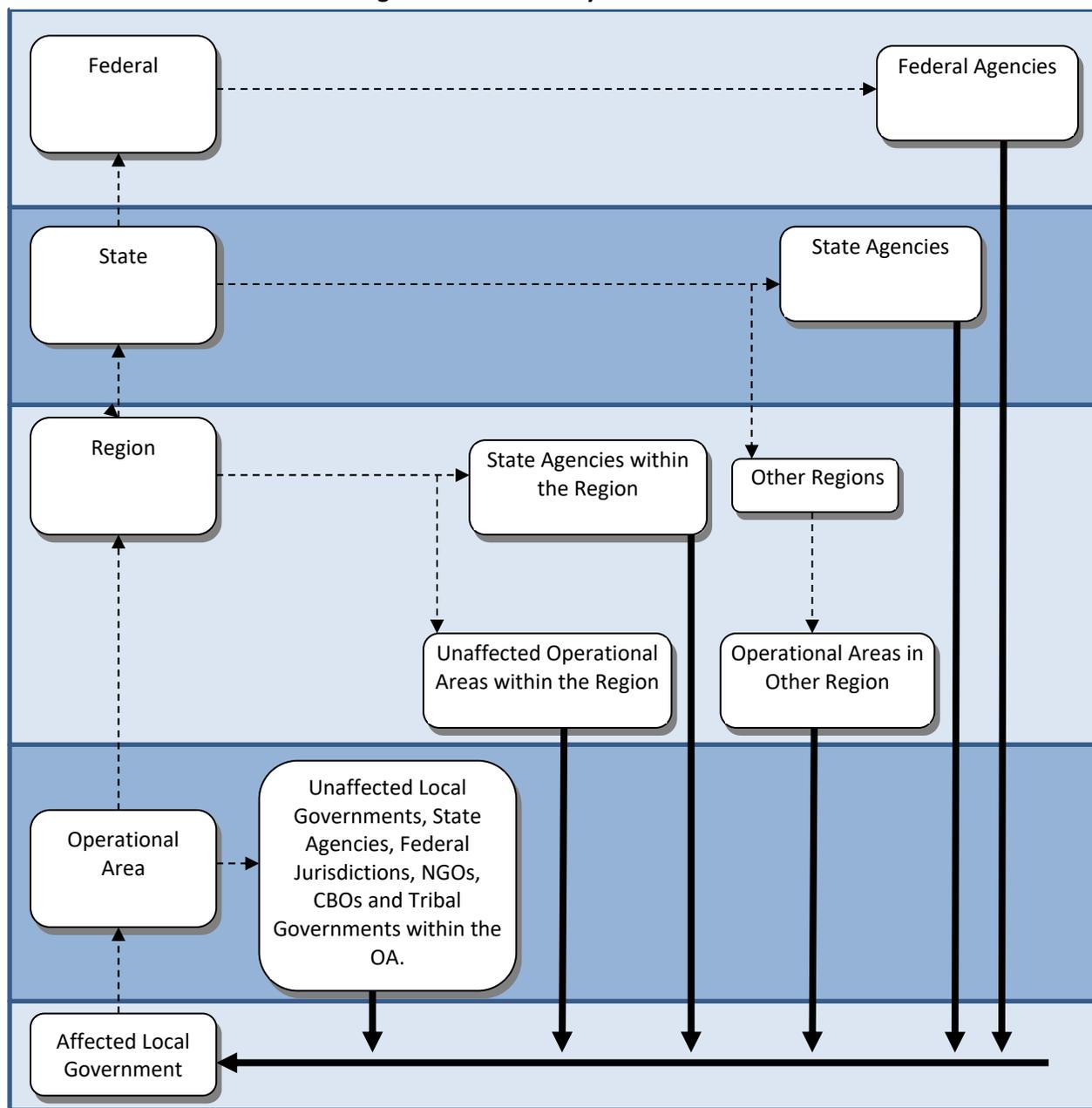
- Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement.
- During a proclaimed emergency, inter-jurisdictional mutual aid will be coordinated at the county, operational area or mutual aid regional level.
- Because different radio frequencies are in use among most agencies, local agencies should provide incoming mutual aid forces with portable radios having local frequencies.

- The City of Moorpark will make non-law and non-fire mutual aid requests via the Ventura County Operational Area via the Ventura County Sheriff's Office of Emergency Services. Requests should specify, at a minimum:
 - Incident name
 - Order and/or request number
 - Date and time of order
 - Quantity, kind and type of resources needed (include special support needs as appropriate)
 - Reporting location and contact (specific)
 - Requested time of delivery (specific, not simply ASAP)
 - Communications systems to be used
 - Person/title placing request
 - Callback phone number for clarification or additional information
 - For State and Federal agencies, a way to reference the originating office's order number

CITY OF MOORPARK MUTUAL AID AGREEMENTS

- State of California, Master Mutual Aid March 11, 1958
- State of California, Emergency Management Mutual Aid (EMMA) November 2001
- Ventura County/Cities, Emergency Building & Safety Services July 11, 1995
- Ventura County/Cities, Public Works July 11, 1995
- Ventura County/Cities, Ventura County Automatic Aid Agreement 1996

Figure 3 Mutual Aid System Flow Chart*

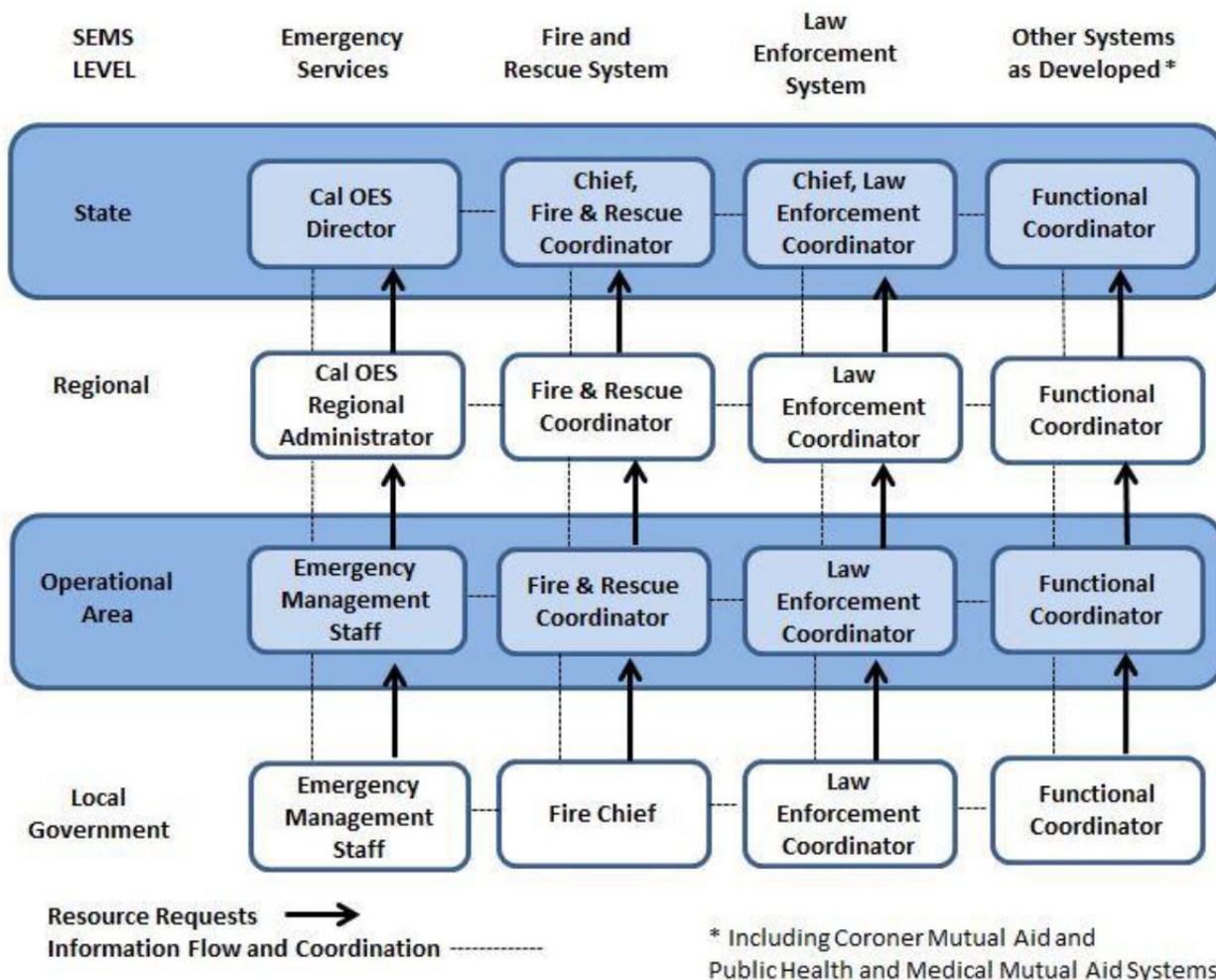


Resource ----->

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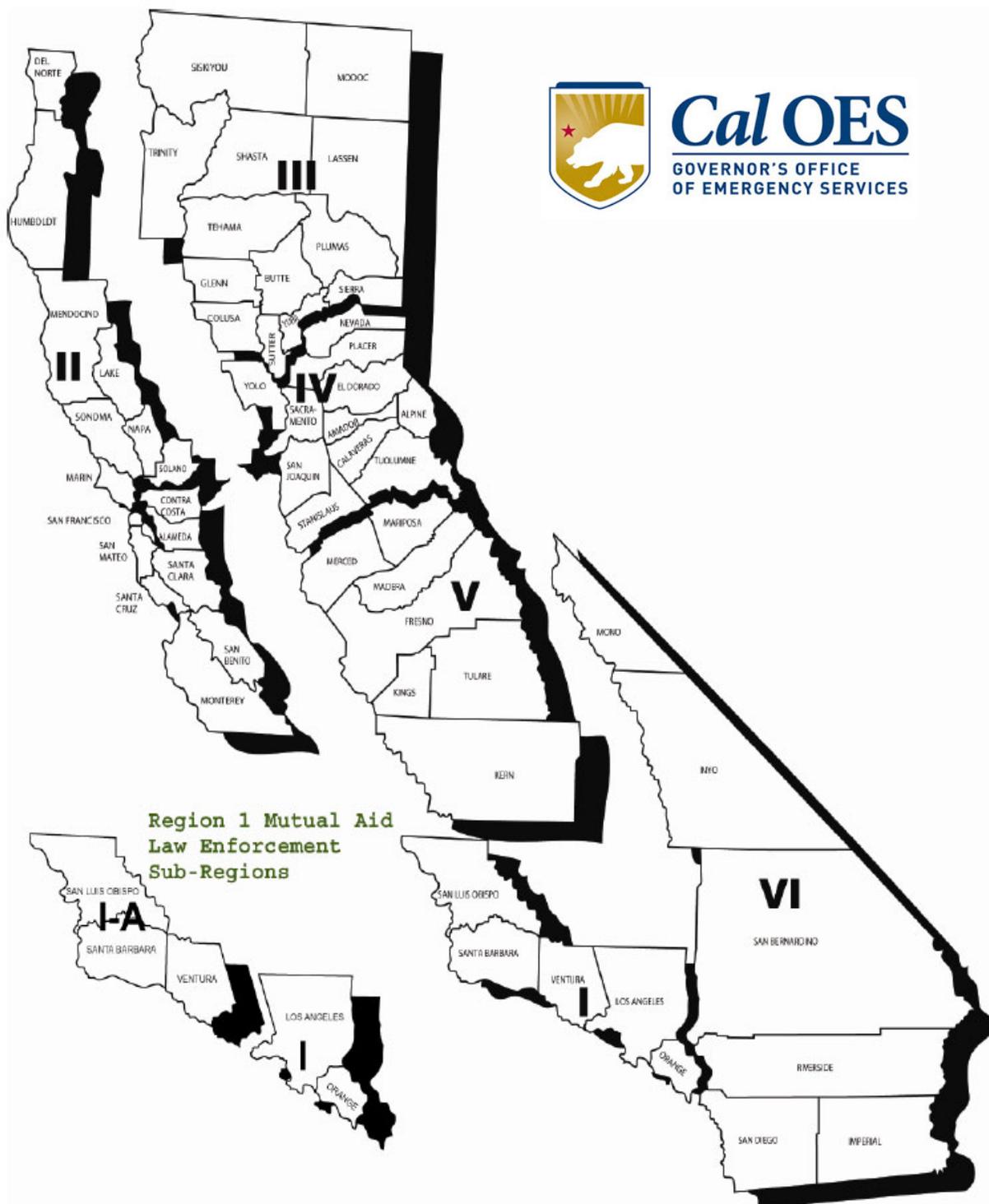
*Excerpted from the State Emergency Plan, 2017 page 65

Figure 4 Discipline-Specific Mutual Aid Systems*



*Excerpted from the State Emergency Plan, 2017 page 64

Figure 5 State Mutual Aid Region Map*



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

SECTION SEVEN - AUTHORITIES AND REFERENCES

GENERAL

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

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

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

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

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

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

AUTHORITIES

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

Federal

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

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

State

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

LOCAL (City and County)

- City of Moorpark Emergency Services City Municipal Code, Chapter 2.48 Emergency Preparedness
- City of Moorpark Resolution No. 89-537 relating to Workers' Compensation Benefits for Disaster Service Workers, March 1989
- City of Moorpark Resolution No. 2016-3556 relating to the approving of the 2015 Ventura County Multi-Hazard Mitigation Plan with Appendices, November 2016 (and sequential resolutions approving sequential Ventura County Multi-Hazard Mitigation Plans)
- City of Moorpark Resolution No. 2006-2517 adopting NIMS, September 2006
- City of Moorpark Resolution No. 89-536 adopting the master Mutual Aid Agreement, dated March 1, 1989
- County of Ventura Resolution No. 236 adopting the Master Mutual Aid Agreement, dated March 11, 1958
- County of Ventura Resolution No. 239 establishing policy for emergency actions by Public Works forces, dated January 21, 1969
- County of Ventura Sandbag Policy, adopted by the Board of Supervisors on February 10, 1981
- Ventura County Operational Area Organization Agreement adopted November 21, 1995.
- Resolution Adopting the National Incident Management System, R-06, October 4, 2005.
- Ventura County Ordinance No. 4410 pertaining to public emergency adopted February 9, 2009

REFERENCES**Federal**

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

State

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

- California (CAL OES) Implementation Guidelines for the National Incident Management System (NIMS)
- California Law Enforcement Mutual Aid Plan

Local (City and County)

- Ventura County Dam Failure Response Plan
- Ventura County Energy Shortage Emergency Response Plan adopted December 10, 1996
- Ventura County Oil Spill Response Plan, Revised November 2011
- Ventura County Emergency Operations Plan 2021
- Ventura County Operational Area Tsunami Evacuation Plan, June 2011
- Ventura County Animal Regulation Department Emergency Operations Plan, 2009
- Ventura County Hazardous Materials Area Plan, 2014
- Ventura County Multi-Hazard Mitigation Plan, 2022 (Includes the City of Moorpark)
- Ventura County Nuclear Response Plan, 2011
- Ventura County Mass Care & Shelter Plan, 2019
- City of Moorpark General Plan, 2004

SECTION EIGHT – HAZARD SUMMARY FOR CITY OF MOORPARK

CITY OVERVIEW

This section is based on the City of Moorpark's Safety Element (SE) in the City's General Plan (GP) and the Ventura County Multi-Hazard Mitigation Plan. The SE of the GP was last updated in 2001. (The General Plan is currently in the process of being updated). The Ventura County Multi-Hazard Mitigation Plan (which includes the City of Moorpark) was last completed in 2015 and is currently being updated. The Ventura County Multi-Hazard Mitigation Plan assesses the risks posed by natural and human-caused hazards and establishes a mitigation strategy for reducing these risks. **For more specific information on the City's hazards, refer to the SE of the City's GP and the Ventura County Multi-Hazard Mitigation Plan.**

The City lies within the southeastern portion of the County of Ventura which is located on the coast, West of Los Angeles, and South and East of Santa Barbara. The City is surrounded by open hills, mountains and agricultural lands. State Route 118 and State Route 23 traverse the City. The City has a residential population of approximately 36,326(2020 U.S. Census) and consists of 12.58 approximate square miles.

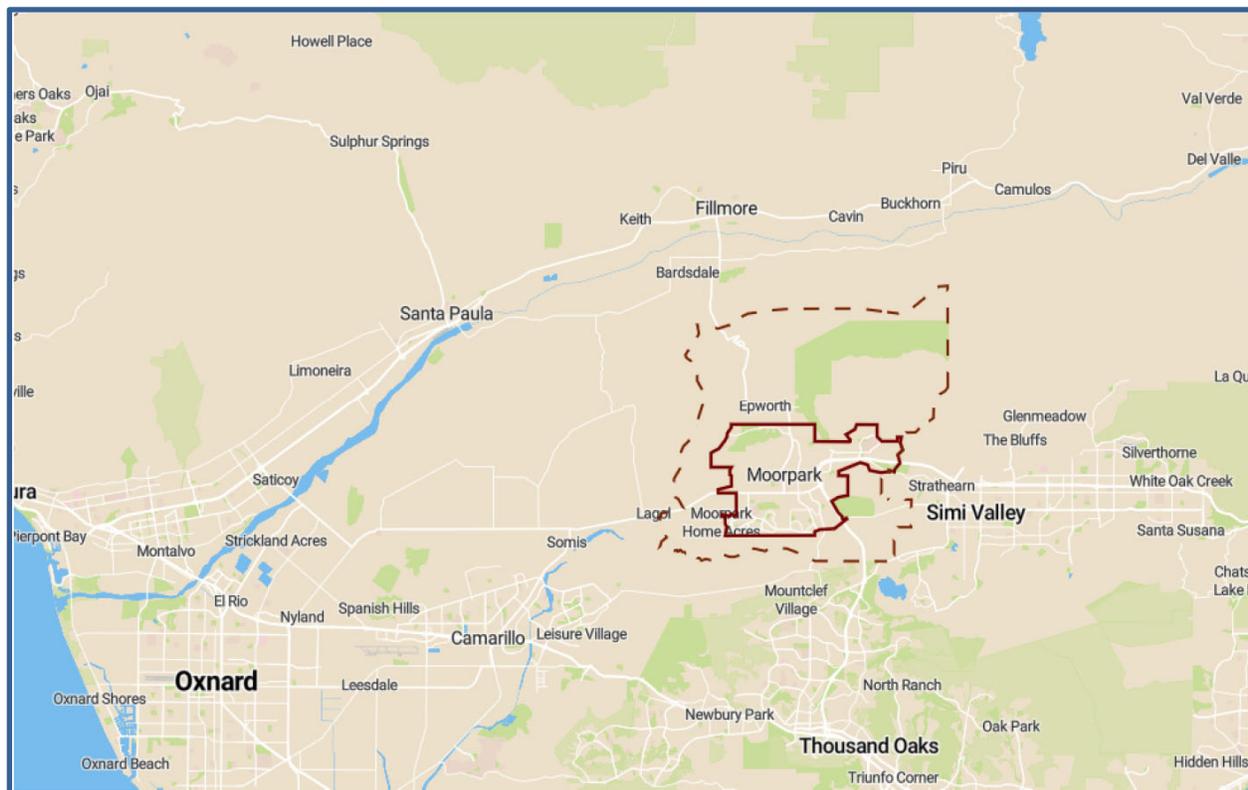
The City is exposed to numerous natural, human-caused and technological hazards and risks noted in the list below. They range in severity from minor to catastrophic. For hazard details refer to the Ventura County Multi-Hazard Mitigation Plan.

The City of Moorpark is vulnerable to the following potential hazards:

CITY OF MOORPARK POTENTIAL HAZARDS	
Civil Unrest	Flood (urban, riverine)
Climate Change	Cyber-Security Incident
Dam Failure	Hazardous Materials Incident
Drought	Mass Casualty / Transportation Incident
Earthquake	Pandemic/Epidemic
Fire	Terrorism
Flood (urban, riverine)	Landslide

- An earthquake could impact major segments of or the total population.
- Moorpark has industry and faces the potential for hazardous materials incidents from the stationary hazardous materials users as well as transportation accidents, pipeline ruptures, and illegal dumping.
- There is one dam, Bard Reservoir, which could have a direct impact on the City of Moorpark.
- A portion of the City of Moorpark may be subject to flooding, due to flash flooding, urban flooding (storm drain failure/infrastructure breakdown), river channel overflow, downstream flooding, etc.)
- A transportation incident such as a major air crash, train derailment or trucking or shipping incidents could impact areas within the City.
- A civil unrest incident could impact areas within the City or the entire City.

MOORPARK REGIONAL MAP



MOORPARK PLANNING MAP



SECTION NINE - LIST OF ACRONYMS AND ABBREVIATIONS

AAA	Area Agency on Aging
ACS	Auxiliary Communications Services
AFN	Access and Functional Needs
ARC	American Red Cross
AS	Animal Services
CDAA	California Disaster Assistance Act
CESA	California Emergency Services Act
CISM	Critical Incident Stress Management
COG	Continuity of Government
COOP	Continuity of Operations
DAFN	Disabilities and Access and Functional Needs
DME	Durable Medical Equipment
DSW	Disaster Service Worker
EAS	Emergency Alert System
EHP	Environmental Historic Preservation
EMAC	Emergency Management Assistance Compact
EMMA	Emergency Management Mutual Aid
EMSA	Emergency Medical Services Authority
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Functions
FAST	Functional Assessment and Support Teams
FCO	Federal Coordinating Officer
FTS	Field Treatment Sites
GAR	Governor's Authorized Representative
HCA	Health Care Agency
HHS	Department of Health and Human Services
HSA	Human Services Agency
HSC	Homeland Security Council
HSOC	Homeland Security Operations Center
HSPD	Homeland Security Presidential Directive

IACG	Inter Agency Coordination Group
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IDE	Initial Damage Estimate
IHP	Individuals and Households Program
IHSS	In-Home Support Services
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
LAC	Local Assistance Center
MACS	Multi-Agency Coordination System
ME	Medical Examiner
NIMS	National Incident Management System
OA	Operational Area
REOC	Regional Emergency Operations Center
RPA	Request for Public Assistance
SEMS	Standardized Emergency Management System

SECTION TEN - GLOSSARY OF TERMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

National Disaster Medical System (NDMS): A coordinated partnership between DHS, HHS, DOD, and the Department of Veterans Affairs established for the purpose of responding to the needs of victims of a public health emergency. NDMS provides medical response assets and the movement of patients to healthcare facilities where definitive medical care is received when required.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Resources Unit: Functional unit within the Planning Section at the SEMS Field Response level responsible for recording the status of resources committed to the incident. The Unit also evaluates resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resources needs.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

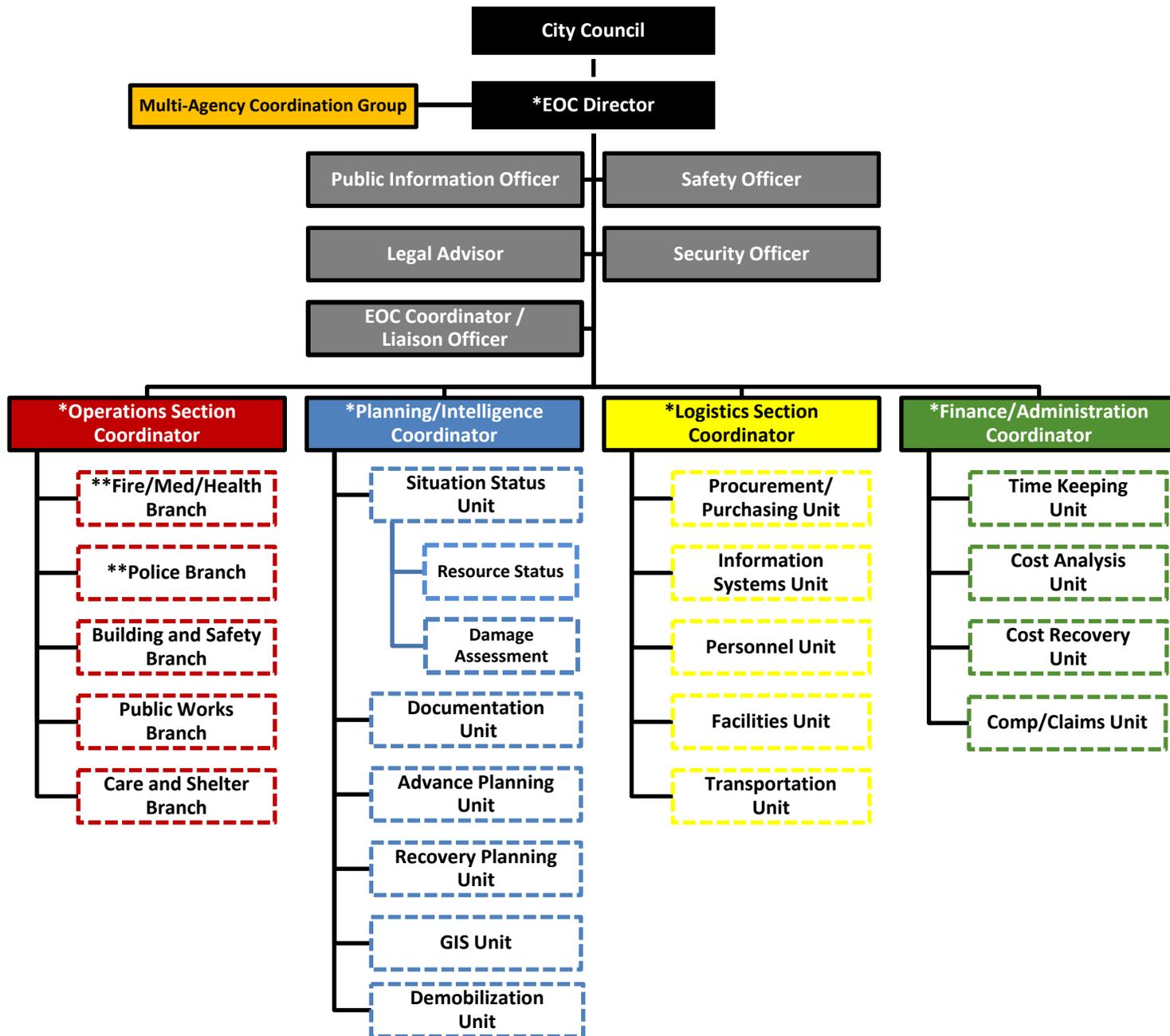
Type: Refers to resource capability. A Type 1 resource provides a greater overall capability due to power, size, capacity, etc., than would be found in a Type 2 resource. Resource typing provides managers with additional information in selecting the best resource for the task.

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

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

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

PART TWO – EOC POSITION CHECKLISTS
 CITY OF MOORPARK EOC ORGANIZATION CHART

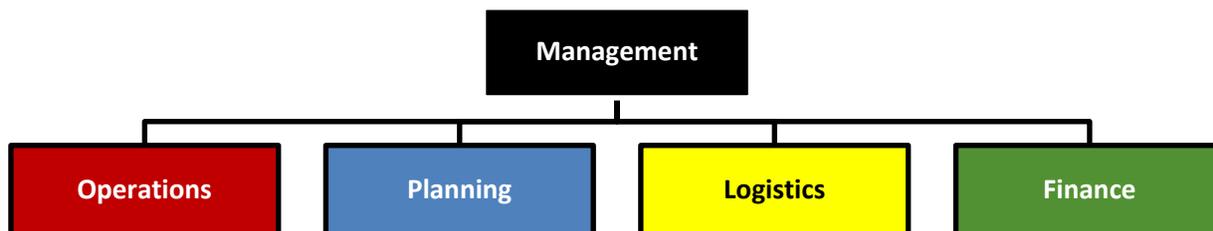


* If all elements are activated, a deputy may be appointed to provide a manageable span of control.
 ** Contract service/liason position.

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

With this EOC Organization, only those functions that are necessary will be activated. The dotted lines represent the flexibility of the activation of these functions.

RESPONSIBILITIES CHART



Responsibilities:

Management (Management Function)

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

Operations Section

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

Planning/Intelligence Section

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

Logistics Section

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

Finance/Administration Section

Responsible for financial activities and other administrative aspects.

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

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

MANAGEMENT SECTION – GENERAL INFORMATION

PURPOSE

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

OVERVIEW

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

Functions in the Management Section include:

- EOC Director
- Public Information Officer
- EOC Coordinator / Liaison Officer
- Safety Officer
- Security Officer
- Legal Advisor
- Multi-Agency Coordination Group
- City Council

OBJECTIVES

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

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

CONCEPT OF OPERATIONS

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

- SEMS and NIMS will be followed.
- All existing City and departmental operating procedures will be adhered to unless modified by the City Council or EOC Director.

- All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with adopted policies
- Operational periods will be determined by the EOC Director. Operational periods should be event driven.

SECTION ACTIVATION PROCEDURES

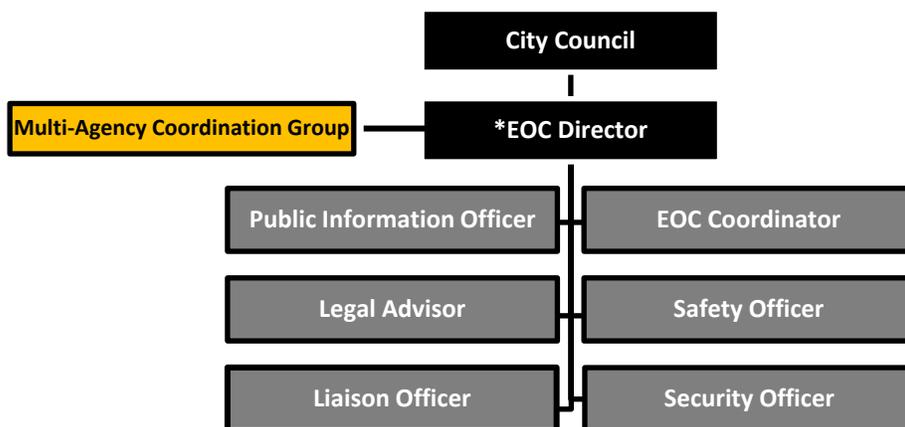
The following individuals, either acting as the EOC Director or on behalf of the EOC Director, or their appointed representatives **(as referenced in Section Five - Continuity of Government Lines of Succession)** are authorized to activate the EOC:

- City Manager
- Assistant City Manager
- City Engineer/Public Works Director
- Parks, Recreation and Community Services Director
- Community Development Director
- Finance Director

When to Activate

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

MANAGEMENT FUNCTION ORGANIZATION CHART



MANAGEMENT SECTION STAFF

The Management Section is led by the EOC Director established for every EOC activation to coordinate EOC operations. The City Manager by city ordinance will fill this position while serving as the Director of Disaster Services during a disaster/emergency. The EOC Director, Public Information Officer, Legal Advisor, EOC Coordinator / Liaison Officer, Safety Officer and Security Officer make up the EOC Management Team. The Management team advises and assists the EOC Director on policy matters and in the development of overall strategy to mitigate the incident and rules, regulations, proclamations, and orders.

Multi-Agency Coordination Group

The Multi-Agency Coordination Group (MACG) is activated only when needed when emergencies (planned or unplanned) involve more than one agency or jurisdiction with response authorities. The MACG will be the primary avenue for establishing policy-level decisions and directives that transcend multiple agencies and jurisdictions. It will be the avenue through which incidents and resource allocations are prioritized when resources are scarce and incidents are forced to compete, will work to harmonize policies across agencies and jurisdictions, offer strategic guidance and direction to support incident management activities, and ensure the integration of communications systems and information sharing.

City Council

Proclaim and/or ratify a local emergency, approve emergency orders, and serve as City Official.

EOC Director

The EOC Director is responsible for the overall management of the City’s emergency response and recovery effort. The EOC Director determines the operational period and the priorities for the operational period.

Public Information Officer

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

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

EOC Coordinator / Liaison Officer

The EOC Coordinator / Liaison Officer facilitates the overall functioning of the EOC and serves as a resource to the EOC Director. The EOC Coordinator / Liaison Officer also serves as the point of contact for Agency Representatives from assisting organizations and agencies outside the city government structure and aids in coordinating the efforts of these outside agencies to reduce the risk of them operating independently. This ensures each agency is doing what it does best and maximizes the effectiveness of available resources. Any state and/or federal emergency official should contact the EOC Coordinator / Liaison Officer to ensure continuity of operations. The EOC Coordinator / Liaison Officer also serves as a central coordination for DAFN population concerns.

Safety Officer

The Safety Officer is responsible for identifying and mitigating safety hazards and situations of potential city liability during EOC operations. This position will be needed mostly at the beginning of activating the EOC.

Security Officer

The Security Officer is responsible for security of all EOC facilities and personnel access.

Legal Officer

The Legal Officer is the City Attorney and provides legal advice to the EOC Director in all legal matters relative to the emergency and assists in the proclamation of an emergency.

MULTI-AGENCY COORDINATION GROUP	
SUPERVISOR: EOC Director	
PRIMARY DUTIES	<ul style="list-style-type: none"> • Activated only when needed. • Support the EOC Director. • Assist in making cooperative multi-agency decisions. • Support policy-level, resource prioritization and allocation decisions.
<p>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 67.</p>	
ASSIGNMENT & NOTIFICATIONS	<ul style="list-style-type: none"> <input type="checkbox"/> Upon arrival, identify yourself as a member of the Multi-Agency Coordination Group and report to the EOC Director. <input type="checkbox"/> Clarify issues regarding your authority and assignment. <input type="checkbox"/> Notify your home agency/department of your role in the MAC. <input type="checkbox"/> Communicate MAC Group decisions to agency/department.
MEETINGS/ BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Obtain a briefing from your staff about the disaster/emergency and impact on your Agency/Department’s operational capability. <input type="checkbox"/> As appropriate, report to the EOC Director for a briefing and provide a status report of your Agency/Department.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 67. <input type="checkbox"/> Maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the disaster/emergency. Review situation reports as they are received. Verify information where questions exist. <input type="checkbox"/> Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your EOC organizational supervisor at the end of each operational period. <input type="checkbox"/> Do NOT throw any paperwork (notes, memos, messages, etc.) away. This documentation can be used to support FEMA reimbursement.
POLICIES	<ul style="list-style-type: none"> <input type="checkbox"/> Support the Director of Disaster Services to develop temporary emergency policies for managing the strategic aspects of the disaster/emergency. <input type="checkbox"/> Propose amended or new policies.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> Determine 24-hour staffing requirements and request additional support as required. <input type="checkbox"/> Keep up to date on the situation and resources associated with your position. <input type="checkbox"/> Request additional resources through the appropriate Logistics Section Unit. <input type="checkbox"/> Support the allocation of available scarce resources based on incident prioritization and related criteria including the most effective and efficient use of those resources.

MULTI-AGENCY COORDINATION GROUP

ONGOING ACTIVITIES

- Review your position responsibilities.
- Assist the EOC Director in the preparation of the Action Plan, if requested.
- Participate with other MAC representatives to prioritize incidents using established prioritization criteria and the best available situation analysis information.
- Resolve emergency-related common issues with other MAC representatives.
- Participate in strategic planning discussions.
- Ensure Continuity of Government and Continuity of Operations and prepare the EOC for transition to a recovery organization to restore the City to pre-disaster conditions as quickly and effectively as possible.
- Commit to engaging in all MAC Group discussions and responsibilities.

CITY COUNCIL	
SUPERVISOR: Electorate	
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> • *Proclaim and/or **ratify a local emergency. • Approve policies, recommendations, and emergency proclamations as submitted by the City Manager. • Communicate with other elected officials. • Disseminate disaster related information provided by the EOC to constituents. • Support the EOC Director and provide policy guidance when needed. • Obtain briefings from EOC Director and provide information to the public and media in coordination with the Public Information Officer. • Host and accompany VIP’s and government officials on tours of the emergency.
<p>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 67.</p>	
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Do not respond to the EOC, unless requested to do so by the EOC Director.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Receive incident briefing from EOC Director (City Manager) or designee by phone or arranged meeting location. <input type="checkbox"/> Call emergency meetings of the City Council to proclaim and/or ratify a local emergency and approve emergency orders as needed. <ul style="list-style-type: none"> – Three (3) members of the City Council are needed for an official quorum. – Emergency proclamations must be ratified within seven (7) days. – Approve extraordinary expenditure requirements, as necessary.
POLICIES	<ul style="list-style-type: none"> <input type="checkbox"/> Review, at least every 14 days, the need for continuing the Local Emergency and proclaim the termination of the Local Emergency as conditions warrant. <input type="checkbox"/> In consultation with the EOC Director, Multi-Agency Coordination Group and General Staff, develop temporary emergency policies for managing the strategic aspects of the emergency.
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Upon request of PIO, and EOC Coordinator / Liaison Officer host and accompany VIP's and governmental officials on tours of the emergency area. Coordinate all tours with PIO and the EOC Coordinator / Liaison Officer. <input type="checkbox"/> Provide interviews to the media as arranged by the PIO. <input type="checkbox"/> Refer all requests for emergency information to the EOC Director or PIO. <input type="checkbox"/> Develop or utilize existing citizen’s advisory group to address concerns, as appropriate. <input type="checkbox"/> Consider developing an emergency planning task force within the local business or trade association to discuss concerns and disseminate pre-event planning information and post-event recovery information. <input type="checkbox"/> Encourage post-event discussions in the community to identify perceived areas of improvements.

*Proclaim a local emergency – The City Council, if in session, and the Director of Disaster Services, when City Council is not in session, can proclaim a local emergency.

**Ratify a local emergency – Whenever a local emergency is proclaimed by the Director of Disaster Services, the City Council shall take action to ratify the proclamation within seven (7) days thereafter or the proclamation shall have no further force or effect. If the City Council does not ratify the local emergency, such inaction shall not affect the validity of the local emergency during the time it was in effect.

EOC DIRECTOR

SUPERVISOR: City Council

PRIMARY RESPONSIBILITIES

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

READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT

Also see Common EOC responsibilities on page 67

ACTIVATION & NOTIFICATIONS

- Establish, with input from General Staff, operational period and EOC priorities. **(See Planning Support Documentation- Standing Objectives)**.
- Determine the operational status and appropriate level of activation based on situation as known.
- Ensure city EOC personnel are notified and directed to report to the EOC.
- Ensure that EOC positions and ICS field positions are filled as needed.
- Mobilize appropriate personnel for initial activation of the EOC.

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

EOC DIRECTOR	
	<ul style="list-style-type: none"> <input type="checkbox"/> Conduct periodic briefings for your Section and General Staff. Ensure that all organizational elements are aware of priorities. <input type="checkbox"/> Conduct periodic briefing sessions with the elected officials and other VIPs of relevant problems and decisions, as needed.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Meet with the Plans Section Coordinator to determine need for the Planning P process. Establish the “Battle Rhythm” for the current operational period. <input type="checkbox"/> Schedule the first planning meeting. <input type="checkbox"/> Establish overall EOC priorities and develop objectives for the Management function. Make a list of key issues to be addressed by the Management Section with input from all General Staff. <input type="checkbox"/> Update EOC priorities and EOC objectives as needed. <input type="checkbox"/> Approve and authorize the implementation of the EOC Action Plan developed and prepared by the Planning/Intelligence Section and EOC management team.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 67. <input type="checkbox"/> Ensure that all your Section personnel and equipment time records and a record of expendable materials used are provided to the Finance/Administration Section at the end of each operational period. <input type="checkbox"/> Approve the following documents or reports: <ul style="list-style-type: none"> – Situation Reports – Press Releases – EOC Action Plan – Initial Damage Estimate Report – Advance/Contingency Plans
POLICIES	<ul style="list-style-type: none"> <input type="checkbox"/> Confirm the delegation of authority. Obtain any guidance or direction, as necessary. <input type="checkbox"/> Determine appropriate delegation of purchasing authority to the Procurement/Purchasing Unit of the Logistics Section.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 67. <input type="checkbox"/> Request additional personnel to maintain a 24-hour operation as required. <input type="checkbox"/> Determine if support is required from other jurisdictions. Logistics Section will implement all Mutual Aid requests (except for law enforcement and fire).
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Provide overall leadership, management and emergency response and recovery operations support for all EOC Sections. <input type="checkbox"/> Provide executive decision making. <input type="checkbox"/> Ensure that all departments account for personnel and work assignments. <input type="checkbox"/> Ensure all department/agency actions support established EOC priorities. <input type="checkbox"/> Carry out responsibilities of all other EOC Sections not currently staffed. <input type="checkbox"/> Develop and issue appropriate rules, regulations, proclamations, and orders.

EOC DIRECTOR

	<ul style="list-style-type: none"> <input type="checkbox"/> Initiate Emergency Proclamations as needed (See Management Support Documentation – Local and State Emergency Proclamations.) <input type="checkbox"/> Consider activating the Multi-Agency Coordination Group to address citywide issues (i.e., reduced hours of operations for regular city business), continuity of government and continuity of operations issues. <input type="checkbox"/> Set priorities for restoration of city services. <input type="checkbox"/> In conjunction with the PIO, coordinate and conduct news conferences and review media releases as required. Establish procedure for information releases affecting inter-agency coordination. <input type="checkbox"/> Authorize PIO to release information to the media and to access the Emergency Alert System (EAS) and other communication systems. EAS can be accessed via the Ventura County Operational Area EOC if necessary. <input type="checkbox"/> Ensure that the Emergency Coordinator/Liaison Officer is providing for and maintaining positive and effective inter-agency coordination. <input type="checkbox"/> Establish and maintain contacts with adjacent jurisdictions/agencies and with other organizational levels as appropriate. <input type="checkbox"/> Keep the Mayor, City Council and the Operational Area informed of the incident and EOC activities. <input type="checkbox"/> Monitor performance of EOC personnel for signs of stress or under-performance; initiate Critical Incident Stress Debriefing or Psychological First Aid as appropriate in coordination with Personnel Unit of the Logistics Section.
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> Authorize deactivation of sections, branches, or units when they are no longer required. Approve the Demobilization Plan (drafted by Planning). <input type="checkbox"/> Ensure that the EOC Coordinator/Liaison Officer notifies higher level EOCs and appropriate organizations of planned time for demobilization. <input type="checkbox"/> Ensure that any open actions are completed before demobilization. <input type="checkbox"/> Ensure that all required forms or reports are completed prior to demobilization. Provide all completed documentation to the Documentation Unit, prior to your departure. Turn over financial information to Finance/Administration Section Coordinator. <input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s). <input type="checkbox"/> Deactivate the EOC and close out logs when the emergency no longer requires activation. <input type="checkbox"/> Proclaim termination of the emergency and proceed with recovery operations.
TERMINATION	<ul style="list-style-type: none"> <input type="checkbox"/> Complete a final situation report stating the end of EOC operations. <input type="checkbox"/> Ensure smooth transition from EOC response to recovery operations, as necessary. Provide on-going technical guidance on recovery activities. <input type="checkbox"/> Schedule Incident Debriefing. <input type="checkbox"/> Assist with the development of a Final AAR.

PUBLIC INFORMATION OFFICER

SUPERVISOR: EOC Director

PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> • Serve as the dissemination point for all media releases related to city impacts and activities. (Other agencies wishing to release information regarding the City of Moorpark to the public should coordinate through the Public Information function.) • Coordinate use of the City’s public notification systems, social media and the City’s website. • Ensure that the public within the affected area receives complete, accurate, timely, and consistent information about lifesaving procedures, health preservation instructions, emergency status, relief programs and services and other information. Information released should be posted in hard copy in the EOC and to Dlan. • Review and coordinate all related information releases, including dissemination of emergency information to city departments to keep employees apprised of the situation. • Maintain a relationship with the media representatives and hold periodic press conferences as required. • Provide news releases, answer questions the media may have, and arrange for tours or photo opportunities of the incident. • If multiple agencies and/or jurisdictions are affected and response operations are expected over 24 hours, a Joint Information Center (JIC) may be activated. The JIC may include county, state and federal agencies. If a JIC is established the PIO shall coordinate with and may send a representative to the JIC.
<p>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 67</p>	
NOTIFICATIONS	<ul style="list-style-type: none"> <input type="checkbox"/> Notify PIO’s in the field that the PIO function has been established in the EOC. Distribute PIO phone numbers and contact information. <input type="checkbox"/> Notify local media of PIO contact numbers.
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine need for additional PIO personnel and request approval from the EOC Director. Forward the request to Logistics Section. (Note: In a large-scale event, providing public information will exceed the capabilities of a single individual. The public information function may grow to a team effort). <input type="checkbox"/> Provide staffing to handle incoming media and public calls. <input type="checkbox"/> Consider establishing/staffing a hotline to answer inquiries from the public. <input type="checkbox"/> Establish staff to monitor a rumor control function to identify false or erroneous information. Develop procedure to be used to correct such information. <input type="checkbox"/> Determine staffing requirements for a Joint Information Center if needed.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Attend all Section meetings and briefings. <input type="checkbox"/> Arrange for meetings between media, city officials or incident level PIOs for information on specific incidents.

PUBLIC INFORMATION OFFICER	
	<ul style="list-style-type: none"> <input type="checkbox"/> Provide periodic briefings and press releases about the disaster/emergency throughout the affected areas. Refer media representatives to incident level PIOs for specific information. <input type="checkbox"/> Periodically prepare briefings for elected officials or VIPs, as needed, and directed by the EOC Director.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Assist Management function in developing Section objectives for the EOC Action Plan. <input type="checkbox"/> Participate in the EOC Planning process.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 67. <input type="checkbox"/> Prepare and provide approved information to the media. Post news releases in the EOC, Media Information Center and DLAN and other appropriate areas. <input type="checkbox"/> Ensure the EOC Director approves press releases before distribution. <input type="checkbox"/> Maintain file copies of all information releases. <input type="checkbox"/> Prepare, update, and distribute a Disaster Assistance Information Directory to the public with locations to obtain food, shelter, supplies, health services, etc. <input type="checkbox"/> Prepare materials describing any health risks, appropriate self-help or first aid actions and other appropriate survival measures. <input type="checkbox"/> Prepare instructions for people who must evacuate from a high-risk area, including the following information for each threat: evacuation guidance, evacuation routes; suggestions on types and quantities of clothing, food, medical items that evacuees should bring and location of shelters. <input type="checkbox"/> Develop a fact sheet for field personnel to distribute to residences and local businesses, as appropriate (include information about water and electrical outages/shortages, water supply stations, health services, etc.). <input type="checkbox"/> Maintain file copies of information released and posted in the EOC. <input type="checkbox"/> Provide copies of all releases to the EOC Director. <input type="checkbox"/> Provide personnel and equipment time records to the EOC Director at the end of each work shift.
POLICIES	<ul style="list-style-type: none"> <input type="checkbox"/> Implement city PIO/media procedures (See Management Section Supporting Documentation). <input type="checkbox"/> Obtain approval from the EOC Director for the release of information. <input type="checkbox"/> Secure guidance from the EOC Director regarding the release of available information, authorization to access the Emergency Alert System (EAS) and the cable system, if needed. (See Management Support Documentation, Alert and Warning Procedures). <input type="checkbox"/> Be sure that all elected officials, departments, agencies, and response organizations in the city are aware that they must coordinate release of emergency information through the PIO and that all press releases must be cleared with the EOC Director before releasing information to the media.

PUBLIC INFORMATION OFFICER

RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 67.
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate all media events with the EOC Director. <input type="checkbox"/> Respond to information requests from EOC Director and management team. <input type="checkbox"/> Keep the EOC Director advised of all unusual requests for information and of all major, critical, or actionable media comments. <input type="checkbox"/> Determine requirements for support to the PIO function at other EOC levels. <input type="checkbox"/> Coordinate with Incident Commanders and field PIOs to work with the media at incidents. <input type="checkbox"/> Arranges media visits with adjacent jurisdictions, as appropriate. <input type="checkbox"/> Establish a Joint Information Center (JIC), if required, and work with Logistics for facility and equipment needs. <input type="checkbox"/> Coordinate with an activated Op Area JIC to: <ul style="list-style-type: none"> – Ensure coordination of local, state, and federal and the private sector public information activities. – Obtain technical information (health risks, weather, etc.). – Schedule and post times and locations of news briefings. <input type="checkbox"/> Establish a Media Information Center if needed. Location will be determined as needed. Provide necessary workspace, materials, telephones, and staffing. If there are multiple local, state, and federal agencies involved consider establishing a JIC or if a JIC is established, designate staff to participate at the JIC. <input type="checkbox"/> Obtain, process, and summarize information in a form usable in presentations (maps, fact sheets, pictures, status sheets and related visual aids) for media and the public. <input type="checkbox"/> Determine which radio and TV stations are operational (See Management Support Documentation.) <input type="checkbox"/> Broadcast emergency information/updates on cable television, and online platforms either through message board or live taping of EOC Director or designee. <input type="checkbox"/> Record all interviews that you give. <input type="checkbox"/> Interact with other branches/groups/units to provide and obtain information relative to public information operations. <input type="checkbox"/> Coordinate with the Situation Status Unit of the Planning/Intelligence Section and define areas of special interest for public information action. Identify means for securing the information as it is developed. <input type="checkbox"/> Maintain an up-to-date picture of the situation for presentation to media. <input type="checkbox"/> Arrange for tours and photo opportunities when staffing levels and time permit. Coordinate VIP tours with EOC Coordinator/Liaison Officer, and EOC Director. <input type="checkbox"/> Monitor broadcast and social media to: <ul style="list-style-type: none"> – Get general information – Identify and correct inaccurate information – Identify and address any rumors

PUBLIC INFORMATION OFFICER

- Work with the EOC Coordinator / Liaison Officer to ensure that announcements, information, and materials are appropriate, translated and prepared for special populations (non-English speaking; non-readers; elderly; the hearing, sight and mobility impaired; etc.).
- Warn all non-English speaking and hearing-impaired persons of the emergency / hazard by:
 - Using bilingual employees whenever possible.
 - Translating all warnings, written and spoken, into appropriate languages.
 - Contacting media outlets (radio/television) that serve the languages you need.
 - Utilizing 9-1-1 translation services and video services to contact the deaf.
- Work with the EOC Coordinator / Liaison Officer to utilize all available public information dissemination methods for persons who have sight impairments, speak a foreign language and all other DAFN populations including:
 - TDD/TDY (for foreign language translation)
 - Mental Health client list (via the County)
 - In Home Support Services (IHSS) client list (via the County)
 - Adult Protective Services list (via the County)
 - Children Protective Services list (via the County)
 - Veterans Services list (via the County)
 - Area Agency on Aging client list (via the County)
 - Moorpark Unified School District student lists
 - Southern California Edison (Listing of Persons with Durable Medical Equipment)
 - Ventura County 2-1-1
- Issue timely and consistent advisories and instructions for life safety, health, and assistance.
 - What to do and why.
 - What not to do and why.
 - Hazardous areas and structures to stay away from.
 - Evacuation routes, instructions, and arrangements for persons without transportation or special needs (non-ambulatory, sight-impaired, etc.).
 - Location of mass care shelters, first aid stations, food, and water distribution points, etc.
 - Location where volunteers can register and be assigned tasks.
 - Street, road, bridges and freeway overpass conditions, congested areas to avoid and alternate routes to take.
 - Instructions from the Medical Examiner and public health officials pertaining to dead bodies, potable water, human waste and spoiled food disposal.
 - Curfew information, if applicable.
 - School information
 - Weather hazards when appropriate.

PUBLIC INFORMATION OFFICER	
	<ul style="list-style-type: none"> – Public information hotline numbers. – Status of Local Proclamation, Governor’s Proclamation or Presidential Declaration. – Local, state, and federal assistance available; locations and times to apply. – Local Assistance Center (LAC) locations, opening dates and times or phone numbers of Assistance Center. – How and where people can obtain information about relatives/friends in the emergency/disaster area. (Coordinate with the American Red Cross on the release of this information.) <p><input type="checkbox"/> Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.</p>
DEACTIVATION / DEMOBILIZATION	<p><input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 67.</p>

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EOC COORDINATOR / LIAISON OFFICER

SUPERVISOR: EOC Director

PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> • Coordinate with Agency Representatives assigned to the EOC and handle requests from other agencies for sending liaison personnel to other EOCs. • Function as a central location for incoming Agency Representatives, provide workspace, and arrange for support as necessary and provide an orientation briefing, as appropriate. • Assist the EOC Director in providing orientations for VIPs and other visitors to the EOC. • Ensure that all developed guidelines, directives, action plans and appropriate situation information is disseminated to Agency Representatives. • Provide outside agency information and guidance to the EOC Director. • Maintain contact with the Ventura County Operational Area EOC Liaison Officer. • Serve as a central coordination point for DAFN population concerns. • Determine the scope of the incident and the impact on DAFN populations. • Determine which DAFN populations are impacted. • Ensure emergency communications, evacuations and mass care and sheltering activities address DAFN needs and comply with local, state, and federal guidelines and standards. • Provide advice and assistance pertaining to DAFN concerns with other Sections as they manage resources and activities. • Coordinate with Care and Shelter Branch, ARC, and emergency welfare agencies to support DAFN needs.
<p>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 67.</p>	
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Identify staffing needs and work with the Logistics Section to provide support staff as needed into Sections requiring support.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Attend and participate in Management Section meetings and briefings. <input type="checkbox"/> Brief Agency Representatives on current situation, priorities and EOC Action Plan. <input type="checkbox"/> Provide periodic update briefings to Agency Representatives as necessary. <input type="checkbox"/> Present and discuss potential issues related to people with disabilities and others with access and functional needs with Operations and Logistics Section Coordinators at the beginning-of-shift briefing.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Assist Management function in developing Section objectives for the EOC Action Plan. <input type="checkbox"/> Participate in the EOC Planning P process.

EOC COORDINATOR / LIAISON OFFICER	
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 67. <input type="checkbox"/> Compile list of Agency Representatives (agency, name, EOC phone) and make available to all Section and Branch/Group/Unit Coordinators. <input type="checkbox"/> Provide personnel and equipment time records to the EOC Director at the end of work shift.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 67. <input type="checkbox"/> Facilitate requests for support or information from outside agencies. <input type="checkbox"/> Determine status and resource needs and availability of other agencies. <input type="checkbox"/> Request trained, qualified and culturally / diverse competent staff to work with non-English or limited English proficiency speakers when needed. <input type="checkbox"/> Assist the Logistics Section, as requested to provide supplies, facility modifications and resource allocation to support people with disabilities and others with access and functional needs. <input type="checkbox"/> Coordinate with Ventura County Functional Assessment and Support Teams (FAST) via the Human Services Agency at onset of evacuation and shelter activation by Care and Shelter Branch, if needed.
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Request Agency Representatives contact their agency, determine level of activation of agency facilities, and obtain any intelligence or situation information that may be useful to the EOC. <input type="checkbox"/> Know the working location for any Agency Representative assigned directly to a branch/group/unit. <input type="checkbox"/> Arrange and coordinate VIP tours with PIO, and City Council members. <input type="checkbox"/> Contact all on-site Agency Representatives. Make sure: <ul style="list-style-type: none"> - They have signed into the EOC - They understand their assigned function - They know their assigned work location - They understand EOC organization and floor plan <input type="checkbox"/> Determine if outside liaison is required with other agencies such as: <ul style="list-style-type: none"> - Local/county/state/federal agencies - Schools - Volunteer organizations - Private sector organizations - Utilities not already represented <input type="checkbox"/> Notify and coordinate with adjacent jurisdictions on facilities and/or dangerous releases that may impose risk across boundaries. <input type="checkbox"/> Respond to requests from sections and branches/groups/units for Agency information. Direct requests to the appropriate Agency Representatives. <input type="checkbox"/> Respond to requests for liaison personnel from other agencies. <input type="checkbox"/> Act as liaison with state or federal emergency response officials and appropriate city personnel.

EOC COORDINATOR / LIAISON OFFICER

	<ul style="list-style-type: none"> <input type="checkbox"/> Determine if there are any communication problems in contacting outside agencies. Provide information to the Information Systems Branch of the Logistics Section. <input type="checkbox"/> Monitor impacted DAFN populations during evacuation and shelter activities to ensure adequate support. <input type="checkbox"/> Monitor and assist with message development/translation, as needed, including alert/warning messages to ensure DAFN populations are reached. <input type="checkbox"/> Assist PIO with press releases to address DAFN populations. <input type="checkbox"/> Keep the EOC Director apprised of all issues pertaining to DAFN populations. <input type="checkbox"/> Maintain awareness of operations, including trends, changes in services and other variables that may indicate a need for service delivery adjustments for people with disabilities and others with access and functional needs. <input type="checkbox"/> Obtain situation reports from Operations twice during each operational period (depending on the length of the period) to maintain situational awareness and identify any impacts to the DAFN population. <input type="checkbox"/> Assist the PIO to mitigate or resolve issues related to accessibility of emergency notification systems and any other related items concerning communications systems. <input type="checkbox"/> Assist the Operations Section, Care and Shelter Branch to provide sheltering, tracking of persons in the shelter, shelter communications and resources, provisions for service animals, mass feeding, and recovery. <input type="checkbox"/> Coordinate with the Care and Shelter Branch and the PIO to provide regularly updated information on the location of shelters suitable for DAFN populations. <input type="checkbox"/> Assist the Operations Section Police Branch to mitigate or resolve issues related to emergency notification, evacuation, accessible vehicles (e.g., paratransit), evacuee tracking, and other transportation-related items. <input type="checkbox"/> Monitor the progress of evacuation planning/operations (evacuation and re-entry) to assure that persons with disabilities, access and functional needs are being accommodated. <input type="checkbox"/> Keep the EOC Director advised of your status and activity.
DEACTIVATION / DEMobilIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 67. <input type="checkbox"/> Monitor post-incident public messages to assure that information regarding recovery programs is provided in various languages and through other methods that reach impacted disabilities, access, and functional needs populations.

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LEGAL OFFICER

SUPERVISOR: EOC Director

PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Provide counsel to the EOC on legal matters pertaining to emergency response and recovery efforts. <input type="checkbox"/> Assist in the preparation of proclamations, ordinances, and legal documents (See Management Support Documentation – State and Local Proclamations). <input type="checkbox"/> Advise the Multi-Agency Coordination/Policy Group, EOC Director and Management and General Staff, as needed, on the legality and/or legal implications of contemplated emergency actions and policies. <input type="checkbox"/> Clarify legal responsibilities and/or potential liabilities. <input type="checkbox"/> Maintain legal information, records and reports relative to the emergency. <input type="checkbox"/> Participate as a member of the EOC management team when requested by EOC Director.
<p>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 67.</p>	
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour staffing requirements and request additional support as required.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Attend and participate in Management Section meetings and briefings.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Assist Management function in developing Section objectives for the EOC Action Plan. <input type="checkbox"/> Participate in the EOC Planning P process.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 67. <input type="checkbox"/> Prepare documents relative to evacuations, curfews, and demolition of hazardous structures or conditions, as needed, <input type="checkbox"/> In coordination with City Clerk oversee the prepare of proclamations, emergency ordinances and other legal documents required by the City Council and the EOC Director. (See Management Support Documentation – State and Local Proclamations). <input type="checkbox"/> Provide personnel and equipment time records to the EOC Director at the end of work shift.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 67. <input type="checkbox"/> Develop rules, regulations and laws required for the acquisition and/or control of critical resources.
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Commence civil and criminal proceedings as necessary and appropriate to implement and enforce emergency actions. <input type="checkbox"/> Advise the EOC Director on areas of legal responsibility and identify potential liabilities.

LEGAL OFFICER

	<ul style="list-style-type: none"><input type="checkbox"/> Advise the Multi-Agency Coordination/Policy Group, EOC Director and Management and General staff of the legality and/or legal implications of contemplated emergency actions and/or policies.<input type="checkbox"/> Keep the EOC Director advised of your status and activity.
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"><input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 67.

SAFETY OFFICER	
SUPERVISOR: EOC Director	
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> Ensure that all facilities used in support of EOC operations have safe operating conditions. Monitor all EOC and related facility activities to ensure that they are being conducted in as safe a manner as possible under the circumstances that exist. Stop or modify all unsafe operations.
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 67.	
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour safety staffing requirements and request additional support as required.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Attend and participate in Management Section meetings and briefings.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Assist Management function in developing Section objectives for the EOC Action Plan. <input type="checkbox"/> Participate in the EOC Planning P process.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 67.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 67. <input type="checkbox"/> Determine needs for special communication resources. Make needs known to the Logistics Section.
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Support Safety Officers in the field to ensure safety of field operations for employees and volunteers. <input type="checkbox"/> Tour the entire EOC area and determine the scope of on-going operations and learn the location of fire extinguishers, fire hoses and emergency pull stations. <input type="checkbox"/> Evaluate conditions and advise the EOC Director of any conditions and actions which might result in liability—e.g., oversights, improper response actions, etc. <input type="checkbox"/> Coordinate with the Personnel Unit of the Logistics Section to ensure that training for personnel includes safety and hazard awareness and is compliant with OSHA requirements. <input type="checkbox"/> Be familiar with particularly hazardous conditions in the facility. <input type="checkbox"/> Ensure that the EOC is free from environmental threats (i.e., radiation exposure, air purity, water quality, etc.). <input type="checkbox"/> Provide guidance regarding actions to be taken in preparation for aftershocks, If the event that caused activation is an earthquake. <input type="checkbox"/> Assist in any EOC evacuation. <input type="checkbox"/> Assist in sealing off any dangerous areas. Provide access control as required. <input type="checkbox"/> Keep the EOC Director advised of safety conditions.

SAFETY OFFICER

	<input type="checkbox"/> Coordinate with the Finance/Administration Section, Compensation/Claims Unit on any personnel injury claims or records preparation as necessary for proper case evaluation and closure.
DEACTIVATION / DEMOBILIZATION	<input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 67.

SECURITY OFFICER	
SUPERVISOR: EOC Director	
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> Provide 24-hour a day security for EOC facilities. Control personnel access to facilities in accordance with policies established by the EOC Director.
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 67.	
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour security staffing requirements and request additional support as required.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Attend and participate in Management Section meetings and briefings.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Assist Management function in developing Section objectives for the EOC Action Plan. <input type="checkbox"/> Participate in the EOC Planning P process.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 67.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 67. <input type="checkbox"/> Determine needs for special communication resources. Make needs known to the Logistics Section.
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Support Security Officers in the field to ensure security of field operations for employees and volunteers. <input type="checkbox"/> Complete a radio or communications check with all on-duty security personnel as appropriate. <input type="checkbox"/> Provide executive security as appropriate or required. <input type="checkbox"/> Coordinate security for EOC critical facilities, supplies or materials, as needed. <input type="checkbox"/> Establish or relocate security positions as dictated by the situation. <input type="checkbox"/> Determine needs for special access facilities. <input type="checkbox"/> Assist in any EOC evacuation. <input type="checkbox"/> Assist in sealing off any danger areas. Provide access control as required. <input type="checkbox"/> Keep the EOC Director advised of security conditions.
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 67.

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OPERATIONS SECTION - GENERAL INFORMATION

PURPOSE

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

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

OVERVIEW

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

- Fire/Medical/Health Branch
- Police Branch
- Building and Safety Branch
- Public Works Branch
- Care and Shelter Branch

OBJECTIVES

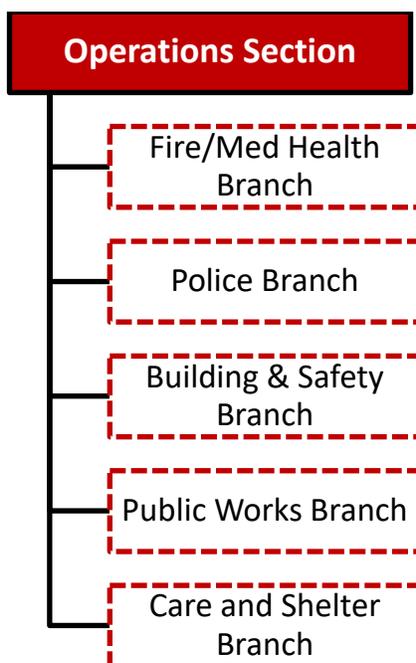
The Operations Section is responsible for coordination of all response elements applied to the disaster/emergency. The Operations Section carries out the objectives of the EOC Action Plan and requests additional resources as needed.

CONCEPT OF OPERATIONS

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

- SEMS and the NIMS will be followed.
- Existing City and departmental operating procedures will be adhered to unless modified by the City Council or City Manager.
- All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with Personnel Rules and Regulations.
- Operational periods will be determined by the EOC Director and should be event driven.

OPERATIONS SECTION ORGANIZATION CHART



OPERATIONS SECTION STAFF

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

- Fire/Medical/Health Branch
- Police Branch
- Building and Safety Branch
- Public Works Branch
- Care and Shelter Branch

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

Operations Section Coordinator

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

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

Fire/Medical/Health Branch

The Fire/Medical/Health Branch is responsible for coordinating personnel, equipment, and resources committed to the fire, field medical, search and rescue, hazardous materials and other elements of the incident that may involve entry into hazardous atmospheres.

Medical/Health activities will be coordinated with the Ventura County Health Care Agency for appropriate emergency medical response and medical examiner activities will be coordinated with the Ventura County Medical Examiner's Office. The Ventura County Health Care Agency is responsible for managing personnel, equipment, and resources to provide the best patient care possible. *Note: The County of Ventura Chief Medical Examiner has Medical Examiner responsibilities in the City of Moorpark. In a wide-scale disaster within Ventura County, it may be several hours or days before the dead can be collected and processed by the Medical Examiner's Office.*

Police Branch

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

Public Works Branch

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

Building and Safety Branch

The Building and Safety Branch is responsible for the evaluation and inspection of all City-owned and private structures damaged in an incident.

Care and Shelter Branch

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

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OPERATIONS SECTION COORDINATOR	
SUPERVISOR: EOC Director	
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> Ensure that the Operations Section function is carried out, including the coordination of response for Fire/Medical Health, Police, Building and Safety, Public Works, and Care and Shelter. Establish and maintain mobilization/demobilization areas for incoming mutual aid resources. Develop and ensure that the EOC Action Plan’s operational objectives are carried out. Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required. Coordinate activities within the Section. Report to the EOC Director on all matters pertaining to Section activities.
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 67.	
ACTIVATION & NOTIFICATIONS	<ul style="list-style-type: none"> <input type="checkbox"/> Determine the operational status and appropriate level of activation based on situation as known. <input type="checkbox"/> Mobilize appropriate personnel for initial activation of the EOC. <input type="checkbox"/> Notify EOC Director when your Section is fully operational. <input type="checkbox"/> Establish field communications with established Incident Command Posts or DOCs, if activated.
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine what Section positions should be activated and staffed. <input type="checkbox"/> Confirm that all key Operations Section personnel or alternates are in the EOC or have been notified. Recall staff members necessary for the emergency. <input type="checkbox"/> Request additional personnel for the Section to maintain a 24-hour operation as required. <input type="checkbox"/> Carry out responsibilities of your Section not currently staffed.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Brief new or relief personnel in your Branch. Briefings should include: <ul style="list-style-type: none"> - Current situation assessment - Identification of specific job responsibilities - Identification of co-workers within the job function and/or geographical assignment - Availability of communications - Location of work area - Identification of eating and sleeping arrangements as appropriate - Procedural instructions for obtaining additional supplies, services, and personnel - Identification of operational period work shifts

OPERATIONS SECTION COORDINATOR	
	<ul style="list-style-type: none"> <input type="checkbox"/> Meet with other activated Section Coordinators, as needed. <input type="checkbox"/> Attend periodic briefing sessions conducted by the EOC Director. <input type="checkbox"/> Brief the EOC Director on major problem areas that need or will require solutions. <input type="checkbox"/> Conduct periodic Operations Section briefings and work to reach consensus for forthcoming operational needs.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Work closely with the Planning/Intelligence Section Coordinator in the development of the EOC Action Plan. Ensure the development of Operations Section objectives. (See Planning/Intelligence Support Documentation – Action Planning and in the Forms Section). <input type="checkbox"/> Work closely with each Branch leader to ensure Operations Section objectives as defined in the current EOC Action Plan are being addressed. <input type="checkbox"/> Work closely with Logistics Section – Support Staff to develop a Communications Plan.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 67. <input type="checkbox"/> Provide copies of the any reports to the Documentation Unit of the Planning/Intelligence Section at end of each operational period. <input type="checkbox"/> Ensure that all your Section personnel and equipment time records and a record of expendable materials used are provided to the Time Keeping Unit and Cost Recovery Unit of the Finance/Administration Section at the end of each operational period.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 67. <input type="checkbox"/> Provide resources to the field as needed. <input type="checkbox"/> Determine resources committed and resource needs. <input type="checkbox"/> Identify, establish, and maintain mobilization areas for operations-related equipment and personnel that come through Mutual Aid, as needed. <input type="checkbox"/> Authorize release of equipment and personnel to incident commanders in the field. <input type="checkbox"/> Review suggested list of resources to be released and initiate recommendations for their release. Notify the Situation Status Units of the Planning/Intelligence Section.
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Receive, evaluate, and disseminate information relative to the Operations Section. <input type="checkbox"/> Evaluate the field conditions associated with the disaster/emergency and coordinate with the Situation Status Unit of the Planning/Intelligence Section. <input type="checkbox"/> Obtain and review major incident reports from the Situation Status Unit and additional field operational information that may pertain to or affect Section operations. Provide information to appropriate branches.

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

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FIRE/MEDICAL HEALTH BRANCH	
PRIMARY:	Fire Battalion Chief as designated by Fire
ALTERNATE:	As Designated
SUPERVISOR:	Operations Section Coordinator
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> • Coordinate search and rescue, fire operations, the prevention, control and suppression of fire and hazardous materials incidents and the provision of emergency medical care. • Evaluate and process requests for fire, hazardous materials, and rescue resources. • Assist and serve as an advisor to the Operations Section Coordinator and other Branches as needed. • Monitor and coordinate emergency medical care operations and treatment of the sick and injured resulting from the incident with the Ventura County EMSA. Provide Ventura County EMSA information on medical casualties and needs. (Number of injuries and/or deaths). If the County Operational Area EOC is activated, coordinate with the Medical/Health Branch. • Coordinate with the Ventura County Public Health Agency or if the County Operational Area EOC is activated, coordinate with the Medical/Health Branch regarding disease prevention and control activities. • Coordinate with Ventura County Medical Examiner for any issues dealing with fatalities or if the County Operational Area EOC is activated, coordinate with the Medical Examiner Branch.
<p>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 67.</p>	
ACTIVATION & NOTIFICATIONS	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure on-duty Fire personnel have been alerted and notified of the situation. <input type="checkbox"/> Ensure off-duty Fire personnel have been notified of callback status, (when they should report) in accordance with current department emergency procedures. <input type="checkbox"/> Notify Ventura County Health Care Agency to coordinate any Medical/Health issues for the City. <input type="checkbox"/> Identify patients and notify hospitals if contaminated or exposed patients are involved. <input type="checkbox"/> Notify appropriate local, state, and federal response agencies.
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required. <input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Attend periodic briefing sessions conducted by the Section Coordinator.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in the EOC Director’s action planning meetings.

FIRE/MEDICAL HEALTH BRANCH	
	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate with Section Coordinator in the development of the Operations Section objectives for EOC Action Plan. Ensure Fire/Medical Health objectives are incorporated. (See Planning/Intelligence Support Documentation – Action Planning and the EOC Action Plan in the Forms Section.) <input type="checkbox"/> Set Fire Department priorities based on the nature and severity of the disaster/emergency.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 67. <input type="checkbox"/> Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section. <input type="checkbox"/> Complete and maintain status reports for major incidents requiring or potentially requiring Operational Area, state, and federal response, and maintain status of unassigned fire & rescue resources. <input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 67. <input type="checkbox"/> Estimate need for fire mutual aid. <input type="checkbox"/> Request mutual aid resources through proper channels when approved by the Operations Section Coordinator. <ul style="list-style-type: none"> - Order all fire resources through the Ventura County Operational Area Fire Mutual Aid Coordinator - Order all other resources through the Logistics Section <input type="checkbox"/> Coordinate with the Logistics Section for non-mutual aid supplies, equipment, personnel, and transportation for field operations. <input type="checkbox"/> Coordinate with Planning and Logistics Sections for tracking and accountability of ordered resources. <input type="checkbox"/> Establish a multi-purpose staging area as required for incoming fire mutual aid resources. <input type="checkbox"/> Update the Regional Fire Mutual Aid Coordinator on major problems, actions taken and resources available or needed.
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Assess the impact of the disaster/emergency on the Fire Department’s operational capacity <input type="checkbox"/> Report to the Operations Section Coordinator when: <ul style="list-style-type: none"> - EOC Action Plan needs modification - Additional resources are needed or surplus resources are available - Significant events occur <input type="checkbox"/> Support Fire Incident Commanders as requested. <input type="checkbox"/> Advise EOC staff on dangers associated with fire/hazardous materials. <input type="checkbox"/> Coordinate fire, hazardous materials and search and rescue operations. <input type="checkbox"/> Assist in dissemination of warning to the public.

FIRE/MEDICAL HEALTH BRANCH

- Provide for radiation monitoring and decontamination operations and implement the Radiological Protection Procedures if needed.
- Determine if current and forecasted weather and wind conditions will complicate fires, hazardous material, releases, major medical incidents and/or other potential problems.
- Assist in efforts to identify spilled substances, including locating shipping papers and placards, and contacting as required Ventura County Health Care Agency, Cal OES, shipper, manufacturer, CHEMTREC, etc.
- Ensure proper clean-up arrangements are made with Ventura County Environmental Health.
- Provide support for decontamination operations.
- Provide fire protection and safety assessment of shelters.
- Coordinate firefighting water supplies with the Public Works Branch. Obtain water system status and report to field Incident Commander or Command Post.

MEDICAL HEALTH ONGOING ACTIVITIES

- Support appropriate emergency medical care and transportation of injured to appropriate facilities.
- Coordinate with the Medical/Health Branch in the County Operational Area EOC to support all medical support/care, disease prevention and control activities, distribution of medications and other medical supplies to shelters or treatment areas as needed and coroner operations.
- Provide an estimate of number and location of casualties that require hospitalization to the Medical/Health Branch in the County Operational EOC.
- Support Ventura County Health Care Agency as appropriate to provide continued medical care for patients who cannot be moved when hospitals, nursing homes and other health care facilities are evacuated.
- Provide information on the disaster routes established within the city to the Medical/Health Branch in the County Operational Area EOC.
- Provide the PIO with information on public health hazards, mitigation procedures and the locations of medical shelters, first aid facilities, and Field Treatment Sites that may have been established by Ventura County Health Care Agency.
- Coordinate with the Ventura County Health Care Agency, Medical Examiner or with the Medical/Health Branch if the County Operational EOC is activated to support any temporary morgue facilities that have been established in the city.
- Maintain list of known dead and forward to the Medical Examiner or the Medical/Health Branch if the County Operational EOC has been activated.
- Assist and coordinate with the Ventura County Health Care Agency or the Medical/Health Branch if the County Operational EOC has been activated for the reburial of any coffins that may be washed to the surface of inundated cemeteries.

FIRE/MEDICAL HEALTH BRANCH	
	<ul style="list-style-type: none"> <input type="checkbox"/> Assess the need to provide mental health services to the public and coordinate the provision of these services with Ventura County Health Care Agency or the Medical/Health Branch if the County Operational EOC has been activated, if needed.
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 67. <input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan. <input type="checkbox"/> Ensure that any open actions are completed before demobilization. <input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

POLICE BRANCH	
SUPERVISOR: Operations Section Coordinator	
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> Coordinate movement and evacuation operations during the disaster. Alert and notify the public of the impending or existing emergency. Activate any public warning systems. Coordinate police and traffic control operations during the disaster. Coordinate the provision of security at incident facilities. Coordinate Law Enforcement Mutual Aid requests from emergency response agencies through the Law Enforcement Mutual Aid Coordinator at the Operational Area EOC.
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 67.	
ACTIVATION & NOTIFICATIONS	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that on-duty Police personnel have been alerted and notified of the current situation and that off-duty Police personnel have been notified of call-back status, (when they should report) in accordance with current department emergency procedures. <input type="checkbox"/> Ensure that Police personnel have completed status checks on equipment, facilities, and operational capabilities. <input type="checkbox"/> Alter normal patrol procedures to accommodate emergency operations, if needed. <input type="checkbox"/> Notify Watch Commander of status. <p>Alerting/Warning of Public (See Operations Support Documentation - Alerting and Warning)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Coordinate with Fire/Medical/Health Branches and field units to designate area to be warned and/or evacuated. <input type="checkbox"/> Coordinate with the EOC Coordinator / Liaison Officer to evaluate the affected or potentially affected area to determine the population demographics. Make sure to identify what DAFN population may be impacted. <input type="checkbox"/> Develop and coordinate with the PIO the warning/evacuation message to be delivered. At a minimum, the message should include: <ul style="list-style-type: none"> - Identification of agency making notification - Nature of the emergency and exact threat to public - Threat areas - Time available for evacuation - Evacuation routes - Location of evacuee assistance center - Radio stations carrying instructions and details <input type="checkbox"/> Coordinate all emergency warning and messages with the EOC Director and the PIO. Consider the following dissemination methods: <ul style="list-style-type: none"> - Notifying police units to use loudspeakers and sirens to announce warning messages.

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

POLICE BRANCH	
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 67. <input type="checkbox"/> Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section. <input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 67. <input type="checkbox"/> Estimate need for law enforcement mutual aid <input type="checkbox"/> Request mutual aid assistance through the Ventura County Operational Area Law Enforcement Coordinator. <input type="checkbox"/> Coordinate with the appropriate units of the Logistics Section for non-mutual aid supplies, equipment, personnel, and transportation for field operations. <input type="checkbox"/> Establish a multi-purpose staging area as required for incoming law enforcement mutual aid resources.
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Keep the Operations Section Coordinator advised of your Branch status and activity and on any problem areas that now need or will require solutions. <input type="checkbox"/> Ensure that Police personnel have completed status checks on equipment, facilities, and operational capabilities. <input type="checkbox"/> Ensure that all relevant communication systems are operational. <input type="checkbox"/> Ensure that field units begin safety/damage assessment survey of critical facilities and report status information back through the Police Branch. Forward information to the Planning/Intelligence Section. <input type="checkbox"/> Review situation reports as they are received. Verify information where questions exist. <input type="checkbox"/> Refer all media contacts to PIO and provide information to the PIO on matters relative to public safety. <input type="checkbox"/> Direct field units to report pertinent information (casualties, damage observations, evacuating status, radiation levels, chemical exposure, etc.). <input type="checkbox"/> Coordinate with Ventura County Animal Services for all animal services needed. <p>EVACUATION ACTIVITIES</p> <ul style="list-style-type: none"> <input type="checkbox"/> Implement the evacuation portion of the EOC Action Plan and/or support field operations. <input type="checkbox"/> Establish emergency traffic routes in coordination with the Public Works Branch, CHP, CalTrans and other affected city EOCs, as appropriate. <input type="checkbox"/> Coordinate with the Public Works Branch, CalTrans and CHP to determine capacity and safety of evacuation routes and time to complete evacuation. <input type="checkbox"/> Ensure that evacuation routes do not enter hazard zones. <input type="checkbox"/> Ensure that VC-Alert is employed to assist with evacuations. <input type="checkbox"/> Coordinate with city Animal Services (Public Works) and the Ventura County Animal Services to assist with animal evacuations.

POLICE BRANCH

- Assist Public Works Branch with identifying and clearing debris from critical routes required to support emergency response vehicles.
- Identify alternate evacuation routes where necessary.
- Coordinate with the EOC Coordinator / Liaison Officer to identify persons/facilities that may have special evacuation requirements, i.e., people with access and functional needs, hospitalized, elderly, institutionalized, incarcerated etc.
 - Check status
 - Evacuate if necessary
 - Coordinate with the Transportation Unit of the Logistics Section for special transportation needs, i.e., wheelchair lift-equipped buses, transit buses, and paratransit vans.
 - Make sure the individuals are not separated from their durable medical equipment, i.e., wheelchairs, and walkers or service animals.
- Establish evacuation assembly points, traffic control points and provide traffic control for evacuation and perimeter control for affected areas.
- Coordinate the evacuation of hazardous areas with neighboring jurisdictions and other affected agencies.
- Coordinate with Care and Shelter Branch to open evacuation centers.
- Place towing services on stand-by to assist disabled vehicles on evacuation routes.
- Monitor status of warning and evacuation processes.
- Coordinate with the Public Works Branch to obtain necessary barricades and signs.

SECURITY ACTIVITIES

- Coordinate security for critical facilities and resources (consider vehicle security and parking at incident facilities).
- Enforce curfew and emergency orders, as identified in the EOC Action Plan.
- Coordinate security in the affected areas to protect public and private property by establishing access controls and screening traffic, as required.
- Coordinate assisting fire units/ambulances/medical teams/emergency supply vehicles in entering and leaving incident areas, when needed.
- Coordinate with Public Works Branch for street closures and boarding up of buildings.
- Coordinate law enforcement and crowd control services at mass care and evacuation centers.
- Ensure that detained inmates are protected from potential hazards. Ensure adequate security and relocate if necessary.
- Develop procedures for safe re-entry into evacuated areas.

MAJOR AIR CRASH ACTIVITIES

- Notify the Federal Aviation Agency or appropriate military command for air crash incidents.

POLICE BRANCH	
	<ul style="list-style-type: none"> <input type="checkbox"/> Request temporary flight restrictions, as necessary <p>FLOODING AND/OR DAM FAILURE ACTIVITIES</p> <ul style="list-style-type: none"> <input type="checkbox"/> Notify all units in and near inundation areas of flood arrival time. <input type="checkbox"/> Direct mobile units to warn public to move to higher ground immediately. Continue warning as long as needed. <input type="checkbox"/> Coordinate with PIO to notify radio stations to broadcast warnings and post to social media. <p>ADDITIONAL ACTIONS IN RESPONSE TO HAZARDOUS MATERIALS INCIDENTS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure that all personnel remain upwind or upstream of the incident site. This may require repositioning of personnel and equipment as conditions change. <input type="checkbox"/> Notify appropriate local, state, and federal hazard response agencies. <input type="checkbox"/> Consider wind direction and other weather conditions. Contact the Situation Status Unit of the Planning/ Intelligence Section for updates. <input type="checkbox"/> Assist in efforts to identify spilled substances, including locating shipping papers and placards, and contacting as required: County Health, CalOES, shipper, manufacturer, CHEMTREC, etc.
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 67. <input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan. <input type="checkbox"/> Ensure that any open actions are completed before demobilization. <input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

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BUILDING AND SAFETY BRANCH	
SUPERVISOR: Operations Section Coordinator	
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> • Coordinate the inspection for re-occupancy of key city facilities. • Provide inspections of each shelter site prior to occupancy. • Provide the technical, engineering support as requested for other Operations Section Branches. • Coordinate investigation and safety assessment of damage to buildings, structures, and property within the City for the purpose of: <ul style="list-style-type: none"> - Identifying life-threatening hazardous conditions for immediate abatement. - Inspecting and identifying buildings and property for re-occupancy and posting and declaring unsafe conditions. - Determining the cost and percentage of damage to all buildings, structures, and properties. • Provide safety assessment information and statistics to the Situation Status Unit of the Planning/Intelligence Section. • Coordinate investigation of building code performance. Determine the extent of damage to buildings and structures and develop recommendations for building code changes. • Coordinate incoming Building and Safety mutual aid resources.
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 67.	
ACTIVATION & NOTIFICATIONS	<ul style="list-style-type: none"> <input type="checkbox"/> Alert and stage Building and Safety assessment teams as needed. <input type="checkbox"/> Brief all personnel on Department Emergency Operating Procedures and assignments.
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required. <input type="checkbox"/> Coordinate with the Personnel Unit of the Logistics Section to ensure that training for personnel includes safety and hazard awareness and is compliant with OSHA requirements. <input type="checkbox"/> Monitor your Branch activities and adjust staffing and organization as appropriate to meet current needs.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Attend periodic briefing sessions conducted by the Section Coordinator. <input type="checkbox"/> Brief all personnel on Building and Safety procedures and assignments.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Set Building and Safety priorities based on the nature and severity of the disaster/emergency.

BUILDING AND SAFETY BRANCH	
	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate with Section Coordinator in the development of the Operations Section objectives for EOC Action Plan. Ensure Building and Safety objectives are incorporated. (See Planning/Intelligence Support Documentation – Action Planning.)
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 67. <input type="checkbox"/> Activate data tracking system to document and report safety assessment information and forward to the Situation Status Unit of the Planning/Intelligence Section. <input type="checkbox"/> Provide detailed safety assessment information to the Planning/Intelligence Section with associated loss damage estimates. <input type="checkbox"/> Provide documentation to Legal Officer on those structures which may need to be demolished in the interest of public safety. <input type="checkbox"/> Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section. <input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 67. <input type="checkbox"/> Develop a preliminary estimate of the need for mutual aid assistance, after completion of the safety/damage survey. <input type="checkbox"/> Request mutual aid building inspectors through Ventura County Operational Area EOC. <input type="checkbox"/> Coordinate incoming Building and Safety mutual aid resources. <input type="checkbox"/> Arrange for necessary communications equipment from the Communications Unit of the Logistics Section and distribute to all field personnel (e.g., radios, cellular phones, etc.) <input type="checkbox"/> Allocate available resources based on requests and EOC priorities.
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Obtain initial damage/safety assessment information from Fire/Medical Health Branch, Police Branch, Public Works Branch, and other branches/units, as necessary. <input type="checkbox"/> Oversee the inspection of the following critical facilities (priority) and other facilities: <ul style="list-style-type: none"> - EOC - Police stations - Fire Stations - *Medical facilities - *Congregate care facilities (including private schools, convalescent care hospitals, board and care facilities, day care centers, etc.) - *Public schools - City facilities - Potential hazardous materials facilities, including gas stations - Designated shelters

BUILDING AND SAFETY BRANCH

- Unreinforced masonry buildings
- Concrete tilt-up buildings
- Multi-story structures-commercial, industrial and residential
- *Mobile homes/modular structures
- Single-family dwellings

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

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

Be prepared to start over due to aftershocks.

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

BUILDING AND SAFETY BRANCH	
	<input type="checkbox"/> If needed, request police escort of safety assessment and inspection personnel.
DEACTIVATION / DEMOBILIZATION	<input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 67. <input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan. <input type="checkbox"/> Ensure that any open actions are completed before demobilization. <input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

PUBLIC WORKS BRANCH	
SUPERVISOR: Operations Section Coordinator	
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> • Receive and process field resource requests for Public Works resources. Coordinate those requests internally and externally as necessary to make sure there are no duplicate orders. • Coordinate with the Logistics Section on the acquisition of all resources and support supplies, materials and equipment. • Determine the need for and location of general staging areas for unassigned resources. Coordinate with the Facilities Unit of the Logistics Section and participate in any action planning meetings pertaining to the establishment of additional locations. • Prioritize the allocation of resources to individual incidents. Monitor resource assignments. Adjust assignments based on requirements. • As needed, coordinate the procurement and distribution of potable water and water purification notices. (See Operations Support Documentation – Emergency Potable Water-Procurement and Distribution and Water – Concept of Operations.) • Oversee the city’s Animal Services operations.
<p>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 67.</p>	
ACTIVATION & NOTIFICATIONS	<ul style="list-style-type: none"> <input type="checkbox"/> Notify transportation officials (Caltrans) of City’s emergency status and coordinate assistance, as required. <input type="checkbox"/> Notify the Ventura County Operational Area EOC (OAEOC) of the situation and need for mutual aid and participate in OAEOC Water Chief conference calls as requested. <input type="checkbox"/> Contact DHS District Office of Drinking Water, Ventura County Health Care Agency - Public Health, local water utilities (Ventura County Waterworks District No. 1), Fire Department, Police Department, and other sources to compile situation information including: <ul style="list-style-type: none"> - Cause and extent of water system damage - Estimated duration of system outage - Geographical area affected - Population affected - Actions taken to restore system - Resources needed to reactivate system - Emergency potable water needs (quantity and prioritized areas) <p>Please note: Going directly to the State agency (DHS District Office of Drinking Water) is not the normal channel of coordination. However, the local level must coordinate directly with and obtain approval of the State water quality agency for water system restoration.</p>

PUBLIC WORKS BRANCH	
	<input type="checkbox"/> Notify Ventura County Animal Services if the City’s Animal Services have been activated.
ASSIGNMENTS/ STAFFING	<input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required. <input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
MEETINGS / BRIEFINGS	<input type="checkbox"/> Attend periodic briefing sessions conducted by the Section Coordinator.
ACTION PLANNING	<input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Coordinate with Section Coordinator in the development of the Operations Section objectives for EOC Action Plan. Ensure Public Works objectives are incorporated. (See Planning/Intelligence Support Documentation – Action Planning and the EOC Action Plan in the Forms Section.) <input type="checkbox"/> Set Public Works priorities based on the nature and severity of the disaster/emergency.
DOCUMENTATION	<input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 67. <input type="checkbox"/> Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section. <input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
RESOURCES	<input type="checkbox"/> See Resources in Common EOC Responsibilities on page 67. <input type="checkbox"/> Receive and process all requests for Public Works resources. Allocate personnel and equipment in accordance with established priorities. <input type="checkbox"/> Obtain Public Works resources through the Logistics Section, utilizing mutual aid process when appropriate. <input type="checkbox"/> Coordinate with the Logistics Section to identify and obtain potable water resources. (If necessary, recommend that EOC Director request mutual aid to identify and/or obtain water resources. (A list of approved commercial vendors is maintained by the Food and Drug Branch of DHS and is available through the Regional EOC [REOC] Water Chief). <input type="checkbox"/> Coordinate with the Logistics Section to identify and secure staff resources needed to operate water distribution points. (If necessary, recommend that the EOC Director request mutual aid to obtain required staff resources). <input type="checkbox"/> Allocate available resources based on requests and EOC priorities.
ONGOING ACTIVITIES	<input type="checkbox"/> Assure that all emergency equipment has been moved from unsafe areas. <input type="checkbox"/> Mobilize personnel, heavy equipment, and vehicles to designated staging areas. <input type="checkbox"/> Develop priorities and coordinate with utility companies for restoration of utilities to critical and essential facilities.

PUBLIC WORKS BRANCH

- Determine status of evacuation routes and other transportation routes into and within the affected area. Determine present priorities and estimated times for restoration. Clear and reopen Disaster Routes on a priority basis.
- Coordinate with the Police Branch to ensure the safety of evacuation routes following a devastating event.
- Coordinate with the Procurement/Purchasing Unit of the Logistics Section for sanitation service during an emergency.

Debris Management Issues

- Support clean-up and recovery operations during disaster events. Coordinate with County's Disaster Debris Management Team.
- Clear debris from waterways to prevent flooding. Drain flooded areas, as needed.
- In coordination with the Ventura County Operational Area Debris Management Team, develop a debris removal plan to facilitate city clean-up operations, which addresses:
 - **Disaster Event Analysis/Waste characterization analysis**
 - Conduct field assessment survey
 - Use video and photographs
 - Quantify and document amounts and types of disaster debris
 - Coordinate with Building and Safety Branch and track their information on damaged buildings inspected to determine the location, type and quantity of potential debris
 - Expect normal refuse volumes to double after a disaster
 - Develop a list of materials to be diverted
 - Make diversion programs a priority
 - Get pre-approval from FEMA, if federal disaster, for recycling programs. Coordinate this with County Office of Emergency Services (OES).
 - **Determine debris removal/building deconstruction and demolition needs**
 - Coordinate with Building and Safety to determine if a city contractor will be needed to remove debris from private property or perform demolition services. (Refer to City Public Works Standard Operating Procedures for Waiver Liability)
 - The City may need to provide deconstruction or demolition services at no cost as many structure owners do not have earthquake insurance
 - The City should seek reimbursement of deconstruction or demolition services provided at no cost to the property owner if the property owner does have insurance that covers this type of service
 - **Select debris management program(s) from the following:**
 - Curbside collection – source separation of wood, concrete, brick, metals, and Household Hazardous Waste

PUBLIC WORKS BRANCH

	<ul style="list-style-type: none"> • Drop-off sites for the source separation of disaster debris • Household Hazardous Waste – collection event or curbside program - Identify temporary storage/processing sites, if necessary <ul style="list-style-type: none"> • Coordinate with surrounding cities and the County • Determine capacity needs • Selection of sites will depend on type of debris and proximity to where debris is generated • Coordinate with FEMA, if federal disaster, regarding reimbursement for temporary sites and sorting which may require moving materials twice - Identify facilities and processing operations to be used - Determine contract needs: <ul style="list-style-type: none"> • Develop estimates of types and quantities of debris, location of debris and unit cost data for contracts and, • Document how contract price was developed - Establish a public information program for debris removal - Establish program length and develop monitoring and enforcement program - Prepare report of program activities and results - Prepare documentation for reimbursement <p>Water Issues</p> <ul style="list-style-type: none"> <input type="checkbox"/> Determine the need to staff a Water Task Group and secure resources through the Logistics Section. (See Operations Support Documentation – Emergency Potable Water-Procurement and Distribution and Water – Concept of Operations.) <input type="checkbox"/> Evaluate and prioritize potable water needs (quantity/location/duration: minimum 2 gallons per person per day). <input type="checkbox"/> Identify and secure locations for water distribution points (e.g., parks, city hall, shelters, etc.). <input type="checkbox"/> Consult with DHS District Office, water utilities and PIO for appropriate public information announcements and media interface. <input type="checkbox"/> Transmit to Finance/Administration Section costs associated with the purchase and distribution of potable water. <p>Animal Services Issues</p> <ul style="list-style-type: none"> <input type="checkbox"/> Coordinate with city Animal Services and Ventura County Animal Services for care of sheltered person’s animals and to provide for the overall management of animal care issues for the City. <ul style="list-style-type: none"> - Provide information about animal rescues, shelters, and other emergency situations involving animal disaster care. - Set animal care priorities for response efforts and ensure that all actions are accomplished within the priorities established. - Ensure safe and prompt evacuation of domestic animals when in danger.
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PUBLIC WORKS BRANCH	
	<ul style="list-style-type: none"> - Assist with the set-up of a temporary animal shelter at designated mass care and shelter locations as needed. Coordinate all activities with the ARC. - Provide shelter and/or confinement, proper feeding, routine care, and medical triage and treatment to affected animals during an emergency/disaster and the immediate recovery period afterwards. - Ensure security of all Animal Services facilities. - Coordinate the removal and disposal of dead/injured animals. - Ensure safe decontamination of animals that may have been exposed to toxic substances during the emergency/disaster. <p><input type="checkbox"/> Provide special care needed by service animals and support their co-evacuation with their service partner.</p>
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 67. <input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan. <input type="checkbox"/> Ensure that any open actions are completed before demobilization. <input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

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CARE AND SHELTER BRANCH	
SUPERVISOR: Operations Section Coordinator	
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> Identify the care and shelter needs for the city in coordination with the EOC Coordinator / Liaison Officer. Coordinate with the County Human Services Agency, the ARC, and emergency welfare agencies for emergency mass feeding and to identify, set up, staff, and maintain evacuation centers and mass care facilities for disaster survivors. Coordinate with the PIO to encourage residents to go to the nearest shelter. Coordinate with city Animal Services and Ventura County Animal Services to provide for the safety and well-being of household pets and service animals during evacuations and sheltering. Trained City staff may be assigned to staff shelter facilities pursuant to the 2019 Ventura County Mass Care and Shelter Plan.
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 67.	
ACTIVATION & NOTIFICATIONS	<ul style="list-style-type: none"> <input type="checkbox"/> Contact Ventura County Chapter of the ARC and request an ARC liaison for the City EOC, if need is established. (The ARC will arrange for a liaison at the Operational Area EOC to satisfy local government needs.) <input type="checkbox"/> Notify the Post Office to divert incoming mail to designated relocation areas or mass care facilities, as necessary.
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required. <input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Attend periodic briefing sessions conducted by the Section Coordinator.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Coordinate with Section Coordinator in the development of the Operations Section objectives for EOC Action Plan. Ensure Care and Shelter objectives are incorporated. (See Planning/Intelligence Support Documentation – Action Planning). <input type="checkbox"/> Set Care and Shelter priorities based on the nature and severity of the disaster/emergency.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 67. <input type="checkbox"/> Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section. <input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.

CARE AND SHELTER BRANCH	
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 67. <input type="checkbox"/> Coordinate procurement and distribution of supplies through the Logistics Section. <input type="checkbox"/> Coordinate with the EOC Coordinator / Liaison Officer to locate or request any specialized volunteers to assist with DAFN population needs.
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate with the County Human Service Agency and ARC in the identification, opening, relocating and closing of shelter operations. Coordinate with adjacent communities if needed. Confirm that shelter locations are ADA compliant and coordinate with PIO to include ADA shelter compliant information in public information messages. <input type="checkbox"/> Determine the need for an evacuation center or mass care shelter. <input type="checkbox"/> Ensure Building & Safety has inspected each shelter site prior to occupancy following an earthquake and after each significant aftershock. <input type="checkbox"/> If evacuation is ordered, open evacuation centers in low-risk areas and inform public of locations (via the PIO). <input type="checkbox"/> Manage Care and Shelter activities (staffing, registration, shelter, feeding, pertinent evacuee information, etc.) <input type="checkbox"/> Coordinate with the Logistics Section to contact volunteer agencies and deploy city staff to assist with mass care functions including basic first aid, shelter and feeding of evacuees and sanitation needs. <input type="checkbox"/> Coordinate with the County EOC Medical/Health Branch for sheltering of residential care and populations that may have disabilities, access and functional needs, i.e., persons needing communication assistance, persons that are not mobile, persons that have special needs associated with maintaining their independence, persons that may need to be supervised, and people that have transportation needs. <input type="checkbox"/> Coordinate with the County EOC Medical/Health Branch for provision of mental health support at shelter locations as needed. <input type="checkbox"/> Provide and maintain shelter and feeding areas that are free from contamination and meet all health, safety, and ADA standards. <input type="checkbox"/> Coordinate with the ARC, other volunteer organizations and private sector if mass feeding or other support is required at city shelters or spontaneous shelter sites, e.g., in parks, schools, etc. <input type="checkbox"/> Coordinate with the Logistics Section to provide communications where needed to link mass care facilities, the EOC and other key facilities. <input type="checkbox"/> Coordinate with EOC Coordinator / Liaison Officer and Logistics Section, Transportation Unit for the transportation needs of people in the shelter. Ensure provided transportation can accommodate persons with disabilities, access and functional needs and that appropriate information regarding DAFN shelter capabilities is communicated to emergency agencies and evacuation coordinators throughout the EOC to avoid the transport of DAFN populations to non-compliant shelter locations.

CARE AND SHELTER BRANCH	
	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure shelter managers make periodic activity reports to the EOC including requests for delivery of equipment and supplies, any City expenditures, damages, casualties and numbers and types of persons sheltered. <input type="checkbox"/> Ensure adequate food supplies, equipment, and other supplies to operate mass care facilities. <input type="checkbox"/> Request that the ARC establish Reception Centers as needed to reunite rescued individuals with their families and to provide other necessary support services. <p>Animal Services Issues</p> <ul style="list-style-type: none"> <input type="checkbox"/> Coordinate with city Animal Services (Public Works Branch) and Ventura County Animal Services for care of sheltered person’s animals and to provide for the overall management of animal care issues for the City.
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 67. <input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan. <input type="checkbox"/> Ensure that any open actions are completed before demobilization. <input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

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

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

OVERVIEW

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

OBJECTIVES

The Planning/Intelligence Section ensures that safety/damage assessment information is compiled, assembled, and reported in an expeditious manner to the various EOC sections, city departments and the Ventura County Operational Area. This Section is responsible for the preparation and documentation of the EOC Action Plan (with input from Management Staff, Section Coordinators, and other appropriate agencies/jurisdictions). The Planning/Intelligence Section is also responsible for the detailed recording (Documentation Unit) of the entire response effort and the preservation of these records during and following the disaster. Finally, the Planning/Intelligence Section is responsible for inputting information into the County's disaster information management system (DLAN). The Planning/Intelligence Section will accomplish the following specific objectives during a disaster:

- Collect initial situation and safety/damage assessment information.
- Display situation and operational information in the EOC using maps and visual aids.
- Prepare and maintain displays, charts, and lists that reflect the status and location of assigned resources (personnel, equipment and vehicles).
- Disseminate intelligence information to the EOC Director, Public Information Officer, Section Coordinators, and the Ventura County Operational Area via DLAN.
- Conduct mapping and recording operations.
- Prepare summary safety/damage assessment reports for dissemination to other sections, City departments, Cal OES, FEMA, and the Ventura County Operational Area.
- Prepare required reports identifying the extent of damage and financial losses.
- Determine the city's post-event condition.
- Provide Planning/Intelligence support to other sections.
- Ensure accurate recording and documentation of the incident.
- Prepare the city's EOC Action Plan and After-Action/Corrective Action Report after the EOC demobilizes.
- Prepare a post-disaster recovery plan.
- Maintain proper and accurate documentation of all actions taken to ensure that all required records are preserved for future use and Cal OES and FEMA filing requirements.
- Acquire technical experts for special interest topics or special technical knowledge subjects.

CONCEPT OF OPERATIONS

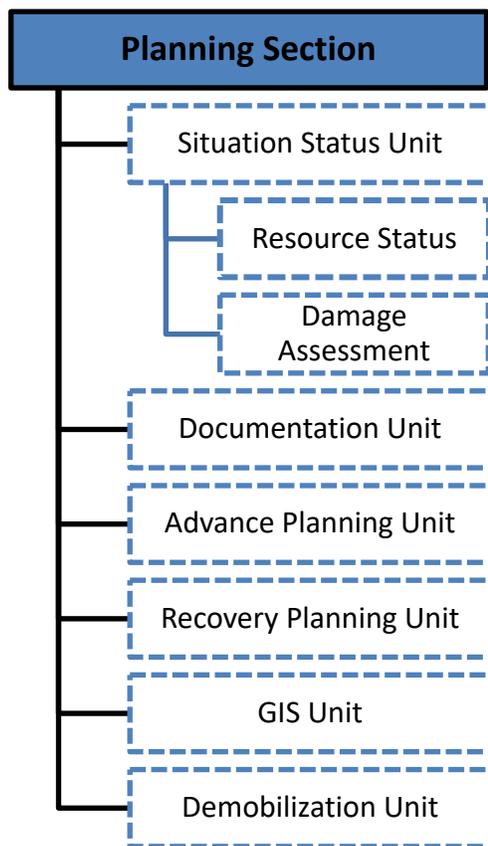
The Planning/Intelligence Section will operate under the following policies during a disaster/emergency as the situation dictates:

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

SECTION ACTIVATION PROCEDURES

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

PLANNING/INTELLIGENCE SECTION ORGANIZATION CHART



PLANNING/INTELLIGENCE SECTION STAFF

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

- Situation Status Unit (includes Resource Status and Damage Assessment)
- Documentation Unit
- Advance Planning Unit
- Recovery Planning Unit
- GIS Unit
- Demobilization Unit

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

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

Planning/Intelligence Section Coordinator

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

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

Situation Status Unit

This Unit is responsible for the collection, organization, evaluation, analysis and display of incident, resource status and damage assessment information. The unit supports the Documentation Unit.

Documentation Unit

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

Advance Planning Unit

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

Recovery Planning Unit

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

GIS Unit

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

Demobilization Unit

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

PLANNING SECTION COORDINATOR	
SUPERVISOR: EOC Director	
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> • Collect, evaluate, verify, display, analyze and disseminate incident information & intelligence. • Prepare status reports, display incident and resource information, maps, advance planning / damage assessment documents. • Oversee the preparation/documentation of the EOC Action Plan. • Exercise overall responsibility for the coordination of branch/group/unit activities within the Section. • Report to the EOC Director on all matters pertaining to Section activities.
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 67.	
ACTIVATION & NOTIFICATIONS	<ul style="list-style-type: none"> <input type="checkbox"/> Determine the operational status and appropriate level of activation based on situation as known. <input type="checkbox"/> Mobilize appropriate personnel for initial activation of the EOC. <input type="checkbox"/> Notify EOC Director when your Section is fully operational.
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine what Section positions should be activated and staffed. <input type="checkbox"/> Confirm that all key Planning Section personnel or alternates are in the EOC or have been notified. Recall required staff necessary for the emergency. <input type="checkbox"/> Request additional personnel for the Section to maintain a 24-hour operation as required. <input type="checkbox"/> Carry out responsibilities of your Section not currently staffed.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Brief new or relief personnel in your Branch. Briefings should include: <ul style="list-style-type: none"> - Current situation assessment - Identification of specific job responsibilities - Identification of co-workers within the job function and/or geographical assignment - Availability of communications - Location of work area - Identification of eating and sleeping arrangements as appropriate. - Procedural instructions for obtaining additional supplies, services, and personnel - Identification of operational period work shifts <input type="checkbox"/> Meet with other activated Section Coordinators, as needed. <input type="checkbox"/> Attend periodic briefing sessions conducted by the EOC Director. <input type="checkbox"/> Brief the EOC Director on major problem areas that need or will require solutions. <input type="checkbox"/> Conduct periodic Planning Section briefings and identify forthcoming operational needs.

PLANNING SECTION COORDINATOR	
	<ul style="list-style-type: none"> <input type="checkbox"/> Direct the coordination of periodic disaster/emergency and strategy plans briefings to the EOC Director and General Staff, including analysis and forecast of incident potential.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Initiate the EOC Action Plan development process for the current and forthcoming operational periods. <input type="checkbox"/> Work closely with the EOC Director and General Staff in the development of the EOC Action Plan. <input type="checkbox"/> Participate in the EOC Director’s action planning meetings and coordinate with the EOC Director to confirm the lead for the action planning meetings. <input type="checkbox"/> Ensure the development of the Planning Section objectives. (See Planning/Intelligence Support Documentation – Action Planning.) <input type="checkbox"/> Work closely with each Unit leader to ensure Planning/Intelligence Section objectives as defined in the current EOC Action Plan are being addressed. <input type="checkbox"/> Work closely with Logistics Section-Communications Unit in the development of a Communications Plan.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 67. <input type="checkbox"/> Open and maintain an Activity Log (See Support Documentation, Forms, Activity Log). <input type="checkbox"/> Provide personnel and equipment time records for the entire Section to the Time Keeping Unit in the Finance Section at the end of each work shift. <input type="checkbox"/> Review major incident reports and additional field operational information that may pertain to or affect Section operations. <input type="checkbox"/> Review and approve reconnaissance, city status and safety/damage assessment reports for transmission by the Situation Status Unit to the Ventura County Operational Area. <input type="checkbox"/> Ensure that your Section logs and files are maintained. <input type="checkbox"/> Provide copies of the any reports to the Documentation Unit of the Planning/Intelligence Section at end of each operational period. <input type="checkbox"/> With Section Coordinators, develop a plan for initial recovery operations.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 67. <input type="checkbox"/> Prepare and maintain displays, charts, and lists that reflect the status and location of critical resources: personnel, equipment, and vehicles. <input type="checkbox"/> Ensure that available critical resources are not overlooked by EOC staff. <input type="checkbox"/> Identify the need for use of special resources. <input type="checkbox"/> Keep up to date on situation and resources associated with your Section.
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Review responsibilities of branches in your Section. Develop plan for carrying out all responsibilities. <input type="checkbox"/> Direct the Situation Status Unit leader to initiate collection and display of significant disaster events and safety/damage assessment information.

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

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SITUATION STATUS UNIT	
SUPERVISOR: Planning Section Coordinator	
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> Collect, organize, and analyze situation information including safety and damage assessment information from EOC sources. (Coordinate with the Building and Safety and the Public Works Branch of the Operations Section for safety and damage assessment information. Coordinate with Ventura County Operational EOC for countywide damage assessment information. Ensure Rapid Damage Assessment and Initial Damage Estimates are completed. Develop the initial damage estimate figures. Maintain detailed records on damaged areas, structures and damage estimates. Provide PDA estimates to the Planning and Intelligence Section Coordinator. Develop situation reports for dissemination to Planning/Intelligence Section Coordinator, EOC Director, and other section coordinators to initiate the action planning process. Transmit approved reports to the Ventura County Operational Area. DLAN can be used to facilitate this process (See DLAN information in the Appendices). Develop and maintain current maps and other displays (locations and types of incidents and damages). Evaluate the content of all incoming field situation and major incident reports. Provide incoming intelligence information directly to appropriate EOC Sections, summarize and provide current information on central maps and displays. Maintain tracking records of critical resource allocation and use. Assess, verify, and prioritize situation and resource status information into situation intelligence briefings and situation status reports. Monitor and ensure the orderly flow of disaster intelligence information within the EOC.
<p>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 67.</p>	
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required. <input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Attend periodic briefings and meetings conducted by the Section Coordinator. <input type="checkbox"/> Meet with the Planning/Intelligence Section Coordinator and EOC Director to determine needs for planning meetings and briefings. Determine if there are any special information needs. <input type="checkbox"/> Meet with the PIO to determine best methods for exchanging information and providing the PIO with Situation/Resource Status Unit information.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in the EOC Director’s action planning meetings.

SITUATION STATUS UNIT	
	<ul style="list-style-type: none"> <input type="checkbox"/> Assist in identifying section specific objectives to be accomplished during the current Operational Period.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 67. <input type="checkbox"/> Prepare safety/damage assessment information and provide to the Planning/Intelligence Section Coordinator for approval. <input type="checkbox"/> Document those structures requiring immediate demolition to ensure the public safety through inspection records, videos, photographs, etc. <input type="checkbox"/> Provide final safety/damage assessment reports to the Documentation Unit. <input type="checkbox"/> Provide a resources overview and summary information to the Planning Coordinator as requested. <input type="checkbox"/> Establish and maintain an open file of situation reports and major incident reports for review by other sections/units. <input type="checkbox"/> Prepare required Operational Area reports. Obtain approval from the Planning/Intelligence Section Coordinator before transmitting report to the Ventura County Operational Area via DLAN. <input type="checkbox"/> Prepare written situation reports at periodic intervals at the direction of the Planning/Intelligence Section Coordinator.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 67. <input type="checkbox"/> Develop a system to track resources deployed for disaster response. Resources include personnel and equipment. <input type="checkbox"/> Establish a reporting procedure for resources at specified locations. <input type="checkbox"/> Maintain a master list of all assigned critical resources (these are mutual aid resources and other critical resources not already being tracked). <input type="checkbox"/> Prepare and maintain displays, charts, and lists that reflect the status and location of critical resources, transportation, and support vehicles. <input type="checkbox"/> Make recommendations to the Planning/Intelligence Section Coordinator of available resources that are not deployed or should be activated. Provide resource and situation status information in response to specific requests.
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Direct the collection, organization, and display status of incident resources to include allocation, deployment, and staging areas including: <ul style="list-style-type: none"> - City resources committed to the disaster/emergency - City resources available - Assistance provided by outside agencies and resources committed <input type="checkbox"/> Keep Operations Section informed of the estimated time-of-arrival of ordered personnel, support vehicles/units, transportation, and other critical resources. (Coordinate with Logistics Section). Prepare and maintain EOC displays. Clearly identify incidents. Ensure that all displays reflect the most current and correct information. <input type="checkbox"/> Direct the collection, organization, and display of status of disaster events according to the format that the Documentation Unit is utilizing, including: <ul style="list-style-type: none"> - Location and nature of the disaster/emergency - Special hazards

SITUATION STATUS UNIT

	<ul style="list-style-type: none"> - Number of injured persons - Number of deceased persons - Road closures and disaster routes - Structural property damage (estimated dollar value) – Public and private - Personal property damage (estimated dollar value) - Damage assessment information on roads, bridges and highways, the communications infrastructure: wired, data, cable and wireless from the Logistics Section, Communications Unit. - Additional safety/damage assessment information from the American Red Cross, utility companies and other sources. - City resources committed to the disaster/emergency - City resources available - Assistance provided by outside agencies and resources committed - Shelters, type, location, and number of people that can be accommodated <p><input type="checkbox"/> Possible Information Sources include:</p> <ul style="list-style-type: none"> - Within the EOC: <ul style="list-style-type: none"> • Briefings • EOC Action Plan • Section Reports and Intelligence Reports • Field observations • Casualty information • Aerial reports and photographs • On duty personnel from other Sections • DLAN - City Departments <ul style="list-style-type: none"> • Establish communications with impacted departments not represented in the EOC - Social Media Channels - Utility Companies (Southern California Edison and Southern California Gas) - Members of the Public – Hotline - Media (TV and radio) <p><input type="checkbox"/> Direct the collection of photographs, videos, and/or sound recordings of disaster events, as appropriate.</p> <p><input type="checkbox"/> Using DLAN, post to the significant events log casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, etc. (Note: Casualty information cannot be released to the press or public without authorization from EOC Director and the Public Information Officer).</p> <p><input type="checkbox"/> Develop sources of information and assist the Planning/Intelligence Section Coordinator in collecting, organizing, and analyzing data from the following:</p> <ul style="list-style-type: none"> – Management Team – Operations Section – Logistics Section – Finance/Administration Section
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SITUATION STATUS UNIT	
	<ul style="list-style-type: none"> <input type="checkbox"/> Gather patient and casualty tracking information with the Fire/Medical Health Branch. <input type="checkbox"/> Provide for an authentication process in case of conflicting status reports on events. <input type="checkbox"/> Provide information to the PIO for use in developing media and other briefings. <input type="checkbox"/> Determine weather conditions, current and upcoming. Keep current weather information posted. <input type="checkbox"/> Prepare an evaluation of the disaster situation and a forecast on the potential course of the disaster event(s) at periodic intervals or upon request of the Planning/Intelligence Section Coordinator. <input type="checkbox"/> Compile list of damage and associated preliminary damage estimates. Make sure to include: <ul style="list-style-type: none"> – Structural property damage (estimated dollar value) – Public and private – Personal property damage (estimated dollar value) – Damage assessment information on roads, bridges and highways, the communications infrastructure: wired, data, cable and wireless from the Logistics Section, Communications Unit. – Additional safety/damage assessment information from the American Red Cross, utility companies and other sources. <input type="checkbox"/> Work with GIS Mapping Unit to develop visual products to display damage information. <input type="checkbox"/> As appropriate, assign “field observers” to gather information.
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 67. <input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan. <input type="checkbox"/> Ensure that any open actions are completed before demobilization. <input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

DOCUMENTATION UNIT	
SUPERVISOR: Planning Section Coordinator	
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> Maintain accurate and complete records of disaster/emergency events. Collect and organize all written forms, logs, journals, and reports at completion of each shift from all sections. Provide direction on document collection and retention. Provide documentation and copying services to EOC staff. Archive all incident documents for legal, analytical & historical purposes. Compile, copy and distribute the EOC Action Plans as directed by the Section Coordinators.
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 67.	
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required. <input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Attend periodic briefings and meetings conducted by the Section Coordinator.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Assist in identifying section specific objectives to be accomplished during the current Operational Period. <input type="checkbox"/> Following planning meetings, assist in the preparation of any written action plans or procedures.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 67. <input type="checkbox"/> Ensure that the EOC Action Plans and After-Action Report/Correction Action are compiled, approved, copied, and distributed to EOC Sections and Units. (See Planning/Intelligence Support Documentation – Action Planning After Action/Corrective Action Reports.) <input type="checkbox"/> Coordinate documentation with the Situation Status Unit. <input type="checkbox"/> Following planning meetings, assist in the preparation of any written action plans or procedures. <input type="checkbox"/> Periodically collect, maintain, and store messages, records, reports, logs, journals, and forms submitted by all sections and units for the official record. <input type="checkbox"/> Verify accuracy/completeness of records submitted for file – to greatest extent possible; correct errors by checking with EOC personnel as appropriate. <input type="checkbox"/> Prepare an overview of the documented disaster events at periodic intervals or upon request from the Planning/Intelligence Section Coordinator.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 67.

DOCUMENTATION UNIT	
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Establish a process for collecting and filing all materials associated with the incident (hard copy and electronically). <input type="checkbox"/> Work with all EOC Sections and provide direction on how, where and when documents are collected and retained. <input type="checkbox"/> Identify and establish a “runner” support system for collecting, duplicating journals, and logs throughout the EOC. <input type="checkbox"/> Establish copying service and respond to authorized copying requests. <input type="checkbox"/> Establish a system for collecting all section and unit journal/logs at completion of each operational period.
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 67. <input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan. <input type="checkbox"/> Ensure that any open actions are completed before demobilization. <input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

ADVANCE PLANNING UNIT	
SUPERVISOR: Planning Section Coordinator	
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> Develop issues and requirements related to a time period, normally 36 to 72 hours (or longer) in advance. Prepare special reports and briefings as necessary for use in strategy and/or planning meetings. Monitor situations to anticipate future problem(s) and develop contingency plans to address the problem(s).
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 67.	
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required. <input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Attend periodic briefings and meetings conducted by the Section Coordinator.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Assist in identifying section specific objectives to be accomplished during the current Operational Period.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 67. <input type="checkbox"/> In coordination with other EOC sections, develop written forecasts for future time periods as requested. These should include any or all the following: <ul style="list-style-type: none"> - Best estimate of likely situation in 36 to 72 hours given current direction and policy - Determine top priorities for actions and resources - Identify any recommended changes to EOC policy, organization, or procedures to better address the possible situation - Identify any issues and constraints that should be addressed now considering the probable situation in 36-72 hours <input type="checkbox"/> Provide reports to the EOC Planning/Intelligence Section Coordinator and/or EOC Director and others as directed. <input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 67.
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Determine best estimate of duration of the situation from available information. <input type="checkbox"/> Determine current priorities and policies from the EOC Planning/Intelligence Section Coordinator and EOC Director. <input type="checkbox"/> Develop specific recommendations on areas and issues that will require continuing and/or expanded City involvement.

ADVANCE PLANNING UNIT	
	<ul style="list-style-type: none"> <input type="checkbox"/> Identify potential problem areas along evacuation routes, i.e., weight restrictions, narrow bridges, road sections susceptible to secondary effects of an incident, etc. <input type="checkbox"/> In coordination with the Operations Section, estimate the number of people who will require transportation out of the risk areas and coordinate the movement of persons with access and functional needs. Coordinate with Logistics and the paratransit companies, as necessary. <input type="checkbox"/> As needed, develop methods for countering potential impediments (physical barrier, time, lack of transportation resources, etc.) to evacuation. <input type="checkbox"/> Periodically evaluate the operational situation and assist the Planning/Intelligence Section staff in making recommendations on priority response and recovery actions.
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 67. <input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan. <input type="checkbox"/> Ensure that any open actions are completed before demobilization. <input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

RECOVERY PLANNING UNIT	
SUPERVISOR: Planning Section Coordinator	
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> Prepare the EOC organization for transition to a recovery operations organization to restore the City to pre-disaster conditions as quickly and effectively as possible. Ensure that the City is prepared to participate jointly with FEMA, Cal OES, Ventura County Operational Area, and non-profit organizations to expedite disaster assistance for individuals, families, businesses, public entities and others entitled to disaster assistance. (See Types of Recovery Programs in the Finance/Administration Support Documentation). Ensure that required and/or approved mitigation measures are carried out. Consider taking advantage of disaster-caused opportunities to correct past poor land-use practices, while ensuring that legal safeguards for property owners and the jurisdiction are observed
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 67.	
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required. <input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Attend periodic briefings and meetings conducted by the Section Coordinator.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Assist in identifying section specific objectives to be accomplished during the current Operational Period.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 67. <input type="checkbox"/> Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section. <input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 67.
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Identify issues to be prioritized by the EOC Director on restoration of city services. <input type="checkbox"/> Be alert for opportunities to implement actions to alleviate/remedy previous zoning practices that have caused incompatible land uses. <input type="checkbox"/> Prepare the EOC organization for transition to Recovery Operations.

RECOVERY PLANNING UNIT

- In coordination with the Building and Safety Branch of the Operations Section:
 - Establish criteria for temporary entry or re-occupancy of posted buildings. Posting includes, as a minimum, the categories of Inspected, Restricted Access and Unsafe.
 - Establish criteria for emergency demolition of buildings/structures that are an immediate and major danger to the population or adjacent structures. Ensure that homeowners' and business owners' rights are fully considered and that arrangements are made for appropriate hearings, if possible.
 - Ensure that buildings considered for demolition that come under Historical Building classification follow the special review process which should be adopted as part of the emergency procedures. (Demolition of historic structures requires a "Certificate of Appropriateness" from the Planning Commission. An alternate process should be adopted after proclamation of a disaster/emergency giving this authority to the City Planner.)
- Coordinate with Community Development for all land use and zoning variance issues; permits and controls for new development; revision of building regulations and codes; code enforcement; plan review; building and safety inspections and financing new projects.
- Coordinate with the Public Works Branch for debris removal; demolition; construction; management of and liaison with construction contractors; and restoration of utility services.
- Coordinate with Care and Shelter and EOC Coordinator / Liaison Officer for housing for persons with access and functional needs and the needy; and low income and special housing needs.
- Coordinate with Finance Department for public finance; budgeting; contracting; accounting and claims processing; taxation; and insurance settlements.
- Coordinate with Legal Officer on emergency authorities; actions, and associated liabilities; preparation of legal opinions; and preparation of new ordinances and resolutions.
- Coordinate with FEMA, Cal OES, Ventura County Operational Area, and non-profit organizations (Volunteer Organizations Active in Disaster [VOAD]) to expedite disaster assistance for individuals, families, businesses, public entities, and others entitled to disaster assistance.
- Coordinate with City Manager's Office for continuity of operations and communications; space acquisition; supplies and equipment; vehicles; personnel; and related support.

RECOVERY PLANNING UNIT

**DEACTIVATION /
DEMOBILIZATION**

- See Deactivation/Demobilization in Common EOC Responsibilities on page 67.
- Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan.
- Ensure that any open actions are completed before demobilization.
- Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

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GIS MAPPING UNIT	
SUPERVISOR: Planning Section Coordinator	
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> Collect, analyze, and visually display geographic information. Determine Planning Section needs for maps and GIS products and services. Participate in planning meetings to stay abreast of changing map requirements. Gather and compile spatial data from different incident-sections. Develop and maintain current maps (locations and types of incidents) in coordination with the Situation Status Unit. Provide status reports, maps, and workflow information.
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 67.	
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required. <input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Attend periodic briefings and meetings conducted by the Section Coordinator. <input type="checkbox"/> Meet with the Planning Section Coordinator and EOC Director to determine needs for planning meetings and briefings, determine if there are any special information needs.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Assist in identifying section specific objectives to be accomplished during the current Operational Period.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 67. <input type="checkbox"/> Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section. <input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 67.
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Prioritize GIS requests according to incident priorities. <input type="checkbox"/> Coordinate with the Situation Status Unit for the collection, mapping, and display of emergency incident information according to the format that the Documentation Unit is utilizing, including: <ul style="list-style-type: none"> - Location and nature of the incident - Special hazards - Road closures and alternate routes - Structural property damage (estimated dollar value) - Personal property damage (estimated dollar value)

GIS MAPPING UNIT	
	<ul style="list-style-type: none"> - City resources committed to the disaster/emergency - City resources available - Assistance provided by outside agencies and resources committed - Shelters, type, location, and number of people that can be accommodated <p><input type="checkbox"/> Possible Information Sources include:</p> <ul style="list-style-type: none"> - City GIS layers - OES, California Spatial Information Library (CASIL), Fire Resource and Assessment Program (FRAP), Ventura County and other cities - Emergency incident briefings - EOC Action Plan - Section Reports - Intelligence Reports - Field Observations - Resource Status Reports - Aerial Reports and Photographs - Values and Hazards Information - On Duty Personnel from other Sections <p><input type="checkbox"/> Prepare and maintain EOC map displays, clearly identify incidents, ensure that all displays reflect the most current and correct information.</p> <p><input type="checkbox"/> Post to the significant events log maps that describe changes in the incident.</p> <p><input type="checkbox"/> Develop sources of information and assist the Planning Section Coordinator in collecting, organizing, and analyzing mapping data from the Management Team, Operations Section, Logistics Section, and Finance Section.</p> <p><input type="checkbox"/> Provide for an authentication process in case of conflicting location reports on events.</p> <p><input type="checkbox"/> Meet with the PIO to determine best methods for exchanging information and providing location information.</p> <p><input type="checkbox"/> Provide maps and location information in response to specific requests.</p> <p><input type="checkbox"/> As appropriate, assign “field observers” to gather information.</p>
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 67. <input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan. <input type="checkbox"/> Ensure that any open actions are completed before demobilization. <input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

DEMOBILIZATION UNIT	
SUPERVISOR: Planning Section Coordinator	
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> Assist the EOC Planning/Intelligence Section Coordinator and EOC Director in planning for the EOC demobilization. Develop demobilization strategy and plan with Section Coordinators. Prepare written demobilization plan or procedures for all responding departments and agencies if necessary. Follow through on the implementation of the plan and monitor its operation.
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 67.	
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required. <input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Attend periodic briefings and meetings conducted by the Section Coordinator.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Assist in identifying section specific objectives to be accomplished during the current Operational Period.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 67. <input type="checkbox"/> Prepare a Demobilization Plan that includes the following: <ul style="list-style-type: none"> - Release plan strategies and general information - Priorities for release (according to agency and kind and type of resource) - Phase over or transfer of authorities - Completion and submittal of all required documentation - Notify Cal OES of demobilization plan <input type="checkbox"/> Obtain approval of the Demobilization Plan from the EOC Director and distribute the plan once it is approved. <input type="checkbox"/> Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section. <input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 67. <input type="checkbox"/> Obtain identification and description of surplus resources. <input type="checkbox"/> Establish “check-in” stations, as required, to facilitate the return of supplies, equipment, and other resources.
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate with field level Demobilization Unit Leaders, as appropriate.

DEMOBILIZATION UNIT	
	<ul style="list-style-type: none"> <input type="checkbox"/> Review the organization and current staffing to determine the likely size and extent of demobilization effort. <input type="checkbox"/> Request General Staff to assess long-term staffing needs within their sections and provide listing of positions and personnel for release by priority. <input type="checkbox"/> Coordinate with the Agency Representatives to determine: <ul style="list-style-type: none"> - Agencies not requiring formal demobilization - Personal rest and safety needs - Coordination procedures with cooperating/assisting agencies <input type="checkbox"/> Evaluate logistics and transportation capabilities to support the demobilization effort. <input type="checkbox"/> Ensure that all sections and branches/groups/units understand their specific demobilization responsibilities. <input type="checkbox"/> Ensure unresolved issues are assigned for resolution following deactivation. <input type="checkbox"/> Supervise execution of the Demobilization Plan.
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 67. <input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan. <input type="checkbox"/> Ensure that any open actions are completed before demobilization. <input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

LOGISTICS SECTION -GENERAL

PURPOSE

To enhance the City's capability to respond to emergencies by establishing logistics protocols in managing personnel and equipment. It is City policy that the priorities of responses are to be:

- Protect life, property, and the environment.
- Provide operational and logistical support for emergency response personnel and optimize the utilization of resources.
- Provide support to the other sections of the City's emergency response team.
- Support the restoration of essential services and systems.

OVERVIEW

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

OBJECTIVES

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

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

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

CONCEPT OF OPERATIONS

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

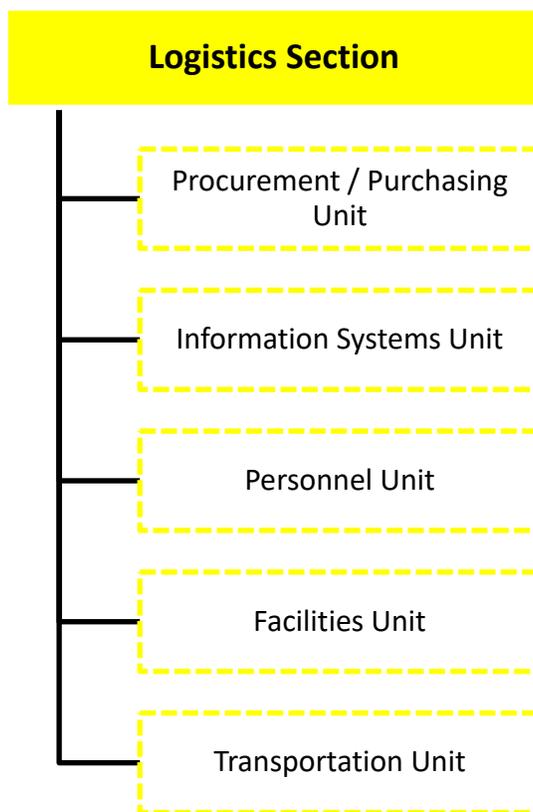
- The SEMS and the NIMS will be followed.
- All existing City and departmental operating procedures will be adhered to unless modified by the City Council.
- All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with adopted policies.

- Operational periods will be determined by the EOC Director. Operational periods will be event driven.
- Available and accessible resources from the private sector and volunteer organizations will be accessed through the City’s own resources and private sector resources. Non-fire and non-law mutual aid will be accessed through the Ventura County Operational Area.

SECTION ACTIVATION PROCEDURES

The EOC Director is authorized to activate the Logistics Section.

LOGISTICS SECTION ORGANIZATION CHART



LOGISTICS SECTION STAFF

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

- Procurement/Purchasing Unit
- Information Systems Unit
- Personnel Unit
- Facilities Unit
- Transportation Unit

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

Logistics Section Coordinator

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

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

Procurement/Purchasing Unit

The Procurement/Purchasing Unit is responsible for obtaining all non-fire and non-law enforcement mutual aid materials, equipment and supplies to support emergency operations and arranging for delivery of those resources. The Procurement/Purchasing is responsible for administering all financial matters pertaining to purchases, vendor contracts, leases, fiscal agreements, and tracking expenditures. The Procurement/Purchasing is responsible for identifying sources of equipment, preparation and signing equipment rental agreements, and processing all administrative paperwork associated with equipment rental and supply contracts, including incoming and outgoing mutual aid resources. The Procurement/Purchasing is also responsible for ensuring that all records identify scope of work and site-specific work location.

Information Systems Unit

The Information Systems Branch is responsible for managing all radio, data, and telephone needs of the EOC staff.

Personnel Unit

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

Facilities Unit

The Facilities Unit is responsible for ensuring that adequate facilities are provided for the response effort, including securing access to the facility, and providing staff, furniture, supplies and materials necessary to configure the facility in a manner adequate to accomplish the mission.

Transportation Unit

The Transportation Unit is responsible for transportation of emergency personnel, equipment, and supplies and for coordinating disaster transportation routing.

LOGISTICS SECTION COORDINATOR	
SUPERVISOR: EOC Director	
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> • Ensure the logistics function is carried out consistent with SEMS/NIMS guidelines, including: <ul style="list-style-type: none"> - Managing all radio, data, and telephone needs of the EOC. - Coordinating transportation needs and issues. - Managing personnel issues and registering volunteers as Disaster Services Workers. - Obtaining all materials, equipment and supplies to support emergency operations in the field and in the EOC. - Coordinating management of facilities used during disaster response and recovery. • Oversee the acquisition, transportation, and mobilization of resources. • Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required. • Be prepared to form additional units as dictated by the situation. • Exercise overall responsibility for the coordination of unit activities within the Section. • Report to the EOC Director on all matters pertaining to Section activities. • Ensure any contacts with the media are directed to the Public Information Officer.
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 67.	
ACTIVATION & NOTIFICATIONS	<ul style="list-style-type: none"> <input type="checkbox"/> Determine the operational status and appropriate level of activation based on situation as known. <input type="checkbox"/> Mobilize appropriate personnel for initial activation of the EOC. <input type="checkbox"/> Notify EOC Director when your Section is fully operational.
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements. <ul style="list-style-type: none"> - Procurement/Purchasing Unit - Information Systems Branch - Personnel Unit - Facilities Unit - Transportation Unit <input type="checkbox"/> Confirm that all key Logistics Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency. <input type="checkbox"/> Request additional personnel for the Section to maintain a 24-hour operation as required. <input type="checkbox"/> Carry out responsibilities of your Section not currently staffed.

LOGISTICS SECTION COORDINATOR	
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Brief new or relief personnel in your Branch. Briefings should include: <ul style="list-style-type: none"> - Current situation assessment - Identification of specific job responsibilities - Identification of co-workers within the job function and/or geographical assignment - Availability of communications - Location of work area - Identification of eating and sleeping arrangements as appropriate. - Procedural instructions for obtaining additional supplies, services, and personnel - Identification of operational period work shifts <input type="checkbox"/> Meet with EOC Director and Section Coordinators to identify immediate resource needs. <input type="checkbox"/> Attend periodic briefing sessions conducted by the EOC Director. <input type="checkbox"/> Brief the EOC Director on major problem areas that need or will require solutions. <input type="checkbox"/> Conduct periodic Logistics Section briefings and identify forthcoming operational needs.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Prepare work objectives for Section staff and make staff assignments. <input type="checkbox"/> Work closely with each Unit leader to ensure Logistics Section objectives as defined in the current EOC Action Plan are being addressed. <input type="checkbox"/> Ensure a Communications Plan is developed for the EOC Action Plan. Assign to the Logistics Support Staff. <input type="checkbox"/> Following Action Planning meetings, ensure orders for additional resources have been placed and are being coordinated within the EOC and field units.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 67. <input type="checkbox"/> Provide personnel and equipment time records for the entire Section to the Time Keeping Unit in the Finance Section at the end of each work shift. <input type="checkbox"/> Ensure that your Section logs and files are maintained. <input type="checkbox"/> Oversee the development of a communications plan for response activities as needed.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 67. <input type="checkbox"/> Coordinate with the Operations Section Coordinator to establish priorities for resource needs. <input type="checkbox"/> Keep up to date on situation and resources associated with your Section. <input type="checkbox"/> Identify the need for use of special resources. <input type="checkbox"/> Identify service/support requirements for planned and expected operations. <input type="checkbox"/> Oversee the allocation of personnel, equipment, services, transportation, and facilities required to support emergency management activities.

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

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PROCUREMENT/PURCHASING UNIT	
SUPERVISOR: Logistics Section Coordinator	
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> • Coordinate and oversee the procurement, allocation and distribution of resources not normally obtained through existing mutual aid sources, such as food, potable water, fuels, heavy and special equipment and other supplies and consumables. • Provide supplies for the EOC, field operations and other necessary facilities. • Determine if the required items exist within the City supply system. • Manage all equipment rental agreements. • Procure items within limits of delegated authority from EOC Director. • Arrange for the delivery of the items requisitioned, contracted for, or purchased. • Maintain records to ensure a complete accounting of supplies procured and monies expended. <i>Ensure that all records identify scope of work and site-specific work location.</i> • Support activities for restoration of disrupted services and utilities. <p>PROCUREMENT POLICY: The procurement of resources will follow the priority outlined below:</p> <ol style="list-style-type: none"> 1. Resources within the City inventory (City-owned). 2. Other sources that may be obtained without direct cost to the city. 3. Resources that may be leased/purchased within spending authorizations.
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 67.	
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required. <input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Attend periodic briefings and meetings conducted by the Section Coordinator. <input type="checkbox"/> Coordinate closely with the Operations Section Coordinator to establish priorities for resource needs. <input type="checkbox"/> Maintain constant communication with the Finance Section. <ul style="list-style-type: none"> - Ensure all purchases are appropriate and within county emergency purchasing rules & regulations. - Ensure spending thresholds are adhered to.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Assist in identifying section specific objectives to be accomplished during the current Operational Period.

PROCUREMENT/PURCHASING UNIT	
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 67. <input type="checkbox"/> Ensure all resource records identify scope of work and site-specific locations. <input type="checkbox"/> Provide updated reports on resource status to Situation Status Unit. <input type="checkbox"/> Identify and maintain a list of available and accessible equipment and supplies to support response and recovery efforts. <input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 67. <input type="checkbox"/> Follow established spending thresholds and seek appropriate approvals for each item procured. <input type="checkbox"/> Review, verify and process requests from other sections for resources. Confirm that the request has not been previously filled through another source. <input type="checkbox"/> Determine if needed resources are available from City stocks, mutual aid sources or other sources. Arrange for delivery if available. <input type="checkbox"/> Determine availability and cost of resources from private vendors. Confirm that the vendor accepts purchase orders as payment, prior to completing the order. <input type="checkbox"/> Determine if the vendor/provider will deliver the ordered items. If delivery services are not available, coordinate pickup and delivery through the Transportation Unit. <input type="checkbox"/> Escalate significant resource request(s) that cannot be met through local action and suggest alternative methods to solve the problem if possible. <input type="checkbox"/> Provide and coordinate with Operations Section the allocation and distribution of utilities, fuel, water, food, other consumables, and essential supplies to all disaster/emergency operation facilities, including mass care shelters. <input type="checkbox"/> Procure and arrange for basic sanitation and health needs at mass care facilities (toilets, showers, etc.) as requested by Operations Section. <input type="checkbox"/> Coordinate with the Public Works Branch in the Operations Section to procure and coordinate water resources for consumption, sanitation, and firefighting. <input type="checkbox"/> Obtain and coordinate necessary medical supplies and equipment for persons with disabilities and access and functional needs. <input type="checkbox"/> Obtain necessary protective respiratory devices, clothing, equipment, and antidotes for personnel performing assigned tasks in hazardous radiological and/or chemical environments, as needed.
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Maintain information regarding: <ul style="list-style-type: none"> - Resources readily available - Resources requests - Status of shipments - Priority resource requirements - Shortfalls

PROCUREMENT/PURCHASING UNIT	
	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate with other branches/groups/units as appropriate on resource requests received from Operations Section to ensure there is no duplication of effort or requisition. <input type="checkbox"/> Issue purchase orders for needed items within dollar limits of authority delegated to Unit. <input type="checkbox"/> Notify Finance Section of procurement needs that exceed delegated authority and obtain needed authorizations and paperwork, as necessary. <input type="checkbox"/> Verify cost data in any pre-established vendor contracts with Finance Section. <input type="checkbox"/> Coordinate the ordering of food and potable water associated with mass care shelters and mass feeding locations with the appropriate Operations Section Branches and Red Cross representatives(s). <input type="checkbox"/> Establish a plan for field and EOC feeding operations, as appropriate. Coordinate with EOC Operations Section to avoid duplication. (See Logistics Support Documentation – Emergency Response Feeding.) <input type="checkbox"/> Coordinate the provision of veterinary care and feeding of animals with Ventura County Animal Services. <input type="checkbox"/> Assemble resource documents that will allow for agency, vendor, and contractor contacts, e.g., telephone listings, procurement catalogs, directories and supply locations. <input type="checkbox"/> Continually update communications availability information with the Logistics Support staff. Revise contact methods with suppliers as improved communications become available. <input type="checkbox"/> Review the situation reports as they are received. Determine/anticipate support requirements. Verify information where questions exist. <input type="checkbox"/> Arrange for storage, maintenance and replenishment or replacement of equipment and materials. <input type="checkbox"/> Support activities for restoration of utilities to critical facilities. <input type="checkbox"/> Ensure the organization, management, coordination, and channeling of donations of goods from individual citizens and volunteer groups during and following the disaster/emergency.
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 67. <input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan. <input type="checkbox"/> Ensure that any open actions are completed before demobilization. <input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

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INFORMATION SYSTEMS UNIT	
SUPERVISOR: Logistics Section Coordinator	
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> • Notify support agencies and oversee the installation, activation and maintenance of all radio, data, and telephone communications services inside of the EOC and between the EOC and outside agencies. • Determine the appropriate placement of all radio transmitting equipment brought to the EOC to support operations. Approve all radio frequencies to minimize interference conditions. • Provide necessary communication system operators and ensure effective continuous 24-hour operation of all communications services. • Copy and log incoming radio, data and telephone reports on situation reports, major incident reports, resource requests and general messages. • Organize, place, and oversee the operation of amateur radio services working in support of the EOC.
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 67.	
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required. <input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Attend periodic briefings and meetings conducted by the Section Coordinator. <input type="checkbox"/> Provide a briefing on EOC on-site and external communications needs, capabilities and restrictions and operating procedures for the use of telephones, computer, and radio systems. <input type="checkbox"/> Brief your relief at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Assist in identifying section specific objectives to be accomplished during the current Operational Period. <input type="checkbox"/> Provide communications briefings as requested at action planning meetings. <input type="checkbox"/> Prepare the Communications Plan as a part of the EOC Action Plan.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 67. <input type="checkbox"/> Coordinate with all operational units and the EOC to establish a Communications Plan (component of the EOC Action Plan) to minimize communication issues (radio, data and telephone needs) utilizing established communications, the private sector, amateur radio and volunteers. (See Logistics Support Documentation – Communications Plan).

INFORMATION SYSTEMS UNIT	
	<ul style="list-style-type: none"> <input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 67. <input type="checkbox"/> Keep up to date on the situation and resources associated with your Unit.
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate with all sections and branches/units on operating procedures for use of telephone, data, and radio systems. Receive any priorities or special requests. <input type="checkbox"/> Establish a plan to ensure staffing and repair of communications equipment. <input type="checkbox"/> Monitor operational effectiveness of EOC communications systems. Obtain additional communications capability as needed. <input type="checkbox"/> Coordinate all communications activities. Coordinate and oversee any Auxiliary Communications Systems radio operators working in the EOC. <input type="checkbox"/> Determine and anticipate support requirements and forward to your Section Coordinator. <input type="checkbox"/> Coordinate frequency and network activities with Ventura County Operational Area. <input type="checkbox"/> Establish a primary and alternate system for communications. Link with utilities and contracting and cooperating agencies to establish communications as soon as possible. <input type="checkbox"/> Coordinate with volunteer and private sector organizations to supplement communications needs, as necessary. <input type="checkbox"/> Protect equipment from weather, aftershocks, electromagnetic pulse, etc. <input type="checkbox"/> Coordinate needed telephone data lines. <input type="checkbox"/> Support activities for restoration of computer services.
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 67. <input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan. <input type="checkbox"/> Ensure that any open actions are completed before demobilization. <input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

PERSONNEL UNIT	
SUPERVISOR: Logistics Section Coordinator	
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> • Obtain, coordinate, and allocate all non-fire and non-law enforcement mutual aid personnel support requests received and manage EOC personnel issues and requests. • Identify sources and maintain an inventory of personnel support and volunteer resources. Request personnel resources from those agencies as needed. • Ensure that all Disaster Service Workers and volunteers are registered and integrated into the emergency response system, as appropriate. Assign personnel within the EOC as needs are identified. • Coordinate emergency management mutual aid (EMMA) through the Ventura County Operational Area EOC.
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 67.	
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required. <input type="checkbox"/> Working with Section Coordinators, identify EOC personnel needs. Develop a staffing roster/schedule for next operational period. <input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Attend periodic briefings and meetings conducted by the Section Coordinator.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Assist in identifying section specific objectives to be accomplished during the current Operational Period.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 67. <input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 67. <input type="checkbox"/> Receive and process all incoming requests for personnel support. Identify number of personnel, special qualifications or training, location where needed and person to report to upon arrival. Secure an estimated time of arrival for relay back to the requesting agency. <input type="checkbox"/> Ensure recruitment, registration, mobilization, and assignment of volunteers. <input type="checkbox"/> Coordinate with the Ventura County Operational Area EOC for additional personnel needs or to request personnel resources through the Emergency Managers Mutual Aid program.

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

PERSONNEL UNIT

**DEACTIVATION /
DEMOBILIZATION**

- See Deactivation/Demobilization in Common EOC Responsibilities on page 67.
- Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan.
- Ensure that any open actions are completed before demobilization.
- Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

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FACILITIES UNIT	
SUPERVISOR: Logistics Section Coordinator	
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> • Ensure that adequate facilities are provided for the response effort, including securing access to the facility and providing staff, furniture, supplies and materials necessary to accomplish the mission. • Coordinate with other EOC branches/units for support required for facilities. • Support activities for restoration of disrupted services and utilities to facilities. • Coordinate with Finance/Administration Section on any claims or fiscal matters relating to facility operations. • Close out each facility when no longer needed.
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 67.	
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required. <input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Attend periodic briefings and meetings conducted by the Section Coordinator. <input type="checkbox"/> Coordinate with the Operations Section Coordinator to establish priorities for facility resource needs.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Assist in identifying section specific objectives to be accomplished during the current Operational Period.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 67. <input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 67. <input type="checkbox"/> Consider providing facilities for sheltering essential workers, employee’s families and volunteers. Coordinate with the Care and Shelter Branch. <input type="checkbox"/> Coordinate with Ventura County Animal Services to provide facilities for animal boarding as required. <input type="checkbox"/> Coordinate water resources for drinking, sanitation, and firefighting at all facilities. <input type="checkbox"/> If vendor contracts are required for procurement of specific facility resources or services, refer the request to the Finance/Administration Section for development of necessary agreements. <input type="checkbox"/> Coordinate the receipt of incoming resources to facilities. <input type="checkbox"/> Oversee the distribution of utilities, fuel, water, food, other consumables, and essential supplies to all disaster/emergency operation facilities.

FACILITIES UNIT	
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Maintain information in the Unit regarding: <ul style="list-style-type: none"> - Facilities opened and operating - Facility managers - Supplies and equipment at the various locations - Specific operations and capabilities of each location <input type="checkbox"/> Coordinate the acquisition of required space to include use permit and agreement or restriction negotiations, as the requirement for emergency-use facilities is identified. <input type="checkbox"/> In coordination with the Operations Section, provide support to facilities used for disaster/emergency response and recovery operations, i.e., staging areas, shelters, local application centers (LACs), etc. <input type="checkbox"/> Arrange for continuous maintenance of acquired facilities, to include ensuring that utilities and restrooms are operating properly. <input type="checkbox"/> As facilities are vacated, coordinate with the facility manager to return the location to its original state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility. <input type="checkbox"/> Identify and forward: <ul style="list-style-type: none"> - Communications requirements to the Logistics Support Staff. - Equipment, material, and supply needs to the Procurement/Purchasing Unit. - Personnel needs to the Personnel Unit. - Security requirements to the Safety/Security Officer. <input type="checkbox"/> Monitor the actions at each facility activated and provide additional support requested in accordance with Unit capabilities and priorities established. <input type="checkbox"/> Account for personnel, equipment, supplies, and materials provided to each facility. <input type="checkbox"/> Ensure that operational capabilities are maintained at facilities. <input type="checkbox"/> Ensure that basic sanitation and health needs at mass care facilities (toilets, showers, etc.) are met. <input type="checkbox"/> Work with EOC Coordinator / Liaison Officer to ensure all structures are safe for occupancy and that they comply with DAFN requirements. <input type="checkbox"/> Ensure all facilities have water resources for consumption, sanitation, and firefighting.
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 67. <input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan. <input type="checkbox"/> Ensure that any open actions are completed before demobilization. <input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

TRANSPORTATION UNIT	
SUPERVISOR: Logistics Section Coordinator	
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> • Coordinate the transportation of emergency personnel and resources within the city by all available means. • Coordinate all public transportation resources. • Coordinate the disaster routes with the Operations Section.
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 67.	
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required. <input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Attend periodic briefings and meetings conducted by the Section Coordinator. <input type="checkbox"/> Coordinate with the Operations Section Coordinator to establish priorities for transportation resource needs.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Assist in identifying section specific objectives to be accomplished during the current Operational Period.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 67. <input type="checkbox"/> Establish a transportation plan for movement of: <ul style="list-style-type: none"> - Personnel, supplies and equipment to the EOC, field units, shelters, and other facilities. - Individuals to medical facilities as requested by Operations Section. - Emergency workers and volunteers to and from risk area. - Dependents and families of emergency workers as requested by the Care and Shelter Branch. <input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 67. <input type="checkbox"/> Coordinate with local transportation agencies and School Districts (Moorpark Unified School District) to establish availability of resources for use in evacuations and other operations as needed. <input type="checkbox"/> Maintain inventory of support and transportation vehicles (staff cars, passenger vans, buses, pick-up trucks, light/heavy trucks). <input type="checkbox"/> Arrange for fueling of all transportation resources.

TRANSPORTATION UNIT	
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate with the Planning/Intelligence and Operations Sections to determine which disaster routes are available for emergency vehicles entering and exiting the city. <input type="checkbox"/> Coordinate with Fire and Police on road closures and traffic light outage information and ensure information is displayed in the EOC. <input type="checkbox"/> Coordinate with the Ventura County Operational Area for highway status with Cal Trans and CHP. <input type="checkbox"/> Coordinate use of disaster routes with the Operations Section. <input type="checkbox"/> Participate in evacuation route planning, transportation routes and transportation resources needed to support operations. <input type="checkbox"/> Coordinate with other sections and branches/groups/units to identify transportation priorities. <input type="checkbox"/> Coordinate with the Operations Section on the movement of persons with access and functional needs. Coordinate with paratransit companies, as necessary. <input type="checkbox"/> Coordinate with city Animal Services (Public Works) and Ventura County Animal Services via the Ventura County Operational Area EOC for transportation of animals as required. <input type="checkbox"/> As reports are received from field units and EOC sections and as sufficient information develops, analyze the situation, and anticipate transportation requirements. <input type="checkbox"/> Prepare schedules as required to maximize use of available transportation. <input type="checkbox"/> Provide Resources Unit of Planning Section with current information regarding transportation vehicles (location and capacity). Notify Resources Unit of all vehicle status change. <input type="checkbox"/> Establish mobilization areas for vehicles as directed. <input type="checkbox"/> Coordinate with staff and agency representatives to ensure adherence to service and repair policies. <input type="checkbox"/> Ensure that vehicle usage is documented by activity and date and hours in use.
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 67. <input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan. <input type="checkbox"/> Ensure that any open actions are completed before demobilization. <input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

FINANCE/ADMINISTRATION SECTION - GENERAL**PURPOSE**

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

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

OVERVIEW

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

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

The Section also supervises the negotiation and administration of vendor and supply contracts and procedures.

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

OBJECTIVES

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

A. For all disasters:

1. Notify the other sections and City departments that the disaster response accounting will be centralized for the disaster.
2. Determine the extent to which the City's computer systems are accessible and/or usable.

3. Determine if the City's bank can continue handling financial transactions.
4. Maintain, as best possible, the financial continuity of City (payroll, payments, and revenue collection).
5. Disseminate information about the disaster accounting system to other sections and departments, as necessary.
6. Upon declaration of a disaster by the State and/or Federal Governments, coordinate with disaster affected agencies to initiate the recovery process of the City's costs.
7. Coordinate with the other sections and departments the collection and documentation of costs pertaining to the disaster.
8. Coordinate with the disaster assistance agencies for the required inspections, documentation, audits, and other necessary work to recover costs.

B. For disasters where the City's computer systems and bank are accessible and usable:

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

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

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

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

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

CONCEPT OF OPERATIONS

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

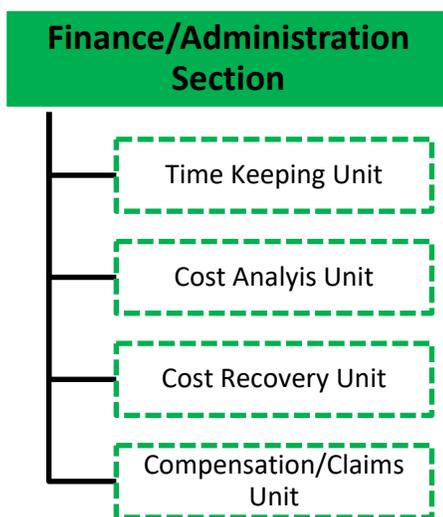
- SEMS and NIMS will be followed.
- All existing City and departmental operating procedures will be adhered to unless modified by the City Council or EOC Director.

- For disasters that leave the accounting systems accessible and usable, normal working hours will be retained for all but the Cost Recovery and the Documentation Units. These units will function on the schedule determined necessary to perform its objectives.
- For disasters that render the accounting systems either inaccessible or unusable for any period of time, appropriate personnel in the activated units will be on an operational period determined by the Finance/Administration Section Coordinator.

SECTION ACTIVATION PROCEDURES

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

FINANCE/ADMINISTRATION SECTION ORGANIZATION CHART



FINANCE/ADMINISTRATION SECTION STAFF

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

- Time Keeping Unit
- Cost Analysis Unit
- Cost Recovery Unit
- Compensation/Claims Unit

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

Finance/Administration Section Coordinator

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

Time Keeping Unit

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

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

Cost Analysis Unit

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

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

Cost Recovery Unit

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

Compensation/Claims Unit

The Compensation/Claims Unit is responsible for managing the investigation and compensation of physical injuries and property damage claims involving the City of Moorpark arising out of an emergency/disaster, including completing all forms required by worker's compensations programs and local agencies, maintaining a file of injuries and illnesses associated with the incident and for providing investigative support of claims and for issuing checks upon settlement of claims.

FINANCE/ADMINISTRATION SECTION COORDINATOR	
SUPERVISOR: EOC Director	
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> • Ensure that the Finance/Administration function is performed consistent with SEMS/NIMS Guidelines, including: <ul style="list-style-type: none"> - Implementing a Disaster Accounting System- (See Finance/Administration Support Documentation) - Maintaining financial records of the disaster - Tracking and recording of all staff time - Handling travel and expense claims - Providing administrative support to the EOC • Seek cost recovery (FEMA, Cal OES or responsible party) of response and recovery costs. • Assist the Logistics Section in ensuring all purchases are appropriate and within City emergency purchasing rules & regulations. • Provide cost-effective analysis of all purchases conducted by the EOC. • Track incident burn rate. • Forecast the overall economic impact(s) to the City.
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 67.	
ACTIVATION & NOTIFICATIONS	<ul style="list-style-type: none"> <input type="checkbox"/> Determine the operational status and appropriate level of activation based on situation as known. <input type="checkbox"/> Mobilize appropriate personnel for initial activation of the EOC. <input type="checkbox"/> Notify EOC Director when your Section is fully operational.
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine what Section positions should be activated and staffed. <input type="checkbox"/> Confirm that all key Finance Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency. <input type="checkbox"/> Request additional personnel for the Section to maintain a 24-hour operation as required. <input type="checkbox"/> Carry out responsibilities of your Section not currently staffed.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Brief new or relief personnel in your Branch. Briefings should include: <ul style="list-style-type: none"> - Current situation assessment - Identification of specific job responsibilities - Identification of co-workers within the job function and/or geographical assignment - Availability of communications - Location of work area - Identification of eating and sleeping arrangements as appropriate. - Procedural instructions for obtaining additional supplies, services, and personnel - Identification of operational period work shifts

FINANCE/ADMINISTRATION SECTION COORDINATOR	
	<ul style="list-style-type: none"> <input type="checkbox"/> Attend periodic briefing sessions conducted by the EOC Director. <input type="checkbox"/> Conduct a business meeting with the Logistics Section and review financial and administrative support requirements and procedures. <ul style="list-style-type: none"> - Review spending thresholds - Emergency Procurement rules & regulations <input type="checkbox"/> Conduct periodic Finance Section briefings and identify forthcoming operational needs. <input type="checkbox"/> Meet with other Section Coordinators as needed. <input type="checkbox"/> Brief the EOC Director on problem areas that need or will require solutions. <input type="checkbox"/> Meet with assisting and cooperating agency representatives as required.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Prepare work objectives for Section staff and make staff assignments. <input type="checkbox"/> Work closely with each Unit leader to ensure Finance Section objectives as defined in the current EOC Action Plan are being addressed. <input type="checkbox"/> Provide input in all planning sessions on finance and cost analysis matters.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 6767. <input type="checkbox"/> Ensure that all recovery documentation is accurately maintained and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and/or the Cal OES. <input type="checkbox"/> Provide personnel and equipment time records for the entire Section to the Time Keeping Unit in the Finance Section at the end of each work shift. <input type="checkbox"/> Ensure that your Section logs and files are maintained.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 67. <input type="checkbox"/> Coordinate with Logistics Section to support the acquisition of needed resources. <input type="checkbox"/> Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Authorize use of the Disaster Accounting System. (See Finance/Administration Support Documentation – Disaster Accounting.) <input type="checkbox"/> Make a list of key issues currently facing your Section to be accomplished within the next operational period. <input type="checkbox"/> Coordinate with the Logistics Section to: <ul style="list-style-type: none"> - Assist in ensuring all purchases are appropriate and within City emergency purchasing rules & regulations. - Ensure spending thresholds are adhered to. <input type="checkbox"/> Oversee that cost-effective analysis of all purchases are conducted. <input type="checkbox"/> Develop the overall incident burn rate. <input type="checkbox"/> Forecast the overall economic impact(s) to the City.

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

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TIME KEEPING UNIT	
SUPERVISOR: Finance Section Coordinator	
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> Track, record, and report staff time for all personnel (city staff, volunteers, contract labor and mutual aid personnel resources) and equipment use and time working at the emergency/disaster. Ensure that time and equipment use records identify scope of work and site-specific work location. Establish and maintain a file for all personnel working the disaster. Ensure that daily personnel time recording documents are prepared and follow specific city, Cal OES and FEMA time recording policies.
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 67.	
ASSIGNMENTS/ STAFFING	<input type="checkbox"/> Clarify any issues regarding your authority and assignment.
MEETINGS / BRIEFINGS	<input type="checkbox"/> Attend periodic briefing sessions conducted by the EOC Director.
ACTION PLANNING	<input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Attend planning meetings at the request of the Finance Section.
DOCUMENTATION	<input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 67. Error! Bookmark not defined.
RESOURCES	<input type="checkbox"/> See Resources in Common EOC Responsibilities on page 67.
ONGOING ACTIVITIES	<p>PERSONNEL TIME RECORDER</p> <input type="checkbox"/> Initiate, gather, or update a time report from all applicable personnel assigned to the disaster/emergency for each operational period. (See Support Documentation – Forms for a sample of the Disaster Labor Record).
	<input type="checkbox"/> Ensure that all records identify scope of work and site-specific work location. <input type="checkbox"/> Ensure that daily personnel time recording documents are accurate and prepared in compliance with City policy: <ul style="list-style-type: none"> - Employee identification information is verified and correct - Volunteers assigned as Disaster Service Workers maintain detailed and accurate timecards - Time reports are signed
	<input type="checkbox"/> Establish and maintain a file for employee time records within the first operational period for each person. Keep records on each shift (Twelve-hour shifts recommended). <input type="checkbox"/> Maintain separate logs for overtime hours. <input type="checkbox"/> Track all travel requests, forms, and claims. <input type="checkbox"/> Maintain records security. <input type="checkbox"/> Close out time documents prior to personnel leaving emergency assignment. <input type="checkbox"/> Coordinate with the Personnel Unit of the Logistics Section.

TIME KEEPING UNIT	
	<p>EQUIPMENT TIME RECORDER</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assist sections and branches/units in establishing a system for collecting equipment time reports and service records. Design and distribute Force Account and Rented Equipment Records. (See Support Documentation – Forms for copies of Disaster Force Account and Equipment Records). <input type="checkbox"/> Ensure that all records identify scope of work and site-specific work location. <input type="checkbox"/> Establish and maintain a file of time reports on owned, rented, donated and mutual aid equipment (including charges for fuel, parts, services, and operators). Track the type of equipment used, make/model numbers, date and time of usage, operator name/agency affiliation, charges for fuel, parts, and services. Track city-owned equipment separate from rented equipment. <input type="checkbox"/> Maintain list of damaged or lost equipment (for billing and claims purposes) in coordination with Planning Section, Situation Unit and Resources Unit. <input type="checkbox"/> Maintain records security. <input type="checkbox"/> Keep the Finance Section Coordinator informed of significant issues affecting the Section.
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 67. <input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan. <input type="checkbox"/> Ensure that any open actions are completed before demobilization. <input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

COST ANALYSIS UNIT	
SUPERVISOR: Finance Section Coordinator	
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> Provide cost-effective analysis of all purchases conducted by the EOC. Assist the logistics section in ensuring all purchases are appropriate and within city emergency purchasing rules & regulations. Assist Finance Section Coordinator to develop the incident burn rate. Assist in forecasting the overall economic impact(s) to the city. Ensure that all financial records are maintained throughout the emergency. Analyze and prepare estimates of EOC costs. Maintain accurate record of EOC costs. Maintain actual costs for the use of all assigned resources.
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 6767.	
ASSIGNMENTS/ STAFFING	<input type="checkbox"/> Clarify any issues regarding your authority and assignment.
MEETINGS / BRIEFINGS	<input type="checkbox"/> Attend periodic briefing sessions conducted by the EOC Director.
ACTION PLANNING	<input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Attend planning meetings at the request of the Finance Section.
DOCUMENTATION	<input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 67 Maintain a fiscal record of all expenditures related to the disaster. <input type="checkbox"/> Prepare and provide periodic cost summaries for the Finance/Administration Section Coordinator and the EOC Director. <input type="checkbox"/> Maintain accurate information on the actual cost for the use of all assigned resources. <input type="checkbox"/> Ensure that EOC sections maintain proper supporting records and documentation to support claims. <input type="checkbox"/> Ensure that all financial documents are accurately prepared.
RESOURCES	<input type="checkbox"/> See Resources in Common EOC Responsibilities on page 67.
ONGOING ACTIVITIES	<input type="checkbox"/> Collect and record all cost data. (See Finance/Administration Support Documentation – Disaster Records and Forms). <input type="checkbox"/> With the Time Keeping Unit ensure that all pieces of equipment under contract and dedicated personnel are properly identified. <input type="checkbox"/> Make recommendations for cost savings to the Finance/Administration Section Coordinator. <input type="checkbox"/> Keep the Finance Section Coordinator informed of significant issues affecting the Section.
DEACTIVATION / DEMOBILIZATION	<input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 67. <input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization

COST ANALYSIS UNIT

Unit Leader/Demobilization Plan.

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

COST RECOVERY UNIT	
SUPERVISOR: Finance Section Coordinator	
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> Track response costs associated with EOC activation and/or Incident Command Post and seek cost recovery from an applicable entity. Document information for reimbursement from the state and federal governments or other responsible party. Act as liaison with the disaster assistance agencies and insurance companies to coordinate the recovery of costs as allowed by law and ensure records are maintained that will pass audit. Coordinate documentation of costs with other sections and departments. Receive and allocate payments. After the EOC demobilizes, oversee the City’s cost recovery team comprised of representatives from each department with emergency response costs.
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 67.	
ASSIGNMENTS/ STAFFING	<input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Identify City cost recovery team members before the EOC demobilizes.
MEETINGS / BRIEFINGS	<input type="checkbox"/> Attend periodic briefing sessions conducted by the EOC Director. <input type="checkbox"/> Inform all sections and departments that the Disaster Accounting System is to be used.
ACTION PLANNING	<input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Attend planning meetings at the request of the Finance Section Coordinator to provide input on cost recovery issues.
DOCUMENTATION	<input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 67. <input type="checkbox"/> Prepare all required state and federal documentation using the appropriate forms to recover allowable disaster costs and ensure that all recovery documentation is accurately maintained. <input type="checkbox"/> Organize and prepare records for final audit. <input type="checkbox"/> Ensure that all financial records are maintained throughout the emergency. <input type="checkbox"/> Work with EOC sections and appropriate departments to collect all required documentation. <input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
RESOURCES	<input type="checkbox"/> See Resources in Common EOC Responsibilities on page 67.
ONGOING ACTIVITIES	<input type="checkbox"/> Track all response costs associated with the EOC activation and Incident Command Post(s) if applicable.

COST RECOVERY UNIT	
	<ul style="list-style-type: none"> <input type="checkbox"/> Implement the Disaster Accounting System and make decisions on cost codes and items to be tracked. (See Finance/Administration Support Documentation – Disaster Accounting.) <input type="checkbox"/> Assist in developing the incident burn rate. <input type="checkbox"/> Seek cost recovery if applicable from FEMA, CAL OES, insurance companies and/or responsible party and coordinate the maximum recovery of costs as allowed by law. <input type="checkbox"/> Maintain contact with Cal OES and FEMA for advice and assistance in obtaining maximum eligible funds for disaster/emergency costs. <input type="checkbox"/> Receive and allocate payments. <input type="checkbox"/> Provide analyses, summaries and estimates of costs for the Finance/Administration Section Coordinator, EOC Director, and City officials as required. <input type="checkbox"/> Ensure a City cost recovery team is identified before the EOC is demobilized. <input type="checkbox"/> Prepare submittal of disaster recover claims as necessary. <input type="checkbox"/> Keep the Finance Section Coordinator informed of significant issues affecting the Section.
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 67. <input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan. <input type="checkbox"/> Ensure that any open actions are completed before demobilization. <input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

COMPENSATION/CLAIMS UNIT	
SUPERVISOR: Finance Section Coordinator	
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> Accept as agent for the City claims resulting from any disaster. Manage the investigation and compensation of physical injuries and property damage claims involving the City including completing all forms required by workers' compensations programs, insurance companies and local agencies. Collect information for all forms required for claim's filings. Maintain a file of injuries and illness associated with the personnel activity at the EOC and maintains a file of written statements on injuries. Manage and direct all Workers' Compensation and claims specialists assigned to the disaster. Provide investigative support in areas of claims for bodily injury and property damage compensation presented to the City.
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 67.	
ASSIGNMENTS/ STAFFING	<input type="checkbox"/> Clarify any issues regarding your authority and assignment.
MEETINGS / BRIEFINGS	<input type="checkbox"/> Attend periodic briefing sessions conducted by the EOC Director.
ACTION PLANNING	<input type="checkbox"/> Assist in the preparation of the EOC Action Plan as it pertains to the Finance Section. <input type="checkbox"/> Attend planning meetings at the request of the Finance Section Coordinator to provide input on cost recovery issues.
DOCUMENTATION	<input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 67. <input type="checkbox"/> Maintain a log of all injuries occurring during the disaster. <input type="checkbox"/> Develop and maintain a log of potential and existing claims. <input type="checkbox"/> Ensure that all Compensation-for-injury and Claims logs and forms are complete and routed to the appropriate department for post-EOC processing. <input type="checkbox"/> Periodically review all logs and forms produced by Unit to ensure: <ul style="list-style-type: none"> - Work is complete - Entries are accurate and timely - Work is compliant with City of Moorpark requirements and policies. <input type="checkbox"/> Prepare insurance claims relative to damage to City property. Notify and file the claims with insurers. <input type="checkbox"/> Provide report of injuries and coordinate with the Safety Officer for mitigation of hazards.
RESOURCES	<input type="checkbox"/> See Resources in Common EOC Responsibilities on page 67.

COMPENSATION/CLAIMS UNIT	
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate with the EOC Coordinator / Liaison Officer, Agency Representatives, and Personnel Unit of the Logistics Section. <input type="checkbox"/> Determine if there is a need for Compensation-for-injury and Claims Specialists and order personnel as needed. <input type="checkbox"/> Ensure the investigation of all accidents, if possible. <input type="checkbox"/> Ensure that the Personnel Unit of the Logistics Section completes claims for any injured personnel or volunteers working at the emergency. <input type="checkbox"/> Obtain all witness statements pertaining to claim and review for completeness.
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 67. <input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan. <input type="checkbox"/> Ensure that any open actions are completed before demobilization. <input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

SUPPORT DOCUMENTATION

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MANAGEMENT SUPPORT DOCUMENTATION

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LOCAL AND STATE EMERGENCY PROCLAMATIONS

LOCAL EMERGENCY

When there is a condition of extreme peril or potential peril to the safety of persons and property, and the condition is beyond the capability of the local forces to control effectively, the City Council, or a person authorized by ordinance, may proclaim that a local emergency exists. A local emergency may be proclaimed to exist due to a specific situation, such as flood, fire, storm, earthquake, epidemic, drought, sudden and severe energy shortage, or other condition. The type of disaster, date of occurrence and area affected are to be identified. (See examples of local emergency proclamations/resolutions in **Exhibits 1, 2, 3 and 4.**) **A copy of the resolution must be provided to the Ventura County Operational Area for transmission to Cal OES. Send resolutions to the Ventura County Sheriff's Office of Emergency Services Duty Officer via email to: oes.oes@ventura.org.**

The sample City Council resolutions on the following pages show there may be several findings by the Council in declaring a local emergency, including, but not limited to:

- a) The emergency is causing extreme peril to the safety of persons and property.
- b) The dangers presented by the emergency have caused the City Manager to proclaim the existence of a local emergency.
- c) Local resources are unable to cope with the effects of this emergency.
- d) The City Council has reviewed the state of the community and ratifies the City Manager's Proclamation of Emergency.
- e) The City Manager, as the Director of Disaster Services, is empowered to carry out all emergency powers conferred upon him/her as the Director of Disaster Services by local and state laws.
- f) That the State Director of Disaster Services (Cal OES) concur with the Council's findings that a local emergency exists, and to provide assistance under the California Disaster Assistance Act (CDAA).
- g) The City Council directs the OES Director to forward a copy of this resolution to the Governor of California with the request that he/she proclaim the City of Moorpark to be in a state of emergency.
- h) And (if necessary) that the Governor requests a Presidential Declaration of Emergency from the President of the United States.

The Proclamation of a Local Emergency:

- Gives public employees and governing bodies certain legal immunities for emergency actions taken
- Enables local agencies to request state assistance under the State CDAA.
- Allows the chief executive or other authorized official designated by local ordinance to:
 - Establish curfews
 - Take any measures necessary to protect and preserve public health and safety
 - Exercise all authority granted by local ordinance

LOCAL RESOLUTION REQUESTING STATE DIRECTOR, OFFICE OF EMERGENCY SERVICES, CONCURRENCE IN LOCAL EMERGENCIES

Following the proclamation of a local emergency and in the event public real property has been damaged or destroyed and assistance is needed in the repair and restoration, the governing body may request the Cal OES Director to concur in their proclamation of a local emergency and to provide assistance under the CDAA. The resolution must indicate the nature and date of the emergency, and the person designated to receive process and coordinate all aid. The resolution will be sent to Cal OES through the Ventura County Operational Area.

To assist the Cal OES Director in evaluating the situation, and in deciding on whether or not to concur with

the local emergency, the following is required to accompany the resolution:

- Certified copy of Local Emergency Proclamation (see **Exhibits 1, 2, 3 or 4**).
- Damage Assessment Summary

Note: The Local Emergency proclamation must be made within 10 days of the occurrence to qualify for assistance under the California Disaster Assistance Act.

The following financial assistance is available through Cal OES under the CDAA:

- Eligible disaster response costs
- Assistance to repair, restore, reconstruct, or replace public real property or public facilities belonging to local agencies damaged as a result of natural disasters
- Indirect costs
- Direct costs of grant administration

Cal OES prepares a recommendation as to the action that should be taken by the Governor. If the action recommends a Governor's Proclamation, Cal OES prepares the proclamation.

LOCAL PROCLAMATION OF TERMINATION OF LOCAL EMERGENCY

The governing body must review the need for continuing the Local Emergency Proclamation **at least every 60 days** until the governing body terminates the local emergency.

Government Code Section No. 8630: "(a) A local emergency may be proclaimed only by the governing body of a city, county, or city and county, or by an official designated by ordinance adopted by that governing body. (b) Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body. (c) The governing body shall review the need for continuing the local emergency at least once every 60 days until the governing body terminates the local emergency. (d) The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant."

When a county proclaims a local emergency pursuant to Section 8630 of the Government Code, based upon conditions which include both incorporated and unincorporated territory of the county, it is not necessary for the cities to also proclaim the existence of a local emergency independently. Further, cities within a county are bound by county rules and regulations adopted by the county pursuant to Section 8634 of the Government Code during a county proclaimed local emergency when the local emergency includes both incorporated and unincorporated territory of the county even if the cities do not independently proclaim the existence of a local emergency.

STATE OF EMERGENCY/PRESIDENTIAL DECLARATION

Presidential Declaration

Following the above procedures, the governing body of the local jurisdiction may also pass a resolution asking the Cal OES Director to recommend that the Governor request a Presidential Declaration of a Major Disaster under the authority of Public Law 93-288 (Stafford Act). The Governor's Request to the President is submitted through the Federal Emergency Management Agency (FEMA). Supplementary justification data may be required to accompany the local resolution (certified copy) and Damage Assessment Survey.

Financial assistance available:

- Individual assistance to the private sector

- Matching fund assistance for cost sharing required under federal disaster assistance programs (subject to state eligible project criteria)
- Local agency overtime costs and the costs of supplies used during eligible disaster response projects
- Assistance to repair, restore, reconstruct, or replace public real property or public facilities belonging to local agencies damaged as a result of natural disasters
- Indirect costs
- Direct costs of grant administration

SAMPLE EMERGENCY PROCLAMATION FORMS

The following pages contain a sample proclamation and resolutions that carry out the authority granted in Sections 2.48.050 and 2.48.060, which relates to Emergency Organization and Functions. As the provisions of the emergency ordinance in effect in any city or county may differ, it is suggested that these resolutions be reviewed prior to the occurrence of any emergency by the city attorney concerned, and such changes made as may be necessary to bring them into conformance with the emergency ordinance of the city.

- Exhibit 1 - Local Emergency Proclamation by the EOC Director
- Exhibit 2 - Resolution of the City Council Confirming the Existence of a Local Emergency
- Exhibit 3 - Resolution of the City Council Terminating a Local State of Emergency

**EXHIBIT 1 – PROCLAMATION OF LOCAL EMERGENCY BY THE EOC DIRECTOR
PROCLAMATION OF LOCAL EMERGENCY**

**AN EXECUTIVE ORDER OF THE DIRECTOR OF THE EMERGENCY
OPERATIONS CENTER (EOC) OF THE CITY OF MOORPARK
PROCLAIMING THE EXISTENCE OF A LOCAL EMERGENCY**

SECTION 1: The EOC Director for the City of Moorpark hereby finds and declares as follows:

A. Moorpark Municipal Code Section 2.48.060(B)(1) authorizes the EOC Director to proclaim the existence or threatened existence of a local emergency when the City Council is not in session.

B. Moorpark Municipal Code Section 2.48.030 defines an “emergency,” in part, as the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within the City caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage or earthquake or other conditions which are or are likely to be beyond the control of the services, personnel, equipment, and facilities of this City, requiring the combined forces of other political subdivisions to combat.

C. Conditions of extreme peril to the safety of persons and property have arisen as the result of _____

which started at approximately _____ on _____ in or around _____.

D. The City Council is not presently in session and is not scheduled to meet again until 5:00 p.m., on _____.

SECTION 2: The EOC Director for the City of Moorpark hereby orders as follows:

A. A local state of emergency now exists in the City.

B. During the existence of this local emergency, the powers, functions and duties of the emergency organization of this City shall be those prescribed by State law, the ordinances and resolutions of the City, and by the City of Moorpark Emergency Operations Plan as approved by the City Council on March, XX, 2022, and as amended from time to time.

C. Pursuant to Government Code Section 8630, this proclamation has been issued in accordance with applicable law, is in effect and carries the force of law until _____, on which date it expires unless this proclamation of local emergency is ratified by the City Council within 7 days. In addition, the City Council shall review the need for continuing the local emergency at least once every 60 days until the local emergency is terminated by resolution.

DATED: _____

EOC DIRECTOR

EXHIBIT 2 - RESOLUTION OF THE CITY COUNCIL CONFIRMING THE EXISTENCE OF A LOCAL EMERGENCY

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK,
CALIFORNIA CONFIRMING THE EXISTENCE OF A LOCAL EMERGENCY**

The City Council of the City of Moorpark resolves as follows:

SECTION 1. The City Council finds as follows:

- A. On or about [date] , [describe nature of emergency] ;
- B. [emergency] is causing extreme peril to the safety of persons and property;
- C. The dangers presented by [emergency] including, without limitation, _____, caused the EOC Director to proclaim the existence of a local emergency beginning [date] , in accordance with the Moorpark Municipal Code (“MMC”), as specified in the attached Exhibit A, Proclamation of Local Emergency.
- D. OPTIONAL (Based upon information provided to the City Council by [name/title] , it is apparent that local resources are unable to cope with the effects of this emergency.)

SECTION 2. The City Council has reviewed the state of the community and ratifies the EOC Director’s Proclamation of Local Emergency.

SECTION 3. In accordance with MMC Chapter 2.48.050 and applicable law, the City Council proclaims that due to [describe conditions of emergency] ; a local emergency exists within the City of Moorpark’s territorial limits.

SECTION 4. The City Manager, as the Director of Disaster Services, is empowered to carry out all emergency powers conferred upon him/her as the Director of Disaster Services by local and state laws, and by all other lawful authority, as may be necessary to protect life and property.

SECTION 5. During the existence of this local emergency, the powers, functions, and duties of the Director of Disaster Services and the emergency organization of this City will be those prescribed by state law, by ordinance, and resolutions of this City approved by the City Council.

SECTION 6. The City Clerk is directed to provide a copy of this Resolution to the County of Ventura Operational Area for forwarding to the State Office of Emergency Services with a request to find it acceptable in accordance with provisions of the California Disaster Assistance Act; and that the City’s Director of Disaster Services or his/her assistant is hereby declared as the City’s authorized representative for the purpose of receiving, processing, and coordinating all inquiries and requirements needed to obtain available state and, if needed, federal assistance.

SECTION 7. OPTIONAL (Since local resources are unable to cope with the effects of this emergency, the City Council directs the Director of Disaster Services to forward a copy of this Resolution to the Governor of California with the request that he/she proclaim the City of Moorpark to be in a state of emergency.)

SECTION 8. OPTIONAL (Since local resources are unable to cope with the effects of this emergency, the City Council directs the Director of Disaster Services to forward a copy of this Resolution to the Governor of California and request that the Governor request a Presidential Declaration of Emergency from the President of the United States.)

SECTION 9. OPTIONAL ([name/title] is designated as the local Hazard Mitigation Coordinator of the City of Moorpark for the purpose of assessing damage within the City and consulting with Federal/State survey teams regarding hazard mitigation actions.)

SECTION 10. OPTIONAL ([name/title] is designated as the authorized representative for public assistance and [name/title] is designated as the authorized representative for individual assistance of the City of Moorpark for the purpose of receiving, processing, and coordinating all inquiries and requirements necessary to obtain available state and federal assistance.)

SECTION 11. This local emergency will continue to exist until otherwise determined by City Council resolution.

SECTION 12. This Resolution will take effect immediately upon adoption.

PASSED AND ADOPTED _____.

Mayor

ATTEST:

City Clerk

I, _____, City Clerk of the City of Moorpark, certify Resolution No. __ was adopted by the City Council of the City of Moorpark at a regular meeting held _____, by the following vote:

AYES: Councilmembers:
NOES: Councilmembers:
ABSENT: Councilmembers:

City Clerk

EXHIBIT 3 - RESOLUTION OF THE CITY COUNCIL TERMINATING A LOCAL STATE OF EMERGENCY

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, TERMINATING A LOCAL STATE OF EMERGENCY

The City Council of the City of Moorpark resolves as follows:

SECTION 1: The City Council of the City of Moorpark finds and declares as follows:

A. On [date] , the City Council adopted Resolution No. [#] confirming the existence of a local emergency within its territorial limits effective [date] .

B. This local emergency stemmed from [describe nature of emergency] ; and

C. While the effects of the [emergency] are still being managed and cleanup from the initial incident is continuing, the circumstances necessitating the proclamation of a local emergency no longer exist.

SECTION 2: After reviewing the state of the community, the City Council declares that although clean-up efforts from the [emergency] continue, the circumstances necessitating the proclamation of a local emergency no longer exist.

SECTION 3: The City Council hereby terminates the local state of emergency that was proclaimed on [date] , and ratified on [date] .

SECTION 4: This Resolution will take effect immediately upon adoption.

PASSED AND ADOPTED _____.

Mayor

ATTEST:

City Clerk

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CITY OF MOORPARK'S MUNICIPAL CODE - EMERGENCY ORGANIZATION AND FUNCTIONS**Chapter 2.48 - EMERGENCY PREPAREDNESS****2.48.010 Purpose.**

The declared purposes of this chapter are to provide for the preparation and carrying out of plans for the protection of persons and property within the city in the event of an emergency; the direction of this emergency organization; and the coordination of the emergency functions of this city with all other public agencies, corporations and organizations and affected private persons. (Ord. 89-106 § 1, 1989)

2.48.020 Expenditures.

Any expenditures made in connection with emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the city. (Ord. 89-106 § 1, 1989)

2.48.030 Definitions.

As used in this chapter, "local emergency" means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage or earthquake or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment and facilities of that political subdivision and require the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission. (Ord. 89-106 § 1, 1989)

2.48.040 Disaster council—Membership.

The Moorpark disaster council shall consist of members of the city council. The mayor shall serve as chair and the mayor pro tempore shall serve as the vice chair. (Ord. 430 § 1, 2014)

2.48.050 Disaster council—Powers and duties.

It shall be the duty of the disaster council to develop and recommend for adoption by the city council emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements. The disaster council shall meet upon call of the chair or, in such person's absence from the city or inability to call such meeting, upon call of the vice chair. The disaster council shall have such other powers, duties, and responsibilities of a local disaster council pursuant to state law. (Ord. 430 § 2, 2014)

2.48.060 Director of disaster services.

A. There is created the office of director of disaster services. The city manager shall be the director of disaster services.

B. Powers. The director is granted the following powers:

1. To request city council to proclaim the existence or threatened existence of a local emergency as defined in Government Code Section 8558(c) if the city council is in session, or to issue such proclamation if the city council is not in session, subject to ratification by the city council within seven (7) days thereafter or the proclamation shall have no further force or effect;

2. To recommend that the mayor of the city request the governor to proclaim a state of emergency as defined in Government Code Section 8558(b) when, in the opinion of the director, the locally available resources are inadequate to cope with the emergency;
3. To control and direct the effort of the emergency organization of this city for the accomplishment of the purposes of this chapter;
4. To direct cooperation between and coordination of services and staff of the emergency organization of this city; and resolve questions of authority and responsibility that may arise between them;
5. To represent this city in all dealings with public or private agencies on matters pertaining to emergencies as defined in this chapter.

C. Emergency Powers. In the event of a proclamation of a local emergency, as provided in this chapter, the proclamation of a state of emergency by the Governor or the Director of the State Office of Emergency Services, or the existence of a state of war emergency, as defined in Government Code Section 8558(a), the director is granted the following powers:

1. To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the city council;
2. To obtain vital supplies, equipment and such other property found lacking and needed for the protection of life and property and to bind the city for the fair value thereof and, if required immediately, to commandeer the same for public use;
3. To require emergency services of any city officer or employee and, in the event of the proclamation of a state of emergency, in the city or state of war emergency to command the aid of as many citizens of this city as he or she deems necessary in the execution of his or her duties; such persons shall be entitled to all privileges, benefits and immunities as are provided by state law for registered disaster service workers;
4. To requisition necessary personnel or material of any city department or agency;
5. To execute all of his or her ordinary powers as city manager; all of the special powers conferred upon him or her by this chapter or by resolution or emergency plan adopted by the city council; all powers conferred upon him or her by any statute or agreement approved by the city council and any other lawful authority.

D. Succession. The director shall designate the order of succession to his or her office subject to approval by the city council, which shall effect in the event the director is unavailable to attend meetings and otherwise perform his or her duties during an emergency. (Ord. 89-106 § 1, 1989)

2.48.070 Assistant director of disaster services.

A. Designation. There is created the office of assistant director of disaster services. The assistant director shall be appointed by the director.

B. Powers. The assistant director shall, under supervision of the director and with the assistance of emergency service chiefs, develop emergency plans and manage the emergency program of this city; and shall have such other powers and duties as may be assigned by the director. (Ord. 89-106 § 1, 1989)

2.48.080 Emergency organization.

All officers and employees of this city, volunteer forces enrolled to aid them during an emergency, persons commandeered into service under the provisions of Section 2.48.060 of this chapter, and all groups, organizations and persons who may by agreement or operation of law, be charged with duties incident to the protection of life and property in this city during such emergency shall constitute the emergency organization of the city. (Ord. 89-106 § 1, 1989)

2.48.090 Emergency plan.

The disaster council shall be responsible for development of the city emergency plan, which shall provide for the effective mobilization of resources of this city, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency; and shall provide for the organization, powers and duties, services and staff of the emergency organization. Such plan shall take effect upon adoption by resolution of the city council. (Ord. 89-106 § 1, 1989)

2.48.100 Violation—Penalty.

It is unlawful for any person, during an emergency, to commit any of the following acts specified in the following subsections:

- A. To willfully obstruct, hinder or delay any member of the emergency organization in the enforcement of any lawful rule or regulation or the performance of any duty imposed upon him by virtue of this chapter;
- B. To do any act forbidden by any lawful rule or regulation issued pursuant to this chapter, if such act is of such a nature as to give, or likely to give, assistance to the enemy, or imperil the lives or property of inhabitants of this city, or to prevent, hinder or delay the defense or protection thereof;
- C. To wear, carry or display without authority, any means of identification specified by the emergency agency of the state, county or city. (Ord. 89-106 § 1, 1989)

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CALIFORNIA DISASTER AND CIVIL DEFENSE MASTER MUTUAL AID AGREEMENT

(Extracted from the California Emergency Plan)

This agreement was adopted by the City of Moorpark in 1989

This agreement made and entered into by and between the STATE OF CALIFORNIA, its various departments and agencies, and the various political subdivisions, municipal corporations, and other public agencies of the State of California;

WITNESSETH:

WHEREAS, It is necessary that all of the resources and facilities of the State, its various departments and agencies, and all its political subdivisions, municipal corporations, and other public agencies be made available to prevent and combat the effect of disasters which may result from such calamities as flood, fire, earthquake, pestilence, war, sabotage, and riot; and

WHEREAS, It is desirable that each of the parties hereto should voluntarily aid and assist each other in the event that a disaster should occur, by the interchange of services and facilities, including, but not limited to, fire, police, medical and health, communication, and transportation services and facilities, to cope with the problems of rescue, relief, evacuation, rehabilitation, and reconstruction which would arise in the event of a disaster; and

WHEREAS, It is necessary and desirable that a cooperative agreement be executed for the interchange of such mutual aid on a local, county-wide, regional, state-wide, and interstate basis;

NOW, THEREFORE, IT IS HEREBY AGREED by and between each and all of the parties hereto as follows:

- (1) Each party shall develop a plan providing for the effective mobilization of all its resources and facilities, both public and private, to cope with any type of disaster.
- (2) Each party agrees to furnish resources and facilities and to render services to each and every other party to this agreement to prevent and combat any type of disaster in accordance with duly adopted mutual aid operational plans, whether heretofore or hereafter adopted, detailing the method and manner by which such resources, facilities, and services are to be made available and furnished, which operational plans may include provisions for training and testing to make such mutual aid effective; provided, however, that no party shall be required to deplete unreasonably its own resources, facilities, and services in furnishing such mutual aid.
- (3) It is expressly understood that this agreement and the operational plans adopted pursuant thereto shall not supplant existing agreements between some of the parties hereto providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis, but that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto, shall be without reimbursement unless otherwise expressly provided for by the parties to this agreement or as provided in Sections 1541, 1586, and 1587, Military and Veterans Code; and that such mutual aid is intended to be available in the event of a disaster of such magnitude that it is, or is likely to be, beyond the control of a single party and requires the combined forces of several or all of the parties to this agreement to combat.
- (4) It is expressly understood that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto shall be available and furnished in all cases of local peril or emergency and in all cases in which a STATE OF EXTREME EMERGENCY has been proclaimed.
- (5) It is expressly understood that any mutual aid extended under this agreement and the operational plans adopted pursuant thereto, is furnished in accordance with the "California Disaster Act" and other applicable provisions of law, and except as otherwise provided by law that: "The responsible local official in whose jurisdiction an incident requiring mutual aid has occurred shall remain in charge at such incident including the direction of such personnel and equipment provided him through the operation of such mutual aid plans." (Sec. 1564, Military and Veterans Code.)
- (6) It is expressly understood that when and as the State of California enters into mutual aid agreements with other states and the Federal Government that the parties to this agreement shall abide by such mutual aid agreements in accordance with law.
- (7) Upon approval or execution of this agreement by the parties hereto all mutual aid operational plans heretofore approved by the State Disaster Council, or its predecessors, and in effect as to some of the parties hereto, shall remain in full force and effect as to them until the same may be amended, revised, or modified. Additional mutual aid operational plans and amendments, revisions, or modifications of existing or hereafter adopted mutual aid operational plans, shall be adopted as follows:
 - (a) County-wide and local mutual aid operational plans shall be developed by the parties thereto and are operative as between the parties in accordance with the provisions of such operational plans. Such operational plans shall be submitted to the State Disaster Council for approval. The State Disaster Council

shall notify each party to such operational plans of its approval, and shall also send copies of such operational plans to other parties to this agreement who did not participate in such operational plans and who are in the same area and affected by such operational plans. Such operational plans shall be operative as to such other parties 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in the particular operational plan.

- (b) State-wide and regional mutual aid operational plans shall be approved by the State Disaster Council and copies thereof shall forthwith be sent to each and every party affected by such operational plans. Such operational plans shall be operative as to the parties affected thereby 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in the particular operational plan.
 - (c) The declination of one or more of the parties to participate in a particular operational plan or any amendment, revision, or modification thereof, shall not affect the operation of this agreement and the other operational plans adopted pursuant thereto.
 - (d) Any party may at any time by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, decline to participate in any particular operational plan, which declination shall become effective 20 days after filing with the State Disaster Council.
 - (e) The State Disaster Council shall send copies of all operational plans to those state departments and agencies designated by the Governor. The Governor may, upon behalf of any department or agency, give notice that such department or agency declines to participate in a particular operational plan.
 - (f) The State Disaster Council, in sending copies of operational plans and other notices and information to the parties to this agreement, shall send copies to the Governor and any department or agency head designated by him; the chairman of the board of supervisors, the clerk of the board of supervisors, and County Disaster Council, and any other officer designated by a county; the mayor, the clerk of the city council, the City Disaster Council, and any other officer designated by a city; the executive head, the clerk of the governing body, or other officer of other political subdivisions and public agencies as designated by such parties.
- (8) This agreement shall become effective as to each party when approved or executed by the party, and shall remain operative and effective as between each and every party that has heretofore or hereafter approved or executed this agreement, until participation in this agreement is terminated by the party. The termination by one or more of the parties of its participation in this agreement shall not affect the operation of this agreement as between the other parties thereto. Upon approval or execution of this agreement the State Disaster Council shall send copies of all approved and existing mutual aid operational plans affecting such party which shall become operative as to such party 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in any particular operational plan. The State Disaster Council shall keep every party currently advised of whom the other parties to this agreement are and whether any of them has declined to participate in any particular operational plan.
- (9) Approval or execution of this agreement shall be as follows:
- (a) The Governor shall execute a copy of this agreement on behalf of the State of California and the various departments and agencies thereof. Upon execution by the Governor a signed copy shall forthwith be filed with the State Disaster Council.
 - (b) Counties, cities, and other political subdivisions and public agencies having a legislative or governing body shall by resolution approve and agree to abide by this agreement, which may be designated as "CALIFORNIA DISASTER AND CIVIL DEFENSE MASTER MUTUAL AID AGREEMENT." Upon adoption of such a resolution, a certified copy thereof shall forthwith be filed with the State Disaster Council.
 - (c) The executive head of those political subdivisions and public agencies having no legislative or governing body shall execute a copy of this agreement and forthwith file a signed copy with the State Disaster Council.
- (10) Termination of participation in this agreement may be affected by any party as follows:
- (a) The Governor, upon behalf of the State and its various departments and agencies, and the executive head of those political subdivisions and public agencies having no legislative or governing body, shall file a written notice of termination of participation in this agreement with the State Disaster Council and this agreement is terminated as to such party 20 days after the filing of such notice.
 - (b) Counties, cities, and other political subdivisions and public agencies having a legislative or governing body

shall by resolution give notice of termination of participation in this agreement and file a certified copy of such resolution with the State Disaster Council, and this agreement is terminated as to such party 20 days after the filing of such resolution.

IN WITNESS WHEREOF this agreement has been executed and approved and is effective and operative as to each of the parties as herein provided.

/signed/ EARL WARREN
GOVERNOR
On behalf of the State of
California and all its
Departments and Agencies

ATTEST: /signed/ FRANK M. JORDAN
Secretary of State

November 15, 1950
(GREAT SEAL)

Note:

There are references in the foregoing agreement to the California Disaster Act, State Disaster Council, and various sections of the Military and Veterans Code. Effective November 23, 1970, by enactment of Chapter 1454, Statutes 1970, the California Disaster Act (Sections 1500 ff., Military and Veterans Code) was superseded by the California Emergency Services Act (Sections 8550 ff., Government Code), and the State Disaster Council was superseded by the California Emergency Council.

Section 8668 of the California Emergency Services Act provides:

- (a) Any disaster council previously accredited, the State Civil Defense and Disaster Plan, the State Emergency Resources Management Plan, the State Fire Disaster Plan, the State Law Enforcement Mutual Aid Plan, all previously approved civil defense and disaster plans, all mutual aid agreements, and all documents and agreements existing as of the effective date of this chapter, shall remain in full force and effect until revised, amended, or revoked in accordance with the provisions of this chapter.

In addition, Section 8561 of the new act specifically provides:

"Master Mutual Aid Agreement" means the California Disaster and Civil Defense Master Mutual Aid Agreement, made and entered into by and between the State of California, its various departments and agencies, and the various political subdivisions of the state, to facilitate implementation of the purposes of this chapter.

Substantially the same provisions as previously contained in Section 1541, 1564, 1586 and 1587 of the Military and Veterans Code, referred to in the foregoing agreement, are now contained in Sections 8633, 8618, 8652 and 8643, respectively, of the Government Code.

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THE PUBLIC INFORMATION OFFICER (PIO) SUPPORT DOCUMENTS

The City has a responsibility for providing the public with accurate, timely, and consistent information in an emergency. Informing the public is a special priority during emergency incidents, and the public expects timely information about the emergency.

The objectives of Emergency Public Information are to:

- Rapidly provide the public with information about the emergency and instructions about what they should do.
- Provide the media with accurate, timely information about the extent of the emergency and response efforts.

To meet these objectives, public information officers (PIOs) at all levels must work together and with media representatives to disseminate information and instructions to the public when emergencies occur. The PIO team should:

- Provide a PIO planning/work area in or near the EOC.
- Coordinate with the Incident Command Post staff to establish a Media Photo Site for visual access near the scene of the incident.
- Establish a Media Information Center for briefing the news media.
- Establish a rumor control function to respond to public and media inquiries.
- Coordinate with the EOC Coordinator / Liaison Officer to handle VIP tours.

Any public information materials are to be developed with inclusionary messaging, meaning that the documents should be provided in accessible formats and integrate the needs of persons with disabilities.

PIO team should use multiple delivery methods to ensure maximum coverage to all population groups, such as social media (Facebook, Instagram, LinkedIn, YouTube).

The **primary role** of the PIO is to disseminate emergency instructions and critical information through the media to the public.

A **secondary function** is to provide the public (through the media) with accurate and complete information regarding incident cause, size, status, resources committed and potential short or long-term impacts, if known. For large incidents or incidents involving numerous response agencies, PIOs from all responding agencies should combine to form a public information team under the direction of the designated PIO in the EOC.

EMERGENCY NOTIFICATION

Emergency notification instructions and advisories are primarily the City's responsibility. During the initial emergency phase, the PIO will assist in alerting the public to hazards and for providing emergency instructions regarding protective actions to be taken to avoid injury and protecting property. These public notifications should be made as soon as possible through the broadcast media to provide adequate time for response.

Notifications should include local and national wire services. To notify news media of a breaking story, give the following information:

- Your name and title
- City of Moorpark

- Type of incident
- Safety information
- Location of incident
- Any additional information for the news media (command post location, equipment on scene, best access route, etc.).

The PIOs will release emergency public information locally and provide status information to PIOs at higher levels of government. This information should be coordinated with all agencies involved in the incident.

EMERGENCY PHASE

During this phase the public information system is mobilized to provide public information of a pending hazard or to respond to media and public inquiries.

The PIO is an essential part of the field level and EOC Command Staff. The PIO function should be established as soon as possible to ensure prompt access to all current emergency response and health or safety information available. On-scene PIOs will coordinate with the PIO in the EOC.

Rapid dissemination of information is especially critical in a breaking event. The information should advise the public of the potential hazards and the nature of the hazard, area involved, evacuations and traffic control.

Rumor Control

Government is responsible for providing information and instructions to the public along with establishing an effective rumor control system. It is important to establish Rumor Control to respond to direct public and media inquiry.

MEDIA INFORMATION

Joint Information Center or Media Center

Media accommodation begins with access to the scene through a Joint Information Center or Media Center. It is important to remember that the media is an important element of emergency response as they can provide critical information to the Incident Commander/EOC Director and staff as well as the public.

On smaller incidents a Media Information Center should be established to provide warning or precautionary information and to release information:

- On general safety instructions to the public via the media.
- Relating to the response activities on scene, medical, shelter, road/street closures and damage assessment.
- On the status of the incident, deaths (when confirmed by the Medical Examiner), injuries, displaced persons, damages, hospital status, school status and major problems.

The Media Information Center should be clearly marked if located within law enforcement lines. It should be staffed by qualified PIOs and open to all authorized news media representatives. The Media Information Center should be closed to the public. Appropriate government officials and incident specialists may be brought into the Media Information Center area for interviews.

When working with the media it is important to provide:

- Location of media center(s)

- Best access routes to media center
- Location of media access photo sites
- Times of news briefings
- Airspace restrictions
- Street closures/detours
- Shelter and hospital addresses
- Hazardous materials dangers
- Language assistance for non-English speaking journalists
- Scheduled media tours of incident area (coordinate with the EOC Coordinator / Liaison Officer)
- Weather information

A Joint Information Center should be established when multiple jurisdictions, agencies and level of government are involved in the response. The PIOs at the Joint Information Center will employ the Joint Information System to share and coordinate public information, whether formally or informally, to ensure delivery of accurate and timely information the public needs and wants.

Media Identification

Provisions for press passes should be determined before an incident occurs. Generally, the law enforcement agency issues press passes to representatives from legitimate news gathering agencies. Provisions for a system of temporary press passes should be addressed to cover the occasion when legitimate journalists arrive on the scene of a major incident.

As a general guideline, any person employed by a news gathering agency, be it newspaper, wire service, television or radio station, or as a freelance journalist or photojournalist, is authorized access to disaster areas under Penal Code section 409.5 (d) or PC 409.6(d). As a general rule, media representatives should not be admitted to National Defense Areas such as the crash site of a military aircraft (66 Ops. Cal. Atty. Gen. 497(1983).

Other means of identification are Media Vehicle Placards and Press Photographer license plates (California vehicle Code Section 5008). The Department of Motor Vehicles, Special Plate Section states in part:

"Any person who is regularly employed or engaged as a bona fide newspaper, newsreel, or television photographer or cameraman may apply for press photographer's plates. No more than one set of the special plates will be issued to a press photographer. Photojournalists must derive more than 50% of their personal income as a press photographer from a bona-fide news organization."

These plates can be identified by the letters PP inside a triangle shaped shield, followed by a number. These vehicle identification plates serve only to identify the vehicle as the property of a media representative and all persons inside the vehicle should be properly identified.

News Conferences and Briefings

The Media Information Center should be able to accommodate all media representatives during news conference briefings. State policy allows all media representatives equal access to information developed for release. Physical access to the media center and site could be controlled or restricted. If access is controlled or restricted, public safety personnel at perimeter/barriers must be instructed in these procedures. For access within police and fire lines, media representatives must have valid "authorized" media identification issued by public safety agency or authorization on company letterhead (67 Ops.Cal.Atty.Gen.535 (1984)).

Media briefings and press conferences should be conducted on a regular or "as needed" basis. In

preparing for briefings and press conferences, PIOs shall:

- Arrange for an official spokesperson
- Announce briefings times to all media
- Arrange media tours, if such action will not hinder response efforts. (coordinate with the EOC Coordinator / Liaison Officer)
- Conduct tours for media pool representatives as needed

PIOs should ensure that all information available for release is clear, concise, confirmed and approved by appropriate authority before release to the media or public. PIOs should not release unconfirmed information or speculate. Information, which is not confidential, would not hamper an investigation or jeopardize the rights and safety of an individual can and should be released.

Media Pools

The media should be allowed reasonable access. If restrictions or limitations are unavoidable, a "pool" system may be used to avoid congestion. Journalists on the scene should be permitted to select representatives from each medium (radio, television, newspaper, wire service, magazine, video and still photographers). They should also consider selecting representatives from each level of coverage (local, regional, national and international). These are then escorted into the area. These representatives will then share all information, photographs and video/audio tape with other accredited journalists. Only journalists present when the pool is activated should be allowed access to pool material. A sign-up sheet may be used to record participants.

When access by the media must be denied or severely restricted, a valid explanation must be provided. The media pool is seen as a restriction placed on the media and coverage of the news. Media pools should be considered only as a last resort. Media representatives must be reasonably accommodated at disaster scenes.

Journalists selected as pool members must be willing and able to meet deadlines and share video, audio or still coverage, in a timely manner to all entitled to material generated by the media pool. Journalists not assigned to the media pool must obey lawful orders of public safety officers. Once the media pool is formed, only authorized pool members may have access to the immediate scene while access is limited.

Media Access Photo Sites (MAPS)

Media Access Photo Sites (MAPS) should be established for photojournalists to provide visual access. MAPS are specific locations designated for use by still and video media to provide visual access to emergency, crime, and hazardous materials scenes. The MAPS should be identified and established as a priority by the PIO or knowledgeable representative of the Incident Commander.

Criteria considered in identifying locations for Media Access Photo Sites:

- The site should be as close as possible to the incident yet not interfere with the operation of public safety officers or compromise the safety of media representative.
- The location should be chosen to give the best visual access to all areas of interest associated with the incident.
- The need to locate video trucks and support equipment as close as possible for technical reasons should be considered.

Journalists will have access to the media photo site; however all media briefings and interviews should be conducted at the Media Information Center near the Command Post or EOC.

In the event that the incident falls under the jurisdiction of the National Transportation Safety Board (NTSB), the media photo site should be activated immediately by the PIO Function. The law enforcement agency will act as the investigator's agent when restricting access. They will decide on access. Officers are urged to treat the area as a crime scene, even though the incident may not have been the result of an obvious criminal act. Media photo sites should be placed outside the immediate crime scene area(s).

POST-EMERGENCY PHASE

Recovery

Information will continue to be released after termination of the emergency. This will include information on clean-up, possible health effects, traffic reports, restoration of essential services, extent of damage and available assistance programs available. It is the responsibility of the PIO to:

- Advise the public of recovery efforts
- Provide for public meetings to address public concerns.
- Continue monitoring public attitudes and revise public information strategies accordingly.
- Reduce tension by issuing news releases on a regular basis.
- Record and evaluate actions taken during incident for after action report.
- Consider contacting the media for their input into the after-action report.
- Ensure that the PIO has business cards with phone numbers to give to media.

The following information should be released to the public when providing EMERGENCY public information.

LIFESAVING/HEALTH PRESERVATION INSTRUCTIONS

- What to do (and why) and what not to do (and why)
- Coordinate with school districts to provide Information (for parents) on status and actions of schools (if in session)
- Hazardous/contaminated/congested areas to avoid
- Curfews
- Road, bridge, freeway overpass, dam conditions, and alternate routes to take.
- Evacuation:
 - Routes.
 - Instructions (including what to do if vehicle breaks down).
 - Arrangements for persons without transportation.
 - Location of mass care/medical/
 - Coroner facilities, food, safe water. Status of hospitals.
- First aid information
- Firefighting instructions
- Emergency telephone number (otherwise request people not to use telephone). Stress to out-of-area media that people should NOT telephone into the area. Lines must be kept open for emergency calls
- Instructions/precautions about utility use, sanitation, how to turn off utilities
- Essential services available: hospitals, grocery stores, banks, pharmacies, etc.
- Weather hazards/health risks (if appropriate)

EMERGENCY STATUS INFORMATION

- Before release, clear all information with the EOC Director.
- Verify all information before release
- Provide all hotline numbers

- Description of the emergency situation, including:
 - Number of deaths and injuries
 - Property damage to city and businesses and dollar value
 - Persons displaced
 - Magnitude of earthquake, number of fires, etc.
- Description of government and private response efforts (mass care, medical, search and rescue, emergency repair, debris clearance, fire/flood fighting, etc.)
- Status of Local Proclamation, Governor's Proclamation and Presidential Declaration
- Where people should report/call to volunteer
- How people in other areas can obtain information about relatives/friends in the disaster area (coordinate with Red Cross on release of this information). How disaster victims can locate family members

OTHER USEFUL INFORMATION

Usually, this type of information will be released in the Recovery Period because of lack of time and other priorities during other phases.

- State/Federal assistance available
- Local Assistance Center opening dates/times
- Historical events of this nature
- Charts/photographs/statistics from past events
- Human interest stories
- Acts of heroism
- Historical value of property damaged/destroyed
- Prominence of those killed/injured.

MEDIA PHONE LIST - RADIO/TV/PRINT**TELEVISION****LOCAL – VENTURA COUNTY****KEYT – Channel 3**

730 Miramonte Drive,
Santa Barbara, CA 93109

General Information	805-882-3933	www.keyt.com
New Room Direct	805-882-3930	

LOCAL – LOS ANGELES COUNTY**CNN (Cable News Network)**

6430 Sunset Boulevard, Suite 300
Los Angeles, CA 90028

General Information	323/993-5000	www.cnn.com
Fax	323/993-5081	

KCBS - Channel 2

CBS Studio City Broadcast Center
4200 Radford Avenue
Studio City, CA 91604

General Information	818/655/2000	www.cbs2.com
News Room Direct	323/460-3316	
Fax	323/464-2526	

KNBC - Channel 4

3000 W. Alameda Avenue, Room 2201
Burbank, CA 91523

General Information	818/840-4444	www.knbc.com
News Room Direct	818/840-3425	
Fax	818/840-3535	

KTLA - Channel 5

5800 Sunset Boulevard
Los Angeles, CA 90028

General Information	323/460-5500	www.ktla.trb.com
News Room Direct	323/460-5501	
Fax	323/460-5333	

KABC - Channel 7

500 Circle Seven Drive
Glendale, CA 91201

General Information	818/863-7777	www.abclocal.go.com/kabc
News Room Direct	818/863-7500	
After 6:00 p.m.	818/863-7600	
Fax	818/863-7080	

KCAL - Channel 9

Same information as KCBS (Absorbed by KCBS parent company in 2002) www.kcal9.com

KTTV (FOX) - Channel 11

1999 S. Bundy Drive
Los Angeles, CA 90025

General Information	310/584-2000	www.myfoxla.com
News Room Direct	310/584-2025	
Fax	310/584-2024	

RADIO

KVTA -1590 AM (EAS STATION) 805/642-8595 Ventura
www.kvta.com

KHAY - 100.7 FM (EAS STATION) 805/642-8595 Ventura
www.khay.com

KMLA - 103.7 (Spanish) 805/385-5656 Oxnard
www.Lam1037.com

KCLU - 88.3 FM (THOUSAND OAKS) 805/493-3900
<https://www.kclu.org/>

KBBY - 95.1 FM (VENTURA) 805/642-8595
www.951kbyy.com

KDAR - 98.3 FM (OXNARD) 805/485-8881
www.983fmtheword.com

KOXR - 910 AM (OXNARD) 805/240-2070

KVEN – 1450 AM (VENTURA) 805/289-1400
www.1450kven.com

KXLM - 102.9 (OXNARD) 805/240-2070
www.radiolazer.com

NEWSPAPERS

Ventura County Star 805-437-0000 805-482-6167 (fax)
www.vcstar.com

Ventura County Reporter 805-648-2244
www.vcreporter.com

Ventura Breeze 805-653-0791
www.venturabreeze.com

Tri-County Sentry (Multi-cultural) 805-983-0015
www.tricountysentry.com

The Acorn
www.theacrononline.com

818-706-0266

MEDIA RELATIONS DOS AND DON'TS

DO...✓	DON'T...Ø
<ul style="list-style-type: none"> • Prepare a fact sheet / FAQs • Assume you're being recorded • Respect reporters' and publications' deadlines • Let reporters know how to reach you • Set – and stick to – expectations for updates (on the hour, every two hours, etc.) • Speak officially, facts only • Remember your tone and project confidence • Give the whole story • Treat all reporters equally • Highlight your priorities (safety of community, family reunification, donations, volunteers, etc.) • Say "I don't know," if you do not have information readily available; then set time frame for follow up when you do know • Be accessible to reporters; return calls promptly • Suggest interesting story ideas • Offer tours or support information • Think and speak in "soundbites" or quotes • Listen to the question; clarify to make sure you are answering what is asked • Practice your talking points; if necessary, issue written talking points in advance of your briefing • Anticipate questions • Correct misinformation and mistakes ASAP (reporters and your own) • Remember you are the expert • Know the law regarding media 	<ul style="list-style-type: none"> • Lie. Ever. • Fake it, speculate, assume or guess • Go "off the record" • Say "no comment" • Use industry slang or terminology • Make flippant remarks • Offer personal opinions or comment on hypothetical situations • Tell one news agency what another is doing • Wear sunglasses on camera • Fill the "pregnant pause" • Put down your detractors • Argue with the press • Try to say everything at once • Answer hypotheticals • Say "Ah" or "Um" • Respond to emotional appeals with emotion • Send a news release unless it's newsworthy • Break the connection

Speak only for your agency or level of government.

- Arrange for meetings between the media and incident (field) personnel.
- Make sure telephones, coffee, etc., are available for media representatives if possible.
- Try to stay with your prepared statement.
- Stay cool; don't let questions unnerve you.
- Be direct and **only** comment on what you know - **DO NOT SPECULATE!**
- Have information release policy pre-set with EOC Director.

- Try to make the media your friend-they can either help or hinder your operation.

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SAMPLE MESSAGES FOR RELEASE TO THE PUBLIC AND MEDIA

POWER OUTAGE

Please be advised that Edison is undergoing a Stage III Power Alert, resulting in temporary rolling power outages for portions of the City of Moorpark. Power will be restored within a given amount of time, generally within one hour. For more information, contact Edison at 1.800.655.4555

**RADIO MESSAGE
EARTHQUAKE - NO INFORMATION AVAILABLE**

This is *(identify presenter)* _____ at the _____. An earthquake of undetermined magnitude has just been felt in the _____ area. At this time we have no confirmed reports of injuries or damage. Law enforcement and fire units are responding to the area. We will keep you updated as reports come in. Meanwhile, be prepared for aftershocks. If shaking begins again and you can safely do so, quickly seek shelter under a sturdy piece of furniture. Avoid dangerous objects such as tall, unsecured bookcases, mirrors and windows. If your house has been damaged and you smell gas, shut off the main gas valve. Switch off electrical power if you suspect damage to the wiring. Do not use your telephone unless you need emergency help. Check your house for damage. Leave your house only if it is severely damaged.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it and assist them, if possible. If you are unable to help, please notify the (sheriff/fire dept.) of the location and condition of the person/s.

**RADIO MESSAGE
EARTHQUAKE - UPDATE ON EARTHQUAKE**

This is *(identify presenter)* _____ at the _____. The magnitude of the earthquake which struck the _____ area at ____ today has been determined to be _____. The epicenter has been fixed at _____ by *(scientific authority)*

This office has received reports of ____ deaths ***(confirmed by coroner)***, ____ injuries, and ____ homes damaged. No dollar damage figure is yet available. Law enforcement and fire units are on the scene to assist residents.

(Continue with summary of situation.)

Aftershocks continue to be felt in the area. If you feel shaking and it is safe to do so, quickly seek shelter under a sturdy piece of furniture. Avoid danger spots. Do not use your telephone unless you need emergency help.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it and assist them, if possible. If you are unable to help, please notify the (police/fire dept.) of the location and condition of the person/s.

**SUMMARY STATEMENT FOR MEDIA
EARTHQUAKE**

At approximately ___ today, a magnitude ___ earthquake struck the _____ area, with its epicenter at _____. Fire and law enforcement units were immediately dispatched to assess injuries and damage.

(Indicate injuries, deaths (confirmed by the Medical Examiner), property damage, fires, etc., reported to date.)

_____ aftershocks were felt, the largest occurring at (time) _____. No additional damage was reported (or specify damage).

Over ___ response personnel from law enforcement agencies, fire agencies and other City staff were called into action. The American Red Cross opened shelters at _____ for persons unable to remain in their homes. At (time) _____ on (date) _____, the City Council proclaimed the existence of a Local Emergency and requested that the Governor proclaim a State of Emergency. The Council also asked the Governor to request the President to declare a Major Disaster/Emergency. Damage to private and public buildings has been estimated to exceed \$_____.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it and assist them, if possible. If you are unable to help, please notify the (police/fire dept.) of the location and condition of the person/s.

**RADIO MESSAGE
HAZARDOUS MATERIAL INCIDENT (INCLUDING WMD)
UNIDENTIFIED SPILL/RELEASE IN HEAVY TRAFFIC AREA**

This is (identify presenter) _____ at the _____. An unidentified substance has been spilled/released at (specific location) _____. Please avoid the area, if possible, while crews are responding. The best alternate routes are _____.

If you are already in the area, please be patient and follow directions of emergency response personnel. The substance will be evaluated by specially trained personnel, and further information will be released as soon as possible.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it and assist them, if possible. If you are unable to help, please notify the (sheriff/fire dept.) of the location and condition of the person/s.

Thank you for your cooperation.

**RADIO MESSAGE
HAZARDOUS MATERIAL INCIDENT (INCLUDING WMD)**

LOW HAZARD/CONFINED SPILL/RELEASE - NO GENERAL EVACUATION

This is (*identify presenter*) _____ at the _____. A small amount of _____, a hazardous substance, has been spilled/released at _____. Streets are blocked, traffic is restricted, and authorities have asked residents in the immediate _____ block area to evacuate. Please avoid the area. The material is slightly/highly harmful to humans and can cause the following symptoms: _____. If you think you may have come in contact with this material, you should (*give health instructions and hotline number, if available*). For your safety, please avoid the area if at all possible. Alternate routes are (*Insert alternate routes*) and traffic is being diverted. If you are now near the spill/release area, please follow directions of emergency response personnel. Cleanup crews are on the scene.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it and assist them, if possible. If you are unable to help, please notify the (police/fire dept.) of the location and condition of the person/s.

(Suggest EAS use: request repeated broadcast.)

**RADIO MESSAGE
HAZARDOUS MATERIAL INCIDENT (INCLUDING WMD)**

HIGH HAZARD SPILL/RELEASE-GENERAL EVACUATION REQUESTED/MANDATORY

This is (*identify presenter*) _____ at the _____. A large/small amount of _____, a highly hazardous substance, has been spilled/released at _____. Because of the potential health hazard, authorities are requesting/requiring all residents within _____ blocks/miles of the area to evacuate. If you are (*give evacuation zone boundaries*), you and your family should/must leave as soon as possible/now. Go immediately to the home of a friend or relative outside the evacuation area or to (*indicate shelter*) _____. If you can drive a neighbor who has no transportation, please do so. If you need transportation, call _____. Children attending the following schools: (*Get this information from Moorpark Unified School District*) will be evacuated to: _____. Do not drive to your child's school. Pick your child up from school authorities at the evacuation center.

Listen to this station for instructions.

The material is highly harmful to humans and can cause the following symptoms: _____. If you are experiencing any of these symptoms, seek help at a hospital outside the evacuation area, or at the evacuation center at _____.

To repeat, if you are in the area of _____ you should/must leave, for your own safety. Do not use your telephone unless you need emergency assistance.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it and assist them, if possible. If you are unable to help, please notify the (police/fire dept.) of the location and condition of the person/s.

**SUMMARY STATEMENT FOR MEDIA
HAZARDOUS MATERIAL INCIDENT (INCLUDING WMD)**

(TO BE ADAPTED ACCORDING TO THE SITUATION)

At approximately _____ a.m./p.m. today (a private citizen, city employee, etc.) reported a spill/release of a potentially hazardous substance to this office.

(Law enforcement/fire) units were immediately dispatched to cordon off the area and direct traffic. The material was later determined to be *(describe)*

_____, a (hazardous/harmless)
(chemical/substance/material/gas) which, upon contact, may produce symptoms of

_____.
Precautionary evacuation of the _____
(immediate/X-block) area surrounding the spill was *(requested/required)* by *(agency)*

Approximately *(number)* ____ persons were evacuated.

Clean-up crews from *(agency/company)* _____ were dispatched to the scene, and normal traffic had resumed by *(time)* _____, at which time residents were allowed to return to their homes. There were no injuries reported *(or)* ____ persons, including *(no. of)* ____ *(fire/law enforcement)* personnel, were treated at area hospitals for _____ and *(all, number)* were later released. Those remaining in the hospital are in _____ condition.

Response agencies involved were _____.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it and assist them, if possible. If you are unable to help, please notify the (police/fire dept.) of the location and condition of the person/s.

**RADIO/TV MESSAGE
FLOODING**

ROADS CLOSED

This is *(identify presenter)* _____ from the _____. The recent storm has caused severe/moderate flooding in several/many areas of the city/county. As of ____ today, the following roads/streets have been closed by law enforcement officials: _____

Please avoid these roads/streets. If you must travel, use alternate routes. Avoid all coastal roads. Again, those roads/streets which have been closed are _____

Please stay tuned to this station for additional road closure information.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it and assist them, if possible. If you are unable to help, please notify the (police/fire dept.) of the location and condition of the person/s.

**RADIO/TV MESSAGE
FLOODING**

APPROVED VIEWING SPOTS

This is (*identify presenter*) _____ from the _____. The following storm-damaged areas are still extremely hazardous and should be avoided: _____

Please do not try to sightsee in these areas. You could be hurt.

Again, please avoid the storm-damaged areas, flood control channels and streams. You may place your life and that of others in danger.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it and assist them, if possible. If you are unable to help, please notify the (police/fire dept.) of the location and condition of the person/s.

Thank you for your cooperation.

RADIO/TV MESSAGE

**EVACUATION ORDERED
(specify mandatory or voluntary)**

This is (*identify presenter*) _____. The (disaster) situation continues in parts of the City of Moorpark. For your safety, I am asking that you leave the (*give boundaries of local area, evacuation routes*) _____ area as soon as possible.

Be sure to take essential items - medicine, special foods, personal items, baby supplies, clothing, money, and valuable papers - but do not overload your car. Secure your home before you leave. Be sure to check on any neighbors who may need assistance.

If you cannot stay with relatives or friends outside of the evacuated area, go to (one of) the Red Cross shelter(s) at _____

Pets will not be allowed in American Red Cross shelters. If you cannot make arrangements for someone

outside the evacuated area to take care of your pet, *(give instructions)* _____

Do not allow your pet to run loose. If you cannot make arrangements for your large animals, *(give instructions)* _____

If you have no means of transportation or if you are physically unable to evacuate on your own, ask a neighbor to assist you or call _____. Otherwise, please do not use your telephone except to report an emergency.

I repeat. If you live in the *(give boundaries)* _____ area, you are requested/required to evacuate for your own safety. Stay tuned to this station for more information and instructions.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it and assist them, if possible. If you are unable to help, please notify the (police/fire dept.) of the location and condition of the person/s.

Thank you for your cooperation and your courtesy to others.

Repeat complete message.

FIRE WARNING MEDIA RELEASE (IMPENDING EVACUATION)

This is _____, speaking for The City of Moorpark. Officials report that a major fire exists in the area(s) of _____.

All citizens in The City of Moorpark should begin preparations for the impending evacuation and take the following precautions. (List precautions).

Tune to radio station _____ or channel _____ for further instructions.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it and assist them, if possible. If you are unable to help, please notify the (police/fire dept.) of the location and condition of the person/s.

(Repeat the Message.)

NOTE: Have media repeat periodically; update times and events while interspersing necessary information to citizens.

30 SECOND DONATIONS ANNOUNCEMENT

In response to the relief efforts for the disaster in the City of Moorpark, there are questions as to what items and services are needed.

The City encourages all individuals desiring to help to give cash donations to an organized voluntary agency of your choice, such as the American Red Cross, United Way or the Salvation Army.

The City of Moorpark is helping to coordinate between individuals and businesses who wish to donate money, goods and services with agencies that are able to receive, store and distribute donated items.

For more information on what and where to donate, call the City of Moorpark Donations Desk at

_____.

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MEDIA ACCREDITATION PROCEDURES

During a local emergency the _____ will be used as the Joint Information Center. All media personnel requesting information should report there.

Media personnel should be prepared to present photo I.D. in the form of a valid signed and dated photo identification card issued to the bearer from the Ventura County Sheriff's Department. Additional verification may be required.

No provisions will be made to feed or house media personnel.

Members of the media **may not** be allowed to enter the Emergency Operations Center (EOC) without authorization, as their presence may disrupt emergency operations.

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MEDIA ACCESS REGULATIONS

The following are extracts from Government Codes and Regulations relating to the granting of access to the media to closed or restricted areas during incidents and disasters:

California Penal Code

Section 409.5 Power of peace officers to close areas during emergencies; Entering or remaining within area as misdemeanor; Exception as to newspaper representatives, etc.

- (a) Whenever a menace to the public health or safety is created by a calamity such as flood, storm, fire, earthquake, explosion, accident or other disaster, officers of the California Highway Patrol, California State Police, police departments or sheriff's office, any officer or employee of the Department of Forestry designated a peace officer by subdivision (f) of Section 830.3, and any officer or employee of the Department of Parks and Recreation designated a peace officer by subdivision (l) of Section 830.3, may close the area where the menace exists for the duration thereof by means of ropes, markers or guards to any and all persons not authorized by such officer to enter or remain within the closed area. If such a calamity creates an immediate menace to the public health, the local health officer may close the area where the menace exists pursuant to the conditions which are set forth above in this section.
- (b) Officers of the California Highway Patrol, California State Police, police departments, or sheriff's office or officers of the Department of Forestry designated as peace officers by subdivision (f) of Section 830.3 may close the immediate area surrounding any emergency field command post or any other command post activated for the purpose of abating any calamity enumerated in this section or any riot or other civil disturbance to any and all unauthorized persons pursuant to the conditions which are set forth in this section whether or not such field command post or other command post is located near to the actual calamity or riot or other civil disturbance.
- (c) Any unauthorized person who willfully and knowingly enters an area closed pursuant to subdivision (a) or (b) and who willfully remains within such area after receiving notice to evacuate or leave shall be guilty of a misdemeanor.
- (d) Nothing in this section shall prevent a duly authorized representative of any news service, newspaper, or radio or television station or network from entering the areas closed pursuant to this section.**

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FEDERAL AVIATION REGULATIONS

Subpart B - Flight Rules

Section 91.91 Temporary Flight Restrictions

- (a) Whenever the Administrator determines it to be necessary in order to prevent an unsafe congestion of sight-seeing aircraft above an incident or event which may generate a high degree of public interest, or to provide a safe environment for the operation of disaster relief aircraft, a Notice to Airmen will be issued designating an area within which temporary flight restrictions apply.

- (b) When a Notice to Airmen has been issued under this section, no person may operate an aircraft within the designated area unless:
 - (1) That aircraft is participating in disaster relief activities and is being operated under the direction of the agency responsible for relief activities;
 - (2) That aircraft is being operated to or from an airport within the area and is operated so as not to hamper or endanger relief activities;
 - (3) That operation is specifically authorized under an IFR ATC clearance;
 - (4) VFR flight around or above the area is impracticable due to weather, terrain, or other considerations, prior notice is given to the Air Traffic Service facility specified in the Notice to Airmen, and enroute operation through the area is conducted so as not to hamper or endanger relief activities; or,
 - (5) That aircraft is carrying properly accredited news representatives, or persons on official business concerning the incident or event which generated the issuance of the Notice to Airmen; the operation is conducted in accordance with 91.79 of this chapter; the operation is conducted above the altitudes being used by relief aircraft unless otherwise authorized by the agency responsible for relief activities; and further, in connection with this type of operation, prior to entering the area the operator has filed with the Air Traffic Service facility specified in the Notice to Airmen a flight plan that includes the following information:
 - (i) Aircraft identification, type and color.
 - (ii) Radio communications frequencies to be used.
 - (iii) Proposed types of entry and exit of the designated areas.
 - (iv) Name of news media or purpose of flight.
 - (v) Any other information deemed necessary by ATC.

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EOC VISITOR CONTROL PROCEDURES

Visitors wishing to enter the Emergency Operations Center during an actual emergency or disaster must fill out a Visitation Request Form (**See Forms Section**).

All Visitation Request Forms will be reviewed by the EOC Coordinator / Liaison Officer. Only those visitors whom the EOC Coordinator / Liaison Officer determines will benefit the emergency operations effort will be allowed into the Emergency Operations Center. This might include, but is not limited to officials, representatives from other cities, etc.

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OPERATIONS SUPPORT DOCUMENTATION

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ALERT AND WARNING - ALERT AND WARNING PROCEDURES

This section outlines the receipt of warning and alerting and notification by the City of Moorpark and methods for warning the public if there is a major emergency, especially one requiring evacuation. Such warnings may be necessary for fires, floods, hazardous materials incidents, and, as a precautionary measure, for a short-term earthquake prediction.

These procedures should be closely coordinated with the Public Information Officer to assure the most complete and conforming information delivery to the public.

LOCAL ALERTING AND WARNING SYSTEMS

All warning systems will be coordinated through the City of Moorpark's EOC Director. The following persons are authorized to activate the warning systems:

Incident Commander
EOC Director or designate (when EOC is activated)

Activation procedures and geographical boundaries of the systems are detailed below:

- **Mobile Emergency Vehicle Sirens and Loudspeakers**
The primary warning system for the City of Moorpark will be mobile emergency vehicle sirens and loudspeakers. Vehicles will be dispatched to specific locations and assignments made as directed by the Police Chief or Incident Commander. All areas of the jurisdiction are accessible by vehicle.
- **Cable TV**
Local cable companies provide the public with alerting and notification of various disaster situations. These systems include break into all TVs that are a part of this cable system. The City's cable channel via Time Warner Cable (channel 10) and AT&T's U-Verse (channel 99) will provide directions to the citizens via scrolled information. This includes a "leader" that will scroll across any TV station that is turned on directing viewers to tune to their local cable channel for more information.
- **Automated Notification System (VC Alert)**
VC Alert is a community notification system that provides information about emergencies and other incidents of concern to residents. VC Alert utilizes a combination of database and Geographic Information Systems (GIS) technologies to deliver outbound messages in the event of an emergency. The system allows emergency responders to pinpoint a specific geographic area and deliver the appropriate message to thousands of residents in the area simultaneously. Outbound messages may be directed to landlines, cell phones, email addresses, SMS devices, TTY devices and fax machines. Landline phone numbers serviced by AT&T and Verizon are automatically listed in the VC Alert database. **Contact information for a cellular phone, work phone, TTY device, email, fax or via instant messaging must be registered to be included in the system. Registration is free.**

The system may only be used to deliver alerts when there is a threat to the public health or safety of residents. Examples of proper uses of the system include: evacuation notices, hazardous materials releases, community policing activities (AMBER alerts, endangered missing adults, prisoner escapes, high incidence of criminal activity, etc.), and water treatment alerts. The system

will not be used to deliver political announcements. VC alert can be used to mobilize first responders and EOC personnel to the emergency operations center or designated location.

The City of Moorpark has access to the VC alert system remotely at City Hall. All requests for activation of the system should be routed through the System Administrator for the City of Moorpark or the Ventura County OES Duty Officer (**See Contact Numbers in the Appendices**).

Residents and businesses may register to receive VC Alert messages by visiting the website: <http://www.readyventuracounty.org> and clicking on the VC Alert link on the right side of the page to access the registration page.

- **Emergency Alert System (EAS)** - Refer to the Appendix, a restricted use document, for EAS Activation Procedures. Access to EAS for local emergency events of concern to a significant segment of the population of Ventura County is through the Ventura County Sheriff's Office of Emergency Services.

City officials requesting County-wide activation should first review the following criteria:

- Pertinent data
 - Area involved
 - Actions desired from citizens
 - Urgency of broadcast (immediate or delayed)
 - Period of time broadcasting should continue
- **City Website** - Recent emergency information may also be accessed via www.moorparkca.gov.
 - **PulsePoint app** – PulsePoint notifications provide an early heads-up to local threats such as wildland fires, flooding and utility emergencies. Citizens must download PulsePoint and follow “Ventura County Regional Dispatch” to receive real-time alerts.
 - **ShakeAlert®** - is a network of sensors that collects and shares real-time information about the magnitude, location and expected shaking from earthquakes on the West Coast to distribution partners who then deliver alerts via cell phones and the internet. Partners can also initiate automatic protective actions such as stopping trains to prevent derailments and closing water valves to protect infrastructure.
 - **MyShake** - MyShake is the licensed operator for the USGS ShakeAlert project. MyShake delivers ShakeAlert-powered alerts across California and Oregon for magnitude 4.5 or greater quakes to users in the areas of light to severe shaking. Community members must download MyShake to receive alerts.
 - **Social Media** – The city can post emergency messages on the city's Facebook page, Instagram and YouTube channel.

Other warning systems utilized by the City include door-to-door notification by Neighborhood Watch Block Captains, Community Emergency Response Team, and other volunteers.

OPERATIONAL AREA ALERTING, NOTIFICATION AND WARNING SYSTEMS**Public Notification System**

The Ventura County Sheriff's Office of Emergency Services uses a mass notification system (VC Alert) to alert residents and businesses by phone, text, and e-mail of emergencies in their area.

OASIS - Operational Area Satellite Information System

The County of Ventura has Cal OES OASIS equipment installed in the County EOC. OASIS is a system that consists of a communications satellite, multiple remote sites and a hub. Through this system the County has the capability of contacting any other County in California either through voice or data transmission. The system also allows the County to have direct access to the Cal OES and other participating state agencies.

EAS Emergency Alert System – Refer to the Appendix, a restricted use document, for EAS Activation Procedures.

The Common Program Control Station (CPCS) is a primary station in an Operational Area which, preferably, has special communication links with appropriate authorities, (i.e., National Weather Service, Civil Defense, Government authorities, etc.) as specified in the State EAS Operational Plan. The primary CPCS station is responsible for coordinating the carriage of common emergency programs for its area. If it is unable to carry out this function, other Primary Stations in the Operational Area will be assigned the responsibility as indicated in the State EAS Operational Plan. Ventura County Operational Area CPCS stations are:

- KVTA (AM) 1590
- KHAY (FM) 100.7
- KMLA (FM) 103.7 - Spanish

The Sheriff of Ventura County, while not the originator of the EAS material, is responsible for the content and authenticity of the information broadcast over the local EAS. Local broadcast stations have the right to edit or use any or all of an EAS broadcast. **Refer to the Appendix - EAS Activation Procedures.**

County Website - Recent emergency information may also be accessed via www.vcemergency.com and readyventuracounty.org

PulsePoint app – PulsePoint notifications provide an early heads-up to local threats such as wildland fires, flooding and utility emergencies. Citizens must download PulsePoint and follow “Ventura County Regional Dispatch” to receive real-time alerts.

ShakeAlert® - is a network of sensors that collects and shares real-time information about the magnitude, location and expected shaking from earthquakes on the West Coast to distribution partners who then deliver alerts via cell phones and the internet. Partners can also initiate automatic protective actions such as stopping trains to prevent derailments and closing water valves to protect infrastructure.

My-Shake - MyShake is the licensed operator for the USGS ShakeAlert project. MyShake delivers ShakeAlert-powered alerts across California and Oregon for magnitude 4.5 or greater quakes to

users in the areas of light to severe shaking. Community members must download MyShake to receive alerts.

Social Media – The County can post emergency messages on the city’s Facebook page, Instagram and YouTube channel.

STATE ALERTING AND WARNING SYSTEMS⁵

The California State Warning Center (CSWC) is responsible for informing, communicating, alerting, and notifying local governments, Operational Areas, state officials, and the Federal government of natural or human-caused emergencies. To meet this responsibility, the CSWC is equipped with a number of telephone, data, and radio systems, including the CALWAS, CLETS, NWS Weather Wire, CSWC message switching computer, and the CISN and Dialogic Automated Notification System. Most of these systems are used on a day-to-day basis; while others are available for use in an emergency, as conditions require.

- **NAWAS and CALWAS:** The CSWC maintains the California Warning System (CALWAS) to communicate with Cal OES Regional Offices and County Warning Points during an emergency. CALWAS is part of the National Warning System (NAWAS).
- **OASIS, CLETS, CLERS, and EAS:** The Operational Area Satellite Information System (OASIS), California Law Enforcement Telecommunications System (CLETS), and the California Law Enforcement Radio System (CLERS) are utilized to alert and notify sheriff and police departments, and key Emergency Alert System (EAS) stations.
- **Radios and Microwave Systems:** The State agencies Radio / Microwave System is utilized to communicate information to State agencies and EOCs.

⁵Governor’s Office of Emergency Services, *State of California Emergency Plan*, October 2017, page 54.

ACCESS AND FUNCTIONAL NEEDS CONSIDERATIONS

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

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

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

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

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

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

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

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FUNCTIONAL PLANNING AREAS TO CONSIDER⁶

COMMUNICATIONS

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

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

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

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

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

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

WARNING AND NOTIFICATION

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

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

EVACUATION

Individuals with disabilities will face a variety of challenges in evacuating, depending on the nature of the emergency. People with a mobility disability may need assistance leaving a building without a

⁶ American with Disabilities Act, *An ADA Guide for Local Governments – Making Community Emergency Preparedness and Response Programs Accessible to People with Disabilities*, <https://www.ada.gov/emergencyprepguide.htm>, June 10, 2019

working elevator. Individuals who are blind or who have limited vision may no longer be able to independently use traditional orientation and navigation methods. An individual who is deaf may be trapped somewhere unable to communicate with anyone because the only communication device relies on voice. Procedures should be in place to ensure that people with disabilities can evacuate the physical area in a variety of conditions and with or without assistance. Special evacuation considerations include:

Durable Medical Equipment (DME)

In the past, people with disabilities were sometimes forced to leave expensive DME (augmentative communication devices, wheelchairs, walkers, respirators, etc.) at airports, bus loading areas, shelters, etc. Individuals should not be separated from their DME.

1. Tag all DME not easily replaced or that must be left behind with the owner's name.
2. Attempt to return a DME to an owner as soon as possible. Use systems similar to posting missing children's photos on specific web sites.

Service Animals

Service animals are not household pets and a person with a disability accompanied by a service animal may not be segregated in any public accommodation. While you cannot unnecessarily segregate persons who use service animals from others, you may consider the potential presence of persons who, for safety or health reasons, should not be with certain types of animals.

Many people with disabilities are utilizing service animals to maintain their independence in the community. The Americans with Disabilities Act provides protection and guidelines in the use of service animals in public places and workplaces. Like DME - service animals must remain with their owners. In addition – the city needs to be prepared to provide food, water, and relief areas for service animals.

Here is a partial listing of service dog types.

1. Guide Dog or Dog Guide - assist people with visual impairments.
2. Mobility Dog - retrieve items, open doors, push buttons, also assisting people with disabilities with walking, balance and transferring from place to place.
3. Hearing Alert - assist people with a hearing impairment to sounds.
4. Seizure Alert/Seizure Response also known as Medical Alert – alerts to oncoming seizures and is trained to respond to seizures such as get help or stay with the person.
5. Medical Alert/Medical Response - alerts to oncoming medical conditions, such as: heart attack, stroke, diabetes, epilepsy, panic attack, anxiety attack or post-traumatic stress disorder.

Note: Not all people accompanied by a service animal have visible disabilities. Examples are: hearing, epilepsy, visual, heart disease and physiological/emotional conditions. Lack of a visible disability cannot be used as justification for turning away a service animal.

Some, but not all, service animals wear special collars and harnesses. Some, but not all, are licensed or certified and have identification papers. If you are not certain that an animal is a service animal, you *may* ask the person who has the animal: "Is this a service animal required because of a disability?" However, you *may not* ask if it is a service animal for any particular disability.

An individual may not be carrying documentation of his or her medical condition or disability. Therefore, such documentation cannot be required as a condition for providing service to an individual accompanied by a service animal. You may not insist on proof or certification before permitting the service animal to accompany the person with a disability.

You may exclude any animal, including a service animal, from your facility when that animal's behavior poses a direct threat to the health or safety of others. For example, any service animal that displays vicious behavior towards other guests or customers may be excluded.

Although a public accommodation may exclude any service animal that is out of control, it should give the individual with a disability who uses the service animal the option of continuing to enjoy its goods and services without having the service animal on the premises.

SHELTERING AND MASS CARE

When disasters occur, people are often provided safe refuge in temporary shelters. Some may be located in schools, office buildings, tents, or other areas. Many of these shelters have not been accessible to people with disabilities. Individuals using a wheelchair or scooter have often been able to get to the shelter, only to find no accessible entrance, accessible toilet, or accessible shelter area.

If space permits, each shelter should offer low-stimulation "stress-relief zones." These areas should be available on a priority basis to people whose disabilities are aggravated by stress.

Each shelter should have a Functional Needs Coordinator (FNC). This person can be an employee of the City; a representative from an agency that serves populations with access and functional needs; a pre-identified volunteer; or a person provided by the Ventura County Operational Area EOC or the California FAST (Functional Assessment Service Team). If no FNC is available, then the Shelter Manager will assume the FNC responsibilities. The FNC should:

- Ensure that all shelter locations can accommodate persons with disabilities.
- Ensure ample parking and that no barriers exist in pathways, entrances, sleeping and dining areas, toilet facilities, bathing facilities, first aid/medical facilities, recreation areas, and the routes to all of these areas.
- Ensure kitchen-access policies allow residents and volunteers with disabilities access to food and refrigerated medication.
- Ensure that at least some kinds of foods and beverages are available for people with dietary restrictions, such as diabetes or severe food allergies.
- Ensure that there is an effective way for people with disabilities to request and receive durable medical equipment and medication.
- Ensure that people with disabilities can request cots and beds, modifications to cots and beds, securement of cots and beds, and specific placement of cots, beds, or sleeping mats when needed.

Power and Refrigeration

Shelter locations should have back-up generators and a way to keep medications refrigerated (such as a refrigerator or a cooler with ice). Power and refrigeration should be made available on a priority basis to people whose disabilities require access to electricity and refrigeration, for example, for using life-sustaining medical devices, providing power to motorized wheelchairs, and preserving certain medications, such as insulin, that require refrigeration.

Accessible Communications

Shelter locations should provide accessible communication for people who are deaf or hard of hearing and for people with severe speech disabilities. Staff should be trained on the basic procedures for providing accessible communication, including exchanging notes or posting written announcements to go with spoken announcements. Staff should read printed information, upon request, to persons who are blind or who have low vision.

Shelters should also accommodate persons who are blind or have low vision by providing way-finding assistance to people to provide orientation to the shelter environment and assistance in locating shelter areas or features.

The following are options for providing assistive communications to people with access or functional needs:

- Audible announcements
- Bulletin Boards – all bulletin boards should be located in a central area and placed so their contents are accessible to people in wheelchairs. All materials posted should be written in large font – for example: Times New Roman 16 point or greater.
- On-call sign-language interpreters
- Video Remote Interpreting – American Sign language only
- California Relay Service (711) – persons with speech disabilities

The availability of each of these methods will be based on available resources and if the appropriate service contracts can be negotiated by the City.

Unaccompanied Minors

Unaccompanied minors are persons under the age of 18 who have become separated from their parents or guardians and should be regarded as a vulnerable population who may be unable to care for themselves and/or may be at risk of abduction or other criminal activity. In addition, unaccompanied minors within the community may be unable to understand the scope of the emergency, access information, or know where to go for help.

Unaccompanied minors should be segregated from the general shelter population and placed in an area that can be continually monitored by shelter staff. In addition, shelter staff with access to unaccompanied minors should be limited to those who have been cleared for access to children. One way to achieve this would be to assign teachers or substitute teachers from the local School Districts to provide supervision of, and care for, unaccompanied minors.

Personal Attendants

Personal attendants should be allowed to remain in the same shelter as the person they assist or be allowed access to the shelter both inside and outside of the normal hours. Shelter personnel will not provide personal attendant care services to any shelter resident but will assist in coordinating personal care attendant services. If the shelter personnel are not able to coordinate personal care attendant services, the person should be referred to a medical shelter.

Service Animals

Federal regulations for a service animal differ from those for a household pet. Service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability,

including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained, or untrained, are not service animals for the purposes of this definition. In addition to the provisions about service dogs, the revised Americans with Disabilities Act (ADA) regulations have a new, separate provision about miniature horses that have been individually trained to do work or perform tasks for people with disabilities. (Miniature horses generally range in height from 24 inches to 34 inches measured to the shoulders and generally weigh between 70 and 100 pounds.) Entities covered by the ADA must modify their policies to permit miniature horses where reasonable. The regulations set out four assessment factors to assist entities in determining whether miniature horses can be accommodated in their facility. The assessment factors are:

1. Whether the miniature horse is housebroken
2. Whether the miniature horse is under the owner's control
3. Whether the facility can accommodate the miniature horse's type, size, and weight
4. Whether the miniature horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility

People with disabilities who use service animals should not be separated from their service animals when sheltering during an emergency, even if pets are normally prohibited in shelters. Shelters cannot unnecessarily segregate persons who use service animals from others, however, the potential presence of persons who, for safety or health reasons, should not be with certain types of animals.

Special Needs Shelters

Individuals who require minimal support or assistance should not be directed to a shelter that provides a greater level of support services than what they need. For example, an elderly individual who functions without assistance in his or her home may be confused and in need of assistance in the shelter environment. A person with a cognitive or psychiatric disability may need direction with the change in daily routine. These individuals may be accommodated with minimal assistance in a general population shelter. Likewise, individuals with special needs usually function best when kept with their family or caregiver.

If a "special needs" or "medical" shelter is established, eligibility policies and procedures will be adopted to ensure that shelter personnel do not require people with disabilities to stay in these shelters solely because they have a disability. Special needs and medical shelters are intended to house people who are medically fragile, such as those who require hospital or nursing home care.

Medications and Replacement Medications

Public and private insurance programs frequently limit the amount of prescription drugs people can order at one time. This restriction therefore limits individuals who may need to fill prescriptions immediately following an emergency. The Ventura County Public Health Department will be the lead agency in replacement of prescriptions for persons dependent on medications and not able to access their regular supply of medication.

RE-ENTRY, TEMPORARY AND LONG-TERM HOUSING

The needs of individuals with disabilities should be considered, too, when they leave a shelter or are otherwise allowed to return to their home. If ramps have been destroyed or blocked, people with mobility impairments will be unable to get into and out of their homes. People with access and functional needs are likely to face additional barriers in returning to their homes or in obtaining suitable housing that the non-disabled will not.

Re-Entry

Additional care must be taken in returning the disabled and elderly to their home environments. Conditions that would not pose a hazard to the able-bodied can pose a hazard to the disabled. Additionally, in many cases cleanup and simple repairs that will return a home to a usable state are beyond the capabilities of people with disabilities.

People with access and functional needs may require additional assistance during the re-entry phase. Prior to their leaving a shelter we will need to ensure that they are connected with either their support network or an outside organization that can evaluate their home and – if necessary - take corrective action to ensure that it is safe for that person.

Temporary Housing

Any temporary housing identified to be used after leaving the short-term shelters need to also meet the needs of persons with access and functional needs, i.e., have appropriate communication devices, such as TTY's, to ensure individuals with communication disabilities can communicate with family, friends, and medical professionals and have the necessary features such as ramps or electrical systems. People with access or functional needs will be given priority for temporary accessible housing.

The City can request assistance from State FAST members via the Ventura County Operational Area EOC to coordinate transition from a shelter setting into the community. FAST members are trained and knowledgeable in regard to a variety of types of disability. They are able to assist in prevention of inappropriate institutionalization, and secure long-term health and mental health services.

Permanent and Replacement Housing

Lack of accessible housing opportunities for individuals with disabilities does and will continue to result in unnecessary and expensive institutionalization. Available data discloses that the costs of providing appropriate housing options for people with disabilities is well worth the investment because of the significant savings that results from enabling people with disabilities to live in the community, find employment, and pay taxes. People with access or functional needs should be given priority for accessible housing.

RESTORATION OF PUBLIC BUILDINGS AND SERVICES

In a disaster it is not only the city's residents and businesses that are disrupted but the city government will be disrupted as well. However, this is also an opportunity to repair or rebuild older facilities that are not accessible to people with disabilities in a manner that makes those facilities accessible. Any damaged accessibility features should be addressed before a public building is returned to operation after repairs. In some cases, ADA requirements can be used as justification for replacing a facility instead of repairing it.

Facilities constructed or altered because of emergency- or disaster-related damage must comply with the accessibility requirements of Title II of the ADA. Facilities constructed after January 26, 1992, and repairs to such facilities, must comply with Title II's new construction requirements. Alterations to facilities constructed before the ADA became effective, must comply with Title II's requirements for alterations to existing facilities. Alterations may not decrease accessibility.

In instances where critical infrastructure is destroyed, the recovery process presents an opportunity for urban planners to ensure new buildings meet accessibility requirements, where perhaps the old buildings did not. This should be considered as part of the long-term mitigation of future impacts on the community.

As Federal and/or State funding is received, the jurisdiction should recognize its obligations to involve special needs populations in the planning for community restoration.

PUBLIC AND DISASTER ASSISTANCE PROGRAMS

The recovery phase of a disaster is never easy, and the difficulties can be compounded for individuals with special needs. In addition to personal losses and injuries, individuals with special needs might lose vital connections with personal care providers, service animals, community liaisons, public transportation, neighbors, and other people integral to their everyday support network. These disconnections create disruptions in services that people with special needs rely on to participate in daily life.

Many people will need assistance, including the provision of individual case management support, with reestablishing and applying for human services programs and benefits. They may not be aware of the full array of services available to disaster victims and they may need assistance in completing forms, understanding eligibility requirements, and arranging for continuity of services. Local collaboration between planners and providers will be necessary to quickly and effectively reestablish human services support for persons with special needs. In addition, important information relating to the agency and recipient civil rights obligations, assistance options, and resources for those experiencing difficulty in accessing services, should be provided in multiple languages. Planning for the reestablishment of the human services infrastructure and alternate arrangements is best achieved during the initial stages of emergency planning with input from a local human services network. Keep in mind that local human service providers will need support in developing emergency plans for themselves as well as their constituents.

Outreach with Disability Advocacy Organizations and VOAD's

Jurisdictions most successful at recovering from disasters have established formal relationships with a variety of community organizations that provide a link to the special needs populations they serve. By working together on an ongoing basis to develop a joint plan of recovery, government agencies and community organizations will be better able to identify not only assets and capabilities, but also opportunities for improvement and cooperation.

Mental Health and Behavioral Services

Adequate support mechanisms should be planned to meet mental and behavioral health needs in the weeks and months following a disaster. Previous disasters have demonstrated that these stressful situations often lead to dramatic increases in suicide, domestic violence, and child abuse, as well as exacerbations of pre-existing physical and mental health issues. Mental health resources should be available and organizations serving individuals with special needs should be made aware of the availability of such resources and the means of accessing them. Ideally, assistance should be provided in familiar settings, such as schools, service provider offices, and community healthcare provider offices.

Considerations for Service and Assistance Programs

Continuity of operations plans need to address continuity of access to programs, services, and activities for people with disabilities. Programs relocated from damaged facilities must remain accessible to people with disabilities, whether the relocation is permanent or temporary.

1. Ensure that medical, social service, and other benefit programs are accessible to people with disabilities, including people who use wheelchairs, scooters, and other mobility aids and people who use service animals.
2. Ensure that medical, social service, and other benefit programs do not have eligibility criteria that

screen out or tend to screen out people with disabilities, or application processes or procedures that deny access to people with disabilities.

3. Establish policies and procedures to ensure that medical, social service, and other benefit programs provide effective communication to people with disabilities, including primary consideration of the method of communication preferred by an individual with a disability.
4. Make allowances at blockades, shelters, and other affected areas for access by attendants, home health aides, visiting nurses, service/guide animals, and other individuals crucial to the immediate healthcare needs of people with disabilities
5. Address how people with disabilities who are employed by businesses that are able to open soon after a disaster will get to work.

Each location providing public assistance and disaster assistance programs should provide translation and interpreter services to support the disaster assistance application process, medical care, and other services needed as a result of the disaster. Volunteer assistance provided by individuals with special needs can also help disaster victims receive the level of support they require during recovery operations.

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

Listed below are the County, State and Federal departments, agencies and community/non-profit organizations that may play a role during a disaster, along with their respective responsibilities.

Ventura County

- **Animal Services (AS)**
Provides shelter and care for all types of service/companion animals during emergencies and disasters at shelter locations.

- **Area Agency on Aging (AAA)**
The AAA provides services to people over the age of 60 and adults with disabilities allowing them to live in the community for as long as they chose to do so. Services include but are not limited to: information and assistance, options counselling, public benefit enrolment, home delivered meals, congregate meals, family caregiver services, home maker, chore, personal care, transportation to medical appointments, home share, fall prevention, health insurance counselling and long term case management. The VCAAA maintains a database of client information that could be used by the EOC in the event of an emergency to ensure that vulnerable seniors and adults with disabilities are located notified and evacuated if needed.

- **Health Care Agency (HCA)**
HCA plans for County-wide health related disasters with the following:
 - Educate people in our communities;
 - Conduct disaster drills;
 - Plans for HCA's disaster operations;
 - Works with any organization that wants to become better prepared for health-related disasters;
 - Work with healthcare and other partners to prepare and respond to healthcare and medically vulnerable population needs during a disaster.

Key responsible departments within HCA include the following:

- **Behavioral Health (BH)**
Behavioral Health, through an array of multidisciplinary staff, provides outpatient services designed to treat severe symptoms of mental illness and assist individuals and their families in living successfully in the community. Behavioral Health also provides a range of outpatient treatment services designed to help individuals coping with a substance use disorder. Behavioral Health maintains client information in various databases that could be used by the EOC in the event of an emergency to ensure that all clients are located, notified and evacuated if needed.

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

- **Human Services Agency (HSA)**

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

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

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

- **Child and Family Services (CFS)**

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

- **Superintendent of Schools (SOS)**

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

Volunteer Organizations Active in Disasters (VOADs)

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

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

For-Profit Entities

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

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

State of California Entities

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

Federal Entities

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

- **Transportation**

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

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

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

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

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

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

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

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

SHELTER IN-PLACE INSTRUCTIONS

BRING PEOPLE INSIDE and follow these procedures:

1. Close all doors to the outside and close and lock all windows (windows sometimes seal better when locked).
2. Use tape and plastic food wrapping, wax paper, or aluminum wrap to cover and seal bathroom exhaust fan grilles, range vents, dryer vents, and other openings to the outside to the extent possible (including any obvious gaps around external windows and doors).
3. Where possible, ventilation systems should be turned off. Where this is not possible, building superintendents should set all ventilation systems to 100% recirculation so that no outside air is drawn into the structure.
4. Turn off all heating systems.
5. Turn off all air conditioners and switch inlets to the closed position. Seal any gaps around window-type air conditioners with tape and plastic sheeting, wax paper, or aluminum wrap.
6. Turn off all exhaust fans in kitchens, bathrooms, and other areas.
7. Close as many internal doors as possible in your buildings.
8. If the gas or vapor is soluble or even partially soluble in water, hold a wet cloth or handkerchief over your nose and mouth if the gases start to bother you. Do not worry about running out of air to breathe. That is highly unlikely in normal buildings.
9. After an earthquake, aftershocks will occur. Close all drapes, curtains, and shades over windows. Stay away from external windows to prevent potential injury from flying glass.
10. Minimize the use of elevators in buildings. These tend to pump outdoor air in and out of a building as they travel up and down. Elevators can also fail.
11. Tune in to your local radio news station. The Emergency Alert System (EAS) radio stations in Ventura County are KVTA (AM) 1590, KHAY (FM) 100.7 and KMLA (FM) 103.7.

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NATIONAL WEATHER SERVICE ISSUANCES

TYPES OF ISSUANCES

Outlook/Statement: There is a 30 percent chance that a hazardous weather event may develop.

Watch: There is a 50 percent chance that a hazardous weather event may develop.

Warning: There is an 80 percent chance that a hazardous weather event is imminent, or an event is already occurring; the event poses a threat to life or property.

Advisory: There is an 80 percent chance that a hazardous weather event is imminent, or an event is already occurring; the event is likely to cause significant inconvenience and could pose a threat to life or property if proper precautions are not taken.

SPECIFIC TYPES OF ISSUANCES

Flash Flooding:

Flash Flood Warning: Flash Flooding is occurring or imminent.

Urban and Small Stream Flood Advisory: Flooding is occurring or imminent, but is not life threatening (nuisance flooding). This warning may be upgraded to a Flash Flood Warning if conditions worsen.

Flash Flood Watch: There is a good possibility of Flash Flooding, but it is neither occurring nor imminent (generally means the possibility exists within the next 24 hours).

Flash Flood Statement: Updates any of the above three issuances.

Severe Thunderstorm Warnings: Issued on the observation of a tornado, funnel cloud, or severe thunderstorm (a thunderstorm is defined as severe when it is accompanied by 58 mph winds or 3/4" hail), or the indication of any of the above based on radar data.

Severe Weather Statement: Follow-up product for Severe Thunderstorm and Tornado Warnings.

OTHER TYPES OF ISSUANCES

Tsunami Hazard

Non-Precipitation Hazards

- Air Stagnation Advisory
- Ashfall Advisory
- Blowing Dust Advisory
- Dense Fog Advisory/Warning
- Dense Smoke Advisory
- Dust Storm Warning
- Excessive Heat Warning/Watch
- Hard Freeze Warning/Watch

- Freeze Watch
- Frost Advisory
- High Wind Warning/Watch/Advisory

Winter Weather Hazards

- Blizzard Warning/Watch
- Freezing Rain Advisory
- Ice Storm Warning
- Wind Chill Advisory/Warning/Watch
- Winter Storm Warning/Watch
- Winter Weather Advisory

Fire Weather Hazards

- Fire Weather Watch
- Red Flag Warning

Coastal Hazards

- Coastal Flood Advisory/Statement/Warning/Watch
- High Surf Advisory

Marine Hazards

Refer to the Appendix section for contact numbers for the National Weather Service.

EMERGENCY POTABLE WATER PROCUREMENT & DISTRIBUTION

INTRODUCTION

The following procedures are designed to facilitate acquisition and distribution of alternative potable water. They set forth-specific activities that should be considered to evaluate emergency situations and then to procure and distribute potable water to critical locations if needed.

Primary Response Agency Roles and Responsibilities:

Agent:	Function:
Cities	Primary agency responsible for purchase and distribution of alternate source of potable water for populations within its jurisdiction. City EOCs Coordinate resources and manage operations for distribution of alternative potable water to affected populations.
Ventura County (Operational Area)	Operates Operational Area Emergency Operations Center (OAEOC), coordinates county resources and assists city EOC(s) in providing potable water to affected population(s).
California Office of Emergency Services	Coordinates federal, state, and regional resources to assist OAEOC(s) in providing alternative source of potable water to affected populations. Operates Regional Emergency Operations Center (REOC) and State Operations Center (SOC).
Federal Emergency Management Agency	Coordinates federal emergency response resources and provides alternate source of potable water to affected populations, as requested by the State.

Note: For the purpose of this document: "alternative potable water" and "emergency potable water" means water that is supplied from an alternative source and/or delivery system. Cal OES will assist local government in pursuing possible Federal reimbursement for costs incurred.

WATER CONCEPT OF OPERATIONS

During the initial hours following an emergency it is especially important to ascertain the scale of the emergency and the areas where the potable water supply and delivery system has been affected.

PROCUREMENT AND DISTRIBUTION PROCESS

Successful implementation of these procedures will require the support of public, private, and volunteer agencies. The following identifies the public, private, and volunteer agencies, which will play a part in the acquisition and distribution of emergency potable water and assigns to them specific roles and responsibilities.

OPERATIONAL AREA

The Ventura County Public Works is the primary agency responsible for the purchase and distribution of emergency potable water to populations within its jurisdiction.

CITIES

Provide alternate source of potable water to affected populations. Deploy Field Response personnel activate Local Emergency Operations Center(s) (LEOC) and coordinate with the Operational Area Emergency Operations Center (OAEOC). Implement duties pursuant to Field Response Agent, LEOC and OAEOC roles and responsibilities.

GOVERNOR'S EMERGENCY MANAGEMENT AGENCY (CAL OES)

If the Operational Area cannot provide enough alternate source of potable water to affected populations the Cal OES will activate Regional Emergency Operations Center(s) (REOC) and State Operations Center (SOC). Implement duties pursuant to REOC and SOC roles and responsibilities.

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)

Provide alternate source of potable water to affected populations, as requested by State. Implement duties pursuant to FEMA roles and responsibilities.

RESPONSIBILITY

The Department of Public Works is the lead agency for establishing and operating emergency potable water distribution sites.

The Department of Public Works is responsible for evaluating situation assessments and prioritizing resource allocation. When necessary, the water coordinator will activate a water task group to help establish or assist in the establishment and operation of the alternative potable water procurement and distribution program. The size, makeup and specific assignment of the water task group will be dependent on the magnitude of the problem at hand.

The Water Coordinator and Water Task Group will be staffed. The unit will report to the Infrastructure Branch.

Duties of the Water Coordinator/Water Task Group are as follows:

1. Serve as EOC primary contact for all potable water procurement and distribution matters.
2. Coordinate conference calls with other level EOC water coordinators to assess potable water needs.

3. Obtain consolidated situation information compiled by the Planning/Intelligence Section and other sources. This information would include:
 - cause and extent of water system damage
 - estimated duration of system outage
 - geographical area affected
 - population affected
 - actions taken to restore system
 - resources needed to reactivate system
 - emergency potable water needs (quantity and prioritized areas)
4. Prioritize distribution locations (include needs of critical facilities) and make recommendations to Public Works Branch Director who will discuss with the Operations Section Coordinator.
5. Identify and secure potable water resources with assistance from the Logistics Section, Procurement Unit.
6. Identify transportation and equipment needs and secure required resources through the Logistics Section, Procurement/Purchasing Unit.
7. Coordinate with State Water Resources Board, Division of Drinking Water (DDW), Public Health Officer, water utilities, and EOC Public Information Officer for appropriate public information announcements and media interface.
8. Document all information related to expenditures, resource commitments, contracts and other costs related to procurement and distribution of potable water and provide such information to the Finance and Administration Section.

EMERGENCY POTABLE WATER SUPPLY CONSIDERATIONS

When there is a need for emergency potable water, everyone should work with the Operational Area and with the State Water Resources Board, Division of Drinking Water and the County Public Health Officer. When there is a "Boil Water" advisory, the public should be advised to bring water to a rapid boil for 1-2 minutes. In the event of any other situation that may require supplying potable water, the Local EOC and Operational Area Emergency Operations Center EOC will utilize the following options in the order listed below.

Bottled Water

Water in one-gallon plastic containers is by far the most convenient and effective way to initially provide emergency water to the public. A list of approved commercial vendors is maintained by the State Department of Public Health, Food and Drug Branch, is available through the REOC Operations Section Water Coordinator.

The Regional EOC can arrange transportation, if necessary, with state assets. Water and beverage bottlers sometimes offer free bottled water and delivery.

Bulk Potable Water Deliveries: (If bottled water is not a viable option)

Bulk potable water deliveries are for limited use and should only be employed for immediate crisis situations when the first option is not available. Bulk potable water may also be needed for critical facilities such as hospitals, clinics and other health facilities.

Portions of the existing potable water system, or nearby systems, may continue to have potable water in their normal distribution systems. These sources are closest and easiest to access and should be used for bulk water deliveries.

National Guard water buffaloes (500 gallon trailers) are available in limited numbers and should only be used to support evacuation efforts and immediate crisis situations. The small volume necessitates that water tenders keep buffaloes filled.

The Ventura County Sheriff's Office has three (3) water emergency distribution units, each unit is strategically located within the Ventura County OA. Each unit is designed to be deployable to a suitable distribution location (determined by the requesting agency) 12 – 24 hours from the time of request to the Ventura County OA EOC Logistics Section or Ventura County Sheriff Office of Emergency Services (VCSSO OES) Duty Officer.

Water Purification Systems: (If bulk potable water deliveries are not a viable option): Commercial portable water purification systems are available where connection to an approved water source and some means of storing or distributing water is available. Approved and licensed commercial vendors can provide limited water storage (approximately 1,000 gallons). The State Department of Health Services Drinking Water Program or County Health Department must approve the water source to assure that the treatment is sufficient to deal with the level of contamination, and confirm the integrity of the system. The National Guard has limited purification capability, which should only be requested when all other options are exhausted.

PLANNING/INTELLIGENCE SUPPORT DOCUMENTATION

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ACTION PLANNING

EOC ACTION PLANNING (EOC)

The Action Planning process is an essential tool for the City, particularly in managing sustained emergency operations.

It is important that common City organizational priorities and objectives are maintained and pursued as determined by the Management team and General Staff (Section Coordinators). The Management team and General Staff need to have a good understanding of the current situation and an idea of where the situation is going to draft appropriate priorities and objectives. They need to know not only what has happened in the last operational period, but also what is likely to occur in the next and future operational periods. **The overall EOC Action Plan should be developed by the Planning/Intelligence Section and provided to the Emergency Operations Director.**

The Management team and General Staff shall determine the priorities and objectives for the next operational period. These may or may not be different from the operational priorities and objectives from the last period. This short list of organizational priorities and goals must be verifiable and measurable.

Once the priorities and goals are set, they should be communicated to the other sections, which in turn should communicate to their departments!! The Multi Agency Coordination Group must receive copies of the EOC action plan.

SUMMARY OF ACTIVITIES BY SECTION

MANAGEMENT	<ul style="list-style-type: none"> • Sets goals and priorities. • Approves EOC Action Plan
PLANNING/INTELLIGENCE	<ul style="list-style-type: none"> • Presents the verbal EOC Action Plan or the situation status report. • Prepares EOC Action Plan (document). • Collects, analyzes, and displays information in the EOC • Compiles EOC Action Plan.
OPERATIONS	<ul style="list-style-type: none"> • Determines how to best support field operations.
LOGISTICS	<ul style="list-style-type: none"> • Determines how it will logistically support operations.
FINANCE/ADMINISTRATION	<ul style="list-style-type: none"> • Determines how it will financially support operations.

Action planning at the EOC is based around the use of an operational period. The length of the operational period for the EOC is determined by first establishing a set of objectives and priority actions that need to be performed and then establishing a reasonable time frame for accomplishing those actions.

Typically, operational periods at the beginning of an emergency are short, sometimes only a few hours. As the emergency progresses, operational periods may be longer, but should not exceed twenty-four hours. Operational periods should not be confused with staffing patterns or shift change periods. They may be the same, but need not be.

The initial EOC Action Plan may be a verbal plan developed in the first hour based on Standing Objectives. **(See Standard Objectives in the Planning Support Documentation).** EOC Action Plans should be written. EOC Action Plans should not be complex or create a time-consuming process. The format may vary somewhat within EOC levels, but the EOC Action Plan should generally cover the following elements:

- Listing of objectives to be accomplished (should be measurable)
- Statement of current priorities related to objectives
- Statement of strategy to achieve the objectives (identify if there is more than one way to accomplish the objective, and which way is preferred)
- Assignments and actions necessary to implement the strategy
- Operational period designation: the time frame necessary to accomplish the actions
- Organizational elements to be activated to support the assignments (also, later EOC action plans may list organizational elements that will be activated during or at the end of the period.)
- Logistical or other technical support required

FOCUS OF THE EOC ACTION PLAN

The primary focus of the EOC Action Plan should be on citywide issues. The plan sets overall priorities and objectives for the City as determined by the EOC Director. It can also include mission assignments to departments, provide policy and cost constraints, and include inter-agency considerations, etc. Properly prepared, the EOC Action Plan becomes an essential input to developing departmental action plans.

THE PLANNING “P” TOOL (Found at the end of this section)

The Planning “P” is a guide to the process and steps involved in planning for an incident.

The Start of Each Planning Cycle

Phase 1: Understand the Situation

- **Initial Assessment:** Planning begins with a thorough size-up that provides information needed to make initial management decisions.
- **Incident Briefing:** The EOC Director and/or the Planning/Intelligence Section Coordinator briefs EOC staff on the information that is currently known about the event.

Phase 2: Establish Objectives

- **Setting Incident Priorities:** The EOC Director with input from the General Staff establishes incident priorities for the incident.
- **Section Meetings:** Each Section Coordinator will meet with their staff and develop Section-specific objectives to accomplish the EOC priorities for the Operational Period. Each Section will fill-out the appropriate page in the EOC Action Plan for their specific Section. Objectives meet SMART parameters: **S**pecific, **M**easurable, **A**ttainable, **R**ealistic and **T**ime Bound.



Phase 3: Develop the Plan

- **Prepare for the Planning Meeting Section Coordinators Meeting:** The Planning/Intelligence Section will compile the Section Objectives submitted by each Section Coordinator and have the compilation ready for the Section Coordinators Meeting.
- **Section Coordinators Meeting:** The Planning/Intelligence Section Coordinator will present all the objectives to fine-tune the objectives and resolve any conflicts or duplication of efforts.

- **Prepare for the Planning Meeting:** The Planning/Intelligence Section Coordinator will revise the EOC objectives as needed and prepare the rest of the EOC Action Plan for the upcoming Planning Meeting.

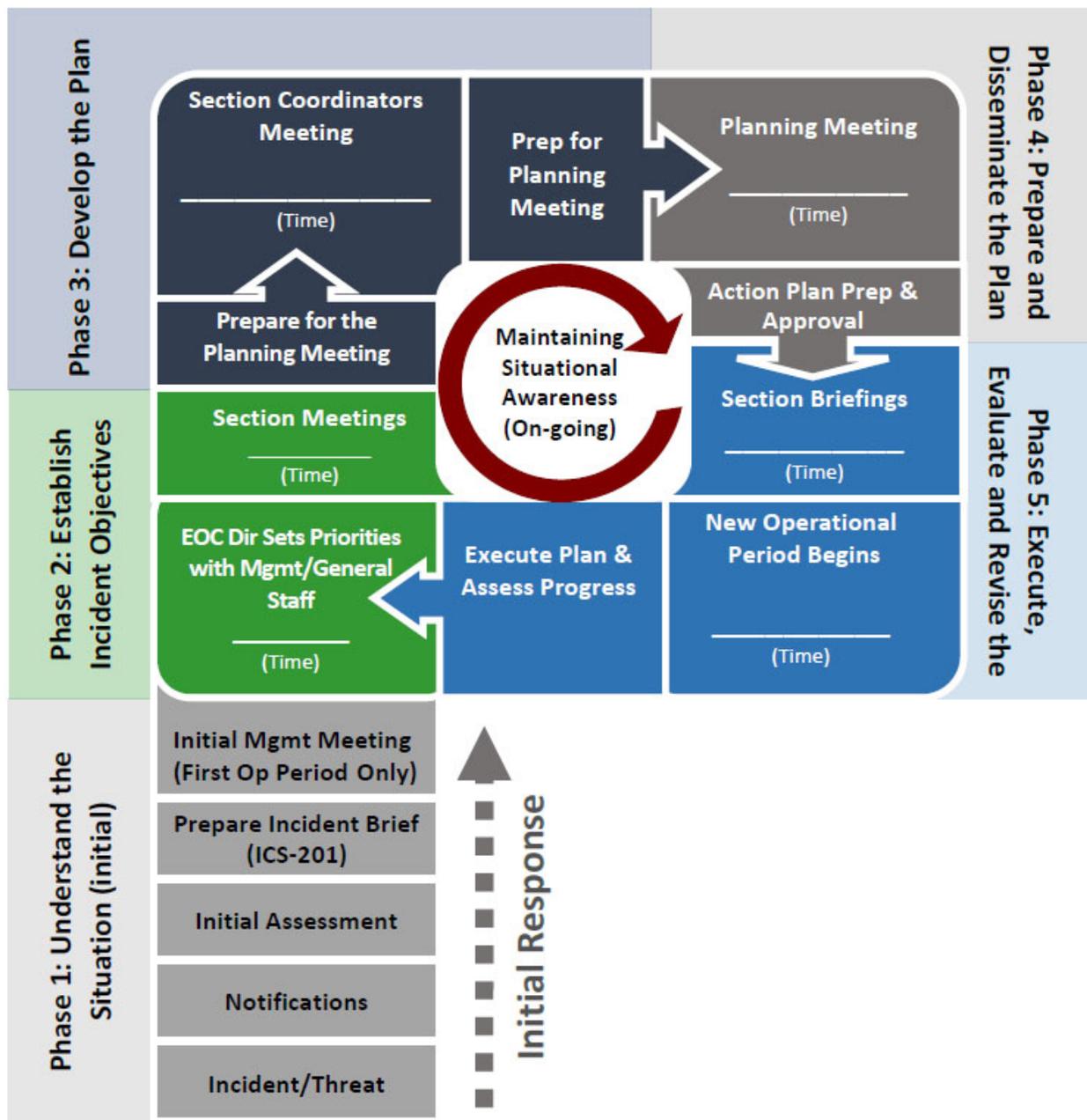
Phase 4: Prepare and Disseminate the Plan

- **Planning Meeting:** Management and General Staff attend the Planning Meeting to review and validate the EOC Action Plan. The Planning/Intelligence Section Coordinator facilitates this meeting. The Agenda for the Planning Meeting is:
 - Provide situation and resource briefing – Planning Intelligence Coordinator
 - Provide priorities and policy issues – EOC Director
 - Provide Section Objectives – Management and General Staff
 - Provide a status on resources – Logistics Section Coordinator
 - Provide a Safety & Security Briefing – Safety/Security Officer
- **Finalize and approve the EOC Action Plan** – Planning/Intelligence Section Coordinator finalizes the EOC Action Plan and the EOC Director approves the EOC Action Plan

Phase 5: Execute, Evaluate and Revise the Plan

- **Section Briefings:** Each Section Coordinator goes back to their Section staff and provides them a briefing of the approved EOC Action Plan and outlines the areas pertinent for their Section.
- **New Operational Period (Shift Change Briefing):** Outgoing staff will brief the incoming staff on the EOC Action Plan, what has been accomplished and what is pending. Section Coordinators may use the Shift Change Briefing Form to facilitate this process. **(The Shift Change Briefing Form is located in the Support Documentation – Forms of this plan).**
- **Execute Plan and Assess Progress:** The new shift of EOC staff will implement the developed EOC Action Plan and make adjustments as needed and start the process over again to develop a new EOC Action Plan for the next Operational Period.

PLANNING P TOOL



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AFTER ACTION/CORRECTIVE ACTION REPORTS

(This information is based on the SEMS Guidelines, After Action Reports [6/22/11])

Introduction

The completion of after action reports is a part of the required SEMS reporting process. The Emergency Services Act, Section 8607 (f) mandates that the California Office of Emergency Services (Cal OES) in cooperation with involved state and local agencies complete an after action report within 120 days after each declared disaster.

Legal Authorities

Section 2450 (a) of the SEMS Regulations states that..."Any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency shall complete and transmit an after action report to Cal OES within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, section 2900(j).

Use of After Action Reports

After action reports are made available to all interested public safety and emergency management organizations and serve the following important functions:

- A source for documentation of response activities and transitional recovery activities
- The AAR captures an overview of response activities through the Close of Incident date, as determined by Cal OES
- Identification of problems/successes during emergency operations
- Analysis of the effectiveness of components of the SEMS
- Identification of areas for improvement and a description of the actions planned to correct areas needing improvement

The SEMS approach to the use of after action reports emphasizes the improvement of emergency management at all levels. The after action report provides a vehicle for not only documenting system improvements, but also can, if desired, provide a work plan for how these improvements can be implemented.

After Action Process

It may be useful to coordinate the after-action report process when multiple agencies/jurisdictions are involved in the same emergency. Jurisdictions are encouraged to work together in the development of after action reports when appropriate and feasible. For example, an Operational Area may take the lead in coordinating the development of an after action report which involves several jurisdictions.

If appropriate, jurisdictional reports may become part of an overall Operational Area report.

Suggested processes for developing after action reports for local governments, state agencies, and for Cal OES are described below.

Local Government and State Agency Report Process

1. Assign Responsibility for after action report

This assignment should be initiated as early as possible during the response phase of any emergency which will require an after action report. Ideally, the person assigned should have a

background in the planning function, be familiar with emergency organization functions, and have an understanding of SEMS.

At both the field and EOC levels in SEMS the responsibility for initiating the after action report process should be assigned to the Documentation Unit within the Planning/Intelligence Function.

At the completion of the emergency period, and after the field ICS and EOC level organizations have been deactivated, the responsibility for the continuance of the after action report process should be assigned elsewhere within the organization. In many organizations, the same personnel may actually be assigned to the after action report function to provide continuity.

While it may appear to be premature to assign a person to this duty early in an emergency, it actually permits several key things to occur.

- It emphasizes the importance of documentation.
- It allows for early identification of possible system improvements and possible on-the-spot improvements.
- It allows data to be compiled before too much time has elapsed and participants have returned to their normal duties.
- It allows for establishment of timelines and expedites the preparation of the AAR.
- Early assignment also allows for establishment of timelines and expedites the actual preparation of the after action report.

2. Initiate the Documentation Process

Documentation actions should be initiated in the early stages of an emergency. Although it may be tempting to forgo documentation during the emergency response, adequate documentation;

- Is essential to operational decision-making
- May have future legal ramifications
- May have implications for reimbursement eligibility
- Provides the foundation for development of the AAR and Corrective Action

Depending upon the situation, different types of documentation comprise the source documents or "data base" for the after action report. Documentation should not be restricted to those reports or forms used exclusively by the planning function, but should include materials from the entire emergency organization. Ideally, key components of this data base such as time-keeping procedures, would be identified as part of pre-event planning and would then be used during and actual event.

There are many types of documentation. Some recommended types include:

- Action plans developed to support operational period activities
- Forms used in the SEMS field level Incident Command Systems
- Unit activity logs and journals
- Cal OES forms and locally developed "feeder" forms/reports that support the Cal OES forms
- Written messages

- Function and position checklists
- Public information and media reports
- FEMA-developed forms
- Other forms or documentation

3. Data Gathering Methods

Aside from reliance on documentation developed during emergency operations, other methods for gathering information include:

- Exit interview or critique forms distributed and completed as personnel rotate out of a function.
- Critiques performed at various time frames after an operation. Some critiques may be conducted immediately after an event and may be fairly informal in approach. Others may be conducted substantially later and may employ more formal, carefully structured workshops.
- Surveys distributed to individuals and organizations after the fact which can be used either for direct input to the after action report or as a basis for workshop discussions.
- After action report research teams, whose function is to gather information, and perhaps, write the applicable portions of the after action report.

There are many approaches to structuring and organizing data compilation. Some questions to consider are:

- What is the purpose of the critique or survey?
- Who is the survey's audience?
- Have all key "players" been included in the workshop?
- Does the survey/workshop process permit identification of internal, agency-specific improvements?
- Does the survey/workshop process permit identification of external improvements? Improvements involving the SEMS levels?
- Are SEMS functions (planning/intelligence, logistics, etc.) being assessed?
- Does the critique/survey format mesh with the after action report format?
- Does the research team understand its assignment and tasks?

4. AAR Preparation

A four step process to prepare the after action report for local governments and state agencies is recommended:

- a. Compile the results of surveys, critiques, and workshops and sort the information according to the areas covered in the attached sample after action report.
- b. Use documentation and data to complete the online AAR Survey, as discussed later in these Guidelines.
- c. The AAR can be distributed for review and approval to participating agencies, advisory boards, political bodies, and other appropriate interested parties.

- d. Prepare final after action report and forward it to the Operational Area, Cal OES Region, or Cal OES Headquarters, as appropriate.

Sample After Action Report Outline

The automated AAR Survey meets the AAR submittal requirements unless local requirements state otherwise. Where appropriate, OAs and State agencies are encouraged to use the automated AAR Survey for submittal of after action and corrective action information.

If an OA or State agency chooses to submit a written AAR, the following is an example of one way to structure an after action report. Other options are possible. The format of the report should fit the situation, and there is no requirement to force the report into a single structured format.

1. Introduction and Background:
 - a. Type/location of event (describe and attach maps if available)
 - b. Chronological Summary (provide description and list items such as key evacuations, areas destroyed, etc.)
 - c. Date/Time and content of Proclamations/Declarations
2. Discussion of Response at Designated SEMS Levels:
Cover the levels appropriate to the jurisdiction and situation. Include:

Summary of response
Conclusions
2. Recommendations (will be summarized at the end)
 - a. Field Response Level
 - Command
 - Operations (includes Air Operations)
 - Planning/Intelligence
 - Logistics (includes Communications) Finance/Administration (if activated)
 - b. Local Government Level
 - Emergency Operations Center (EOC) Department Operations Center (DOC) Special Districts
 - Other local government support
 - Community Based Organizations

(Note: For each item above, discuss Management, Operations, Planning/Intelligence, Logistics, Finance/Administration, and multi or interagency coordination as appropriate.)
 - c. Interaction with the Operational Area (discuss as appropriate)
 - d. Interaction with the Regional Level
 - Regional EOC (REOC)
 - Other State Agencies (if not part of REOC)
 - e. Interaction with State above Regional Level (discuss as appropriate)

- f. Interaction with Federal Agencies (discuss as appropriate)
- 3. Interacting Systems, Agencies and Programs
 - a. Mutual Aid Systems (Law Enforcement, Fire and Rescue, Medical and others if used)
 - b. Cooperating Agencies
 - Utilities (telephone, electric, gas, etc.)
 - American Red Cross
 - Salvation Army
 - Others (as appropriate)
 - c. Telecommunications and Information Processing
 - Field Level
 - Local Government
 - Operational Area
 - Interface with Region
 - Interface with State
 - d. Training Needs (Consider all levels)
 - e. Recovery Activities to Date
 - f. Summary of Principal Recommendations
 - g. References
 - Maps
 - Charts
 - Bibliography
 - Other Items (as appropriate)

Corrective Action Plan for Improvements

This section of the report can be done separately or included as appropriate. Submitting Corrective Action Plan separately may allow the responding agency time to consider the plans for improvement and action needed to bring the improvements to fruition. Corrective Actions will be entered in the Cal OES Corrective Action Database and progress on each corrective action will be provided periodically by each responding agency. Cal OES may develop and disseminate reports outlining the status of the corrective actions taken to date.

It should describe for each of the principal recommendations:

- Description of actions to be taken
- Associated costs
- Timetable for completion

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LOGISTICS SUPPORT DOCUMENTATION

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CONSIDERATIONS FOR FEEDING - EOC SUPPORT AND FIELD STAFF

- Coordinate all feeding operations for the EOC, support and field personnel.
- Establish a feeding plan, which identifies cost limits, authorized vendors and catering companies, type of food, etc. Ensure everyone is aware of this policy.
- Set meal schedules. Consider the impact of curfews on businesses you may use.
- Set up and manage eating areas for EOC, staff and field personnel. Notify workers of food schedules and locations.
- Pre-identify low-cost vendors and catering companies to maximize efficiency and lower costs (FEMA may question upscale or expensive restaurants or catering).
- Arrange with local catering services or restaurants for in-house feeding.
- Establish a personnel-feeding account for EOC, support and field personnel at local restaurants.
- Brief all EOC personnel as to location, cost limitations and incident number to be used for each restaurant or caterer.
- Coordinate acquisition, preparation and service of meals.
- Be aware of and provide for special diets.
- Arrange for and coordinate cleanup of eating, food preparation and serving areas.
- Provide snacks/water/coffee/beverages for EOC, support and field personnel.
- Consider a chit or voucher system at the location set up for feeding operations to identify those employees' meals, which are reimbursable under FEMA guidelines. FEMA may not reimburse for all feeding operations. **Currently FEMA will not reimburse for meals provided during an employee's normal working hours unless it is stipulated in the employer's MOU. FEMA will reimburse for meals given to volunteers or unpaid workers and employees working overtime. This may be the individual call/interpretation of the disaster adjuster.**
- Document cost of meals and report daily to the Finance/Administration Section for cost recovery purposes.
- Advise disaster workers regarding agency policy for reimbursement of disaster-related meals.
- Encourage all EOC staff to take regular meal and snack breaks.

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ANIMAL CARE

Animals will not be kept where their owners are sheltered. Animals will be sheltered in various locations depending on the disaster and the area of the city affected. The City will coordinate this activity with the Ventura County Animal Services.

For assistance with livestock during a disaster, the City can request the Emergency Rescue Team through Ventura County Animal Services.

Identify within the local jurisdiction:

- Small animal veterinarians
 - Large animal veterinarians
 - Small animal shelters
 - Potential large animal shelters
-
- Determine animal shelter needs.
 - Identify appropriate areas to accommodate animals.
 - Manage animal rescue and care activities.
 - Coordinate rescue of trapped animals.
 - Coordinate evacuation of animals, which may become endangered by hazardous conditions.
 - Coordinate transport of animals.
 - Activate an Animal Registration System.
 - Maintain an updated list of animals and their locations.
 - Coordinate disposal of dead animals.
 - Evaluate and relocate any animal shelter areas, which may become endangered by hazardous conditions.
 - Coordinate return of animals to their owners when disaster has ended.

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REQUESTING CRITICAL INCIDENT STRESS MANAGEMENT (CISM) PROCEDURES

MISSION STATEMENT

The Ventura County Critical Incident Stress Management (CISM) Program consists of multidimensional stress management services for Ventura County emergency service personnel.

GOALS

Education

1. To incorporate stress management training for emergency services personnel.
2. To provide team member training.
3. To provide information and enhance community awareness regarding CISM.

Post-incident Support

1. To provide one-on-one crisis intervention, defusing, debriefings and demobilizations.
2. To provide follow-up support when needed.

Referrals

1. To provide additional information and referrals.
2. To assist emergency services personnel seeking specialized services.

LEAD AGENCY

The Ventura County Emergency Medical Services will serve as the Lead Agency for the Critical Incident Stress Management Program. It will be the responsibility of the lead agency to:

- Provide a team selections committee
- Provide a Program Coordinator
- Support the activities of the CISM Program
- Provide office support to program activities

PROGRAM COORDINATORS

The Program Coordinator is responsible for the overall management of the CISM Program and its implementation. Specifically, the job description of the Program Coordinator is to:

- Oversee the functioning of the CISM Program
- Solicit volunteers for the program
- Represent the CISM Program before service and community organizations
- Assist the CISM Team selection process
- Assist in the training of the team, the providers, administration, and the public
- Answer requests for CISM assistance or other programming
- Evaluate requests for debriefings
- Dispatch the CISM Team

- Provide debriefing of the debriefers when necessary or requested
- Solicit support from appropriate agencies
- Establish a Peer Review Board
- Hold periodic Team meetings
- Maintain quality control
- Maintain records of team activity
- Keep updated lists for referrals
- Set up training sessions, seminars, "in services", and continuing educational programs
- Search and develop curriculums for stress management programming
- Provide for the instruction of stress management courses for emergency service providers
- Establish a network of CISM services for other agencies

CLINICAL DIRECTOR

The Clinical Director is responsible for overseeing the delivery and quality of the counseling services. The clinical director's specific job description is to:

- Offer quality assurance for Professional CISM Team members
- Represent CISM program before the public, professionals and governmental agencies
- Monitor the debriefing process
- Assist in establishing cross training programs for CISM Team members
- Assist the Program Coordinator in establishing protocols for debriefings
- Review reports and records of the team
- Assist in the selection of Peer Review Boards
- Make follow up debriefing contacts if necessary
- Offer clinical support and guidance to the Program Coordinator and Team members

ACTIVATION OF CISM

Department directors, managers and supervisors bear the responsibility for identifying/recognizing significant incidents that may qualify for debriefing. When an incident is identified as a critical incident or crisis, a request for debriefing consideration should be made as soon as possible to **Ventura County Fire Protection District's dispatch at 805-388-4279**. The dispatcher will take your information and notify a program coordinator immediately.

GUIDELINES FOR UTILIZATION OF VOLUNTEERS

INTRODUCTION

As recent disasters have shown, volunteers play a significant role in both the response and recovery phases of a disaster. Volunteers are among the first to arrive on scene following a major event or disaster. They will be essential to the sheltering, mass feeding, and other operations established in the wake of these disasters.

Volunteers will come forward in every major disaster—whether they emerge spontaneously or have been pre-registered and trained by a response agency. Having a plan in place for how volunteers will be recruited, managed and utilized will assist jurisdictions in improving the overall effectiveness of their disaster response.

Management of the volunteer function is in the Logistics Section of the EOC. Management of claims for Workers Compensation Insurance is overseen by the EOC Director in coordination with the County's Risk Manager.

PURPOSE

The following materials provide guidelines for registering volunteer Disaster Service Workers in the State Workers' Compensation and Safety Program. It also provides general guidance for managing volunteer workers during an emergency.

BACKGROUND

Workers' Compensation Insurance provides benefits for employees injured on the job or who become ill from job related conditions. Damage to artificial limbs, dentures or medical braces is also considered an injury. Workers' Compensation benefits are set by the legislature and spelled out in the Labor Code. One section of the Labor Code defines Disaster Service Workers as "employees" under certain conditions and describes their benefits.

ELIGIBILITY

A Disaster Service Worker is anyone registered with a Disaster Council certified by the California Emergency Council or any person ordered by a person or body having authority to command the aid of citizens to carry out assigned duties to perform services during a State of War Emergency or any State of Emergency or Local Emergency.

A partial list of Disaster Service Workers includes:

- Reserve law enforcement officer
- Auxiliary firefighter
- Emergency welfare worker
- Communications specialist
- Medical worker
- Clerk

Any Disaster Service Worker is eligible for Workers' Compensation benefits while performing duties or undergoing any authorized training activities. Any injury, under these circumstances is covered no matter where it occurs.

Exclusions:

If the Disaster Service Worker is paid for these services, an "employer-employee" relationship exists. A Disaster Service Worker injured while in this relationship would be entitled to Workers' Compensation benefits under their regular employer's program. Members registered as active firefighters of any regularly organized and municipally supported volunteer fire department are excluded from disaster service benefits.

VOLUNTEER DISASTER SERVICE WORKERS

Volunteers active in emergency services and/or disaster relief operations usually belong to one of two categories: organized volunteers or spontaneous (convergent) volunteers. Depending on circumstances, different registration procedures are utilized to serve each group's needs.

ORGANIZED VOLUNTEERS

Organized volunteers are defined as individuals affiliated with specific organizations prior to an emergency or disaster. These organizations are usually chartered to provide volunteer emergency and/or disaster relief services. Members of these organizations usually participate in scheduled exercises to practice their disaster relief skills and integrate with the local community's emergency plan and response effort.

Examples of these organizations include:

- Auxiliary Communications Services
- American Red Cross
- Volunteer Organizations Active in Disasters
- California Rescue Dog Association
- Salvation Army
- Civil Air Patrol

Public safety agencies usually prefer to utilize trained, organized volunteers because their organizations are familiar with working under a unified structure. They also provide their own supervision, transportation and support needs.

Agency Trained Volunteers:

To ensure that they have an adequate pool of organized volunteers, some jurisdictions organize and train teams of civilian volunteers to act as disaster first responders within their own neighborhoods or jurisdictions. These volunteer organizations possess several advantages:

- Familiarity with the disaster area, its hazards and resources
- Knowledge of the jurisdiction's emergency organization
- Opportunity to regularly exercise and drill with the jurisdiction served

SPONTANEOUS (CONVERGENT) VOLUNTEERS

Spontaneous (convergent) volunteers are members of the general public who spontaneously volunteer during emergencies. They are not usually involved with organized volunteer organizations and may lack specific disaster relief training when there is very little time and few resources to train them. They come from all walks of life and comprise the majority of volunteer personnel available to local public safety agencies during a disaster response.

Public safety agencies often form volunteer assembly points for recruiting and classifying volunteers during disaster response operations. To be eligible for Workers' Compensation, the spontaneous volunteer must also be registered as a Disaster Services Worker.

CONSIDERATIONS IN VOLUNTEER UTILIZATION

In order to manage volunteers effectively, there are several issues that need to be addressed. For pre-registered volunteers, the process may be fully organized and accomplished over a period of time. Because this process must be accomplished under extreme conditions with convergent volunteers, it is essential that the planning and execution of the process be thoroughly worked out in advance of the disaster.

Issues to be addressed include:

Recruiting:

Volunteer recruitment may become an issue if the disaster lasts a long time and the initial number of convergent volunteers begins to dwindle. It also may become necessary to recruit volunteers with specific skills, such as heavy equipment operators, medical personnel, translators, etc.

Recruitment avenues include the local media and other organizations. Organizations to contact for recruitment assistance include local labor unions, educational institutions and private companies.

Screening:

Pre-registered volunteers will have been screened in advance. Walk-ins, however, will have to be screened at the time that they appear for assignment prior to duty.

Certain vital information is essential if volunteers are to be properly and efficiently used; and screening teams must be identified and trained in advance on the screening of volunteers. The data or information required regarding the volunteers should also be developed in advance. The actual data requirements should be held to a minimum, consistent with the needs of the local jurisdiction.

Identification:

Once screening is completed, all volunteers must be issued proper I.D. and be required to sign for any equipment issued for their position. Organized volunteers will possess identification issued by their organizations. The jurisdiction is responsible for providing identification to convergent volunteers. Forms of I.D. include arm bands, vests, patches, and city I.D. cards.

Training:

Before being deployed, it is essential that volunteers receive an adequate amount of training. At a minimum, volunteers must be thoroughly briefed on the legal aspects of the tasks to which they are to be assigned. They should also fully understand their responsibilities and the limits to which they may go in performing their assigned duties.

Records must be established for each volunteer that reflects the training received. Training records should be maintained as part of the permanent record of the emergency response to the specific disaster.

Supervision:

More so than paid staff, volunteers must be supervised according to the task assigned. Ideally, though not always possible, paid staff personnel should supervise all volunteer effort. When this is not possible, skilled, highly trained volunteers should be assigned as supervisors.

Planning:

The jurisdiction must recognize that volunteers will appear after the onset of a major disaster. Established plans are needed for the proper management of volunteer personnel in order to optimize this resource and prevent convergent volunteers from becoming a problem. Properly managed, volunteer resources may mean the difference between success and failure of the emergency response.

Recognition:

The final requirement of the jurisdiction is to ensure that volunteers are properly recognized for their services. Recognition may be in the form of individual commendation by the elected officials, public acknowledgment by the media, or a letter of appreciation from the local emergency manager.

These guidelines do not supersede guidelines for volunteer utilization set forth by the governor's office of emergency services. For more information and registration forms, see "*Disaster Service Worker Volunteer Program*", October 2016.

FINANCE/ADMINISTRATION SUPPORT DOCUMENTATION

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DISASTER ACCOUNTING RECORDS

When a disaster strikes the City, it may be in the form of an earthquake, storm damage, major oil or chemical/hazardous waste spill, civil disturbance, or a fire emergency. Those employees who are assigned work directly associated with the disaster are to use the Disaster Cost Accounting System numbers for their department. The use of these numbers will enable the city to collect, sort, and document costs associated with the disaster.

The purpose of separate accounting for these costs is to obtain sufficient backup data in the event the city qualifies for federal and/or state assistance.

Obtaining federal and state assistance requires the City to collect and retain a broad range of original documents that clearly demonstrate that they were used for the disaster/emergency including:

- Employee timecards showing hours (regular and overtime) worked and which indicate the type and location (GPS locations are preferred) of the work.
- Use of city-owned equipment supported by equipment identification, dates and number of hours used each day, location (GPS locations are preferred) and purpose for using the equipment.
- Use of city-owned supplies supported by a reasonable basis for determining costs, why the material was necessary, and location (GPS locations are preferred) of where the material was used.
- Purchases of material supported by invoices showing quantity, description, unit cost, where (GPS locations are preferred), when and how the material was used.
- Rental of equipment supported by invoices identifying the type and description of equipment, rate per hour indicating with or without operator, dates and hours used each day, where (GPS locations are preferred) and why the equipment was used.
- Invoices for work performed by contract **must** provide detailed breakdown of cost, where (GPS locations are preferred), when and why the work was performed. If contractor is providing different types of services, i.e., debris removal and repair work, each category of work should be invoiced separately.

The above records and documentation must be retained for **AT LEAST THREE YEARS** from the date of final settlement of claim. All such records should be forwarded to the Cost Recovery Unit for audit follow-up.

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DO'S AND DON'TS FOR USING DISASTER ACCOUNTING RECORDS

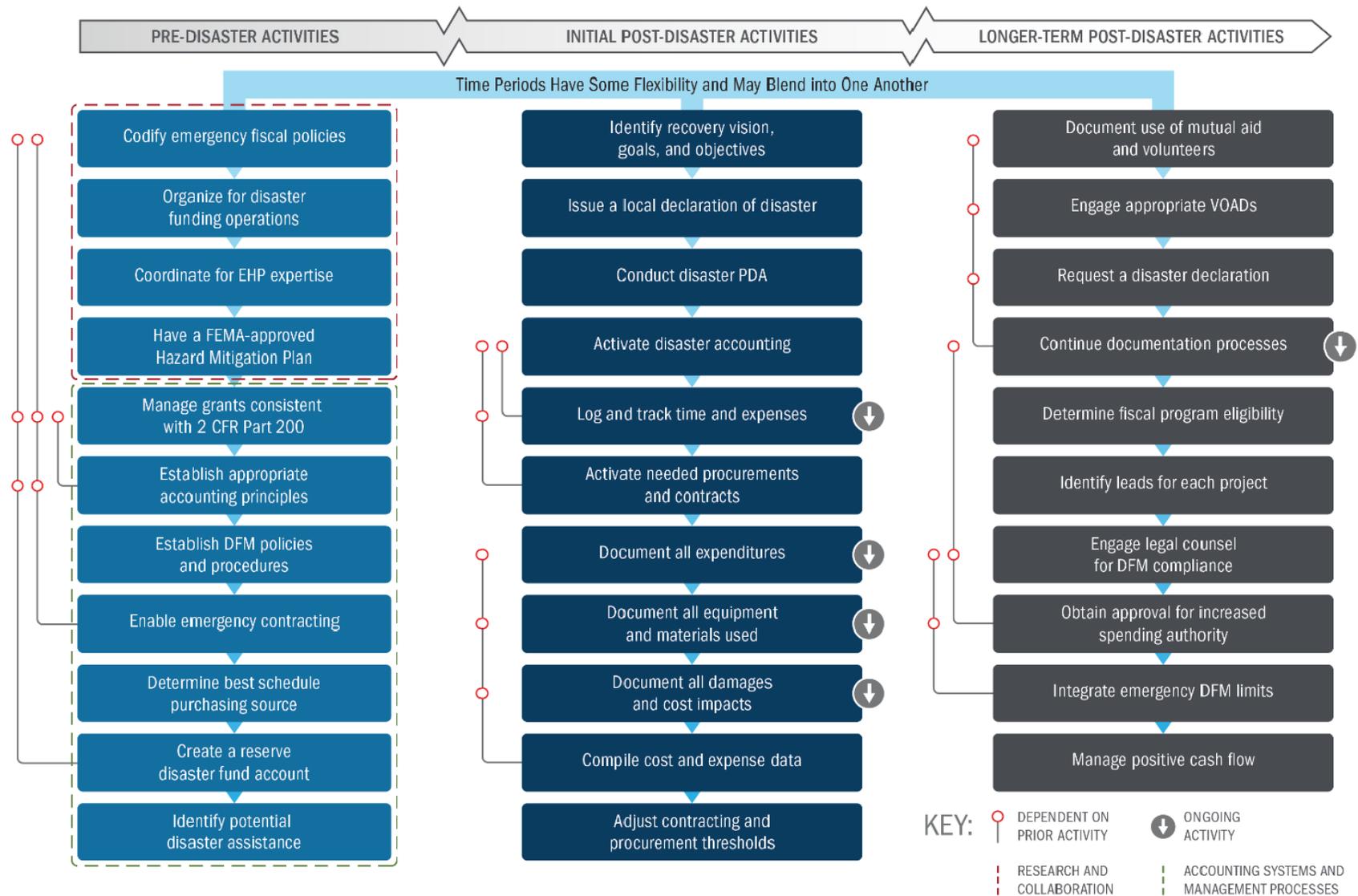
DO'S		DON'TS	
✓	Record regular and overtime hours WORKED on the disaster, categories C through G.		Order everyone to charge all time to the disaster. Only charge those people and hours actually worked . (see above 1 st and 2 nd do's)
✓	Record overtime hours WORKED on the disaster/emergency, categories A and B.		Charge stand-by time to the system. FEMA will only pay for time worked.
✓	Write on time card or job log the location and brief description of work performed.		Charge manager overtime to the system. The system will not post it, the County does not pay it and FEMA will only reimburse what was paid. (If the County does compensate manager overtime, do record this time.)
✓	Charge vehicles and equipment used and indicate when and where they were used.		Enter into sole source contracts without explicit documentation of why it was necessary .
✓	Charge equipment rentals to the appropriate charge points.		Enter into cost plus contracts.
✓	Charge outside contracts to the appropriate charge points.		Enter into open ended contracts with no cap on expense. Place limits and amend if necessary.
✓	Document how contracts were awarded.		Use terms such as "damage survey": use "assess for risk to health and safety".
✓	Place limits on contract with, "Amount not to exceed". If more work needs to be done, then amend contract.		Use the term "administer" in place of "direct", "control", "assign", or "dispatch".
✓	Use terms such as "Assess risk to public Health and Safety" instead of "Survey damage" and "Direct", "Control", "Assign", and "Dispatch" instead of "Administer".		Assume damage to a county facility is not recoverable. It may be, but let the disaster assistance agencies make that decision. Let's not make it for them.
✓	Keep all records and unit logs accurately and up to date.		Throw away records.
✓	Follow procurement and contracting regulations as outlined in 2 CFR Part 200.		Forget to ask questions.

NOTE:

While recent FEMA regulations do not allow recovery of straight time for emergency response activities (Categories A and B), **record it anyway**. Allocation for straight time shall be charged to your home function (program) covering categories A and B. The county can recover straight time for other categories and in some cases where we assist other agencies, therefore charge all **Force Account Labor** to the disaster function (program). Better to record and not use than not record and try to recreate.

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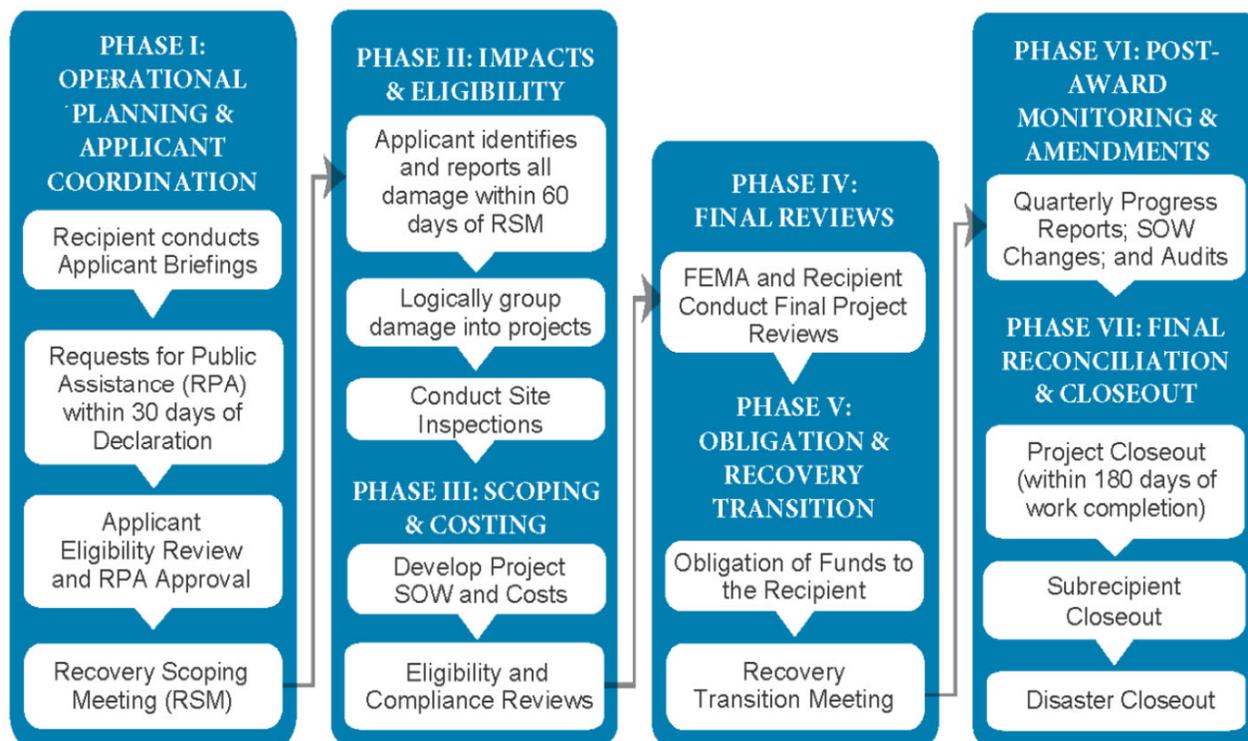
LOCAL DISASTER FINANCIAL MANAGEMENT ACTIVITIES BY PHASE⁷



⁷ FEMA, Disaster Financial Management Guide, April 2020, page 17

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PUBLIC ASSISTANCE OVERVIEW



PHASES OF FEMA’S PUBLIC ASSISTANCE DELIVERY MODEL⁸

Phase 1. - Operational Planning

Applicants work with the Recipient and FEMA to identify disaster impacts and recovery priorities. As soon as possible following the President’s declaration, the Recipient conducts briefings for all potential Applicants. Applicants register to access the online grants management system (Grants Portal) and submit Requests for Public Assistance (RPA), which are then reviewed by the Recipient and FEMA for eligibility. Once complete, FEMA will generally assign the Applicant a Program Delivery Manager (PDMG) to guide the Applicant throughout the program delivery process. The PDMG will schedule an Exploratory Call and a Recovery Scoping Meeting to provide Applicants with information about next steps.

Phase 2. - Impacts and Eligibility

Applicants must report all disaster-related impacts to FEMA within 60 days of the Recovery Scoping Meeting. FEMA then works with the Applicant to finalize the list of impacts; logically group the impacts and associated damage and work into project applications; conduct site inspections to develop a detailed description of the incident-related damage and dimensions; and collect additional project information and documentation.

Phase 3. - Scoping and Costing

FEMA develops the damage description and dimensions (for Completed/Fully Documented projects), scopes of work (if not provided by the Applicant), including hazard mitigation plans, and costs for each project. FEMA reviews and validates all documentation to ensure document integrity and compliance

⁸ <https://www.fema.gov/assistance/public/apply>, accessed October 20, 2020

with all laws and regulations including for duplication-of-benefits from insurance or other Federal Agencies and Environmental Planning and Historic Preservation (EHP) compliance.

Phase 4. - Final Reviews

FEMA and the Recipient review and validate the project application to ensure completeness, eligibility, and compliance with Federal laws and regulations on items such as contracting and environmental and historic preservation. The Applicant reviews all terms and conditions that FEMA or the Recipient include in the project application and signs in agreement to the funding terms, including requirements for reporting on project work progress and completion.

Phase 5. - Obligation and Recovery Transition

FEMA obligates funds to the Recipient, after which the Recipient is responsible for distributing the funds to the Applicant. Once the Applicant has signed all of its projects, FEMA coordinates with the Recipient to schedule a Recovery Transition Meeting. The purpose of the Recovery Transition Meeting is to transition the primary point-of-contact from FEMA field personnel to the Recipient. At the meeting, FEMA will confirm with the Applicant that all claimed damage is sufficiently and accurately documented, explain deadlines for completion of work and appeal, and ensure that the Applicant understands the terms and conditions of its projects.

Phase 6. - Post-Award Monitoring and Amendments

The Applicant provides additional documentation as its recovery efforts unfold. The Applicant may submit an amendment request to change the scope of work or costs of a project or request additional time to complete the project. FEMA will review all amendment and time extension requests for eligibility and compliance with EHP regulations. During this phase, Recipients will work with Applicants to submit quarterly progress reporting and address federal and non-federal audit requests.

Phase 7. - Final Reconciliation and Closeout

The Applicant coordinates with the Recipient to formally close projects upon completion of work. Once all of an Applicant's projects are complete, the Recipient will request closeout for the Applicant. Once all Applicants are closed, FEMA and the Recipient will work together to close the PA award for the entire disaster.

PROCEDURES FOR APPLYING FOR FINANCIAL ASSISTANCE

GENERAL INFORMATION

Financial assistance may come from the state alone or both the state and federal governments. For state assistance, it is necessary for the Governor to proclaim a “Disaster” in specified counties. For federal assistance, it is necessary for the President to declare a “Disaster” in those same locations.

In both cases the lead agency is the California Office of Emergency Services (Cal OES). Their address and phone number is:

Cal OES,
 Disaster Assistance Division
 3650 Schriver
 Mather, CA 95655
 Phone (916) 845-8100

PRE-DISASTER DECLARATION STEPS

Following a disaster, the City will report damage and a rough estimate of costs to the Ventura County Operational Area.

These estimates should include City personnel and equipment costs, damage to facilities with cost to repair, and cost to replace facilities and equipment damaged beyond repair.

The Ventura County Operational Area will transmit the estimates to Cal OES and then the Governor will decide whether to proclaim a State of Emergency in the County. If the Governor does proclaim a State of Emergency, then the State will request a Presidential declaration. If the President declares a Major Disaster, then FEMA will be involved.

POST DISASTER DECLARATION STEPS

At this point, Cal OES will notify the Ventura County Operational Area, who will in turn notify the City. There will usually be an orientation meeting where all agencies desiring to participate will be briefed on the application procedures and the reimbursement process.

Several Forms must be submitted. These are:

1.	Request for Public Assistance (RPA) Form	This form indicates that the City will be applying for assistance. Does not restrict City from making changes but must be sent within 30 days of the declaration date.
2.	Project Listing (OES Form)	This indicates the categories and projects which the City is asking assistance for. It may be revised later on. It gives Cal OES an idea of the scope of the damage.
3.	Designation of Applicants' Agency Resolution (OES Form 130)	This is a resolution passed by the City Council authorizing specified individuals to act as the City's agent in dealing with Cal OES and FEMA. There is no deadline, but payments cannot be made until Cal OES receives it.

4.	Vendor Data Record (Form STD 204)	For State's 1099 purposes. No deadline, but no payment until submitted.
5.	Project Application for Federal Assistance (OES 89)	Formal application for FEMA funding. No specific deadline, but no payment until submitted.
6.	Project Worksheet (PW)	The City will fill out this form for all small projects and submit to FEMA's Program Delivery Manager (PGDM). The PGDM will assist the City to write the large project PW. The PWs are prepared based on Permanent Work or Emergency Work.

FEMA GRANTS PORTAL

FEMA facilitates the Public Assistance process by using their on-line grants management system, [Grants Portal](#). Applicants will be directed to this portal to register and submit the Request for Public Assistance. The Grants Portal will then be used by applicants to manage their projects.

ON-SITE INSPECTIONS

Cal OES and FEMA may send an inspector to visit each applicant. You may get one inspector from one of the organizations or two to make up a team approach. The inspector(s) will meet with the City's Designated Agent who will arrange meetings with other City personnel as necessary. These local representatives should be people who have detailed knowledge of damaged facilities, cost estimates and potential mitigation work that may prevent future damage.

Past experience has been that these meetings will be on short notice. Cal OES usually sets up a field office and starts scheduling visits soon after. **A week's notice is the best that can be expected.**

The team may want to see:

- Damaged facilities
- Pictures or videos of damage/destruction
- Narratives on work done
- A broad summary of costs to date with estimates of work to be completed.
- Proposals on repair, reconstruction and mitigation projects
- These need not be final, they can be changed

The team will want to discuss:

- How payroll costs are organized and developed
- How payroll cost relates to time worked
- How fringe benefit rates are made up

There is a sixty-day period in which to bring new damage sites to the attention of the disaster assistance agencies from the date of the team's first on-site visit.

POST PW PROCEDURES

All documentation and costs must be gathered and sorted to support the respective PWs. Thus, if there is one PW for Debris Clearance, all payroll overtime costs and time cards for personnel working on Debris Clearance must be sorted and organized to document these costs on that PW. Also all equipment costs (use FEMA rates), dump fees, etc. for this work becomes part of the documentation package for this PW.

The PWs for construction projects will require the same specific documentation. Each will require, as appropriate: engineering studies, architectural plans, bid packages, selection records, contracts, contractor's invoices, payment records, and all other costs. Also note that since government money is involved that the Davis Bacon Act and/or state prevailing wage clauses will apply and must also be documented.

HOW PAYMENT IS MADE

The State Public Assistance program is authorized under the California Disaster Assistance Act (CDAA). CAL OES administers this program. CDAA assistance may be obtained following a Local Emergency with the concurrence of the Director of Cal OES for permanent repairs only or for all eligible costs including personnel costs following the Governor's proclamation of a State of Emergency. The cost share on eligible costs may be 75% state share and 25% local government share. For example: Cal OES determines that there are \$100,000 in eligible emergency response costs for the City. Cal OES pays \$75,000 and the City must cover the remaining \$25,000. **Failure to follow SEMS, however, may disqualify the City from receiving all or part of the state's share and accordingly change a \$25,000 loss back to \$100,000.** The CDAA program is coordinated as supplemental to the federal program following the Declaration of a Major Disaster by the President of the United States.

The Federal Public Assistance program is authorized under the Stafford Act and is administered by FEMA in coordination with Cal OES at the request of the Governor, who has designated the Cal OES Secretary as his representative. FEMA will pay eligible costs to local governments on a 75% federal share and a 25% state and/or local share. If Cal OES finds that the costs covered by FEMA are also eligible under CDAA criteria, then the state may cover 75% of that 25% share. For example: a City is determined to have \$100,000 of eligible emergency personnel costs by FEMA. FEMA will reimburse up to \$75,000, leaving \$25,000 for the state and local governments to handle. Cal OES determines that the costs are eligible under CDAA and may pay \$18,750 which leaves \$6,250 for the local government to handle. **Failure to follow SEMS may jeopardize the state share and cause the \$6,250 loss to increase up to the full \$25,000 state local share.**

State and federal assistance are based upon reimbursements of eligible costs incurred. There are provisions for partial advances for emergency work; however, the amounts and conditions may change. Assistance is based upon uninsured loss and is not a substitute for insurance. The reimbursement process is a lengthy one involving the complete review of damage estimates and documentation. Actual receipt of funds may take weeks or months.

Sometime later, perhaps two years, the State Controller may audit the project. If discrepancies are found, they will require reimbursement of the disallowed costs if the allowable costs are less than what was already paid. If allowable costs are greater than prior payments, then the balance will follow after official sign off on the claim by FEMA and/or Cal OES. This also is a long process.

Remember:

1. DOCUMENT EACH COST TO A SPECIFIC DISASTER ACTION AND LOCATION.
2. FAILURE TO FOLLOW SEMS MAY COST YOU CDAA ASSISTANCE ON ELIGIBLE EMERGENCY PERSONNEL COSTS.

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FEMA CATEGORIES OF WORK

To facilitate the processing of Public Assistance Program grants, FEMA has divided disaster related work into seven Categories of Work. These categories are listed below and are described in more detail elsewhere in FEMA's *Public Assistance Policy Digest* and other Public Assistance documents.

Emergency Work

Category A: Debris Removal

Clearance of trees and woody debris; building wreckage; sand, mud, silt, and gravel; vehicles; and other disaster-related material deposited on public and, in very limited cases, private property.

Category B: Emergency Protective Measures

Measures taken before, during, and after a disaster to save lives, protect public health and safety, and protect improved public and private property.

Permanent Work

Category C: Roads and Bridges

Repair of roads, bridges, and associated features, such as shoulders, ditches, culverts, lighting and signs.

Category D: Water Control Facilities

Repair of irrigation systems, drainage channels, and pumping facilities. Repair of levees, dams, and flood control channels fall under Category D, but the eligibility of these facilities is restricted.

Category E: Buildings and Equipment

Repair or replacement of buildings, including their contents and systems; heavy equipment; and vehicles.

Category F: Utilities

Repair of water treatment and delivery systems; power generation facilities and distribution lines; and sewage collection and treatment facilities.

Category G: Parks, Recreational Facilities, and Other Items

Repair and restoration of parks, playgrounds, pools, cemeteries, and beaches. This category also is used for any work or facility that cannot be characterized adequately by Categories A-F.

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TYPES OF RECOVERY PROGRAMS

The matrix below depicts some of the recovery programs that may become available during the recovery phase.

NO PROCLAMATION REQUIRED:			
Emergency Loan Program	Farmers Ranchers Aquaculturists	U.S.D.A. Farm Services Agency	At least 30 percent crop production or physical loss. US Secretary of Agriculture has discretionary authority to consider other factors.
Physical Loss Loans	Individuals Businesses	U.S. Small Business Administration (SBA)	A minimum of 25 homes and/or businesses, each sustaining uninsured losses of 40 percent or more of value.
Economic Injury Loans	Businesses	SBA	Governor (or designee) must certify that at least five business concerns have experienced substantial economic injury as a result of disaster.
Fire Management Assistance Grant	State and Local Government	Federal Emergency Management Agency (FEMA)	Reimbursement of fire suppression costs that exceed state threshold.
LOCAL EMERGENCY PROCLAMATION REQUIRED:			
California Disaster Assistance Act - Director's Concurrence	Local Governments	CAL OES	Requires concurrence of the CAL OES. Reimbursement limited to Permanent restoration costs.
GOVERNOR'S STATE OF EMERGENCY PROCLAMATION REQUIRED:			
California Disaster Assistance Act	Local Governments	CAL OES	Permanent restoration and emergency work reimbursed.
PRESIDENTIAL EMERGENCY DECLARATION REQUIRED:			
Public Assistance - Emergency Declaration	Local Governments, State agencies, Certain Non-Profits, Indian Tribes	FEMA	Reimbursement limited to emergency work costs and to \$5 million per event.
PRESIDENTIAL MAJOR DISASTER DECLARATION REQUIRED:			
Assistance to Individuals and Households Program (IHP)	Individuals	FEMA/State cost share	Significant impacts to real and personal property when financial assistance cannot be addressed by other means (i.e., personal insurance).
State Supplemental Grant Program	Individuals	State of California	Significant impacts to real and personal property when financial assistance cannot be addressed by other means (i.e., IHP assistance, personal insurance).
Crisis Counseling	County Mental Health	FEMA	Disaster-related mental health needs beyond local government resources.
Disaster Unemployment Assistance	Individuals	U.S. Department of Labor	Significant impacts to employment or place of work as a result of a major disaster (including self-employed and farmers)
Public Assistance - Major Disaster Declaration	Local Governments, State agencies, Certain Non-Profits, Indian Tribes	FEMA	Reimbursement for permanent restoration and emergency work.

Individual Assistance Section

The Cal OES Individual Assistance Section coordinates with local, state and federal entities to provide recovery assistance following a disaster that impacts individuals, businesses, and/or the agricultural community in the State of California. This may include:

- Providing pre-disaster guidance and training to public entities in order to maximize assistance
- Facilitating and coordinating preliminary damage assessments to determine the impact of disaster
- Coordinating the implementation of local, state, and federal assistance programs to address disaster-related needs
- Monitoring programmatic progress and in certain circumstances provide oversight in program administration
- Establishing local assistance centers in partnership with local, state, and federal entities to facilitate disaster recovery

Types of Assistance Individual Assistance Program assistance may include:

- Loans or grants for real and/or personal property losses
- Tax relief
- Crisis counseling
- Information on veteran's, Social Security, contractor, or insurance services
- Housing assistance
- Repair or replacement of real and personal property
- Unemployment and job training
- Assistance for agricultural losses
- Food commodities
- Business and personal tax relief
- Legal services
- Contractor information
- Insurance information
- Other unmet emergency needs

Programs The following individual assistance (IA) programs are examples of assistance that may become available, dependent on the size and scope of the event.

- Assistance to Individuals and Households Program (IHP)
- State Supplemental Grant Program (SSGP)
- U.S. Department of Agriculture (USDA) Emergency Loans
- U.S. Small Business Administration (SBA) Disaster Loan Programs
- Disaster Unemployment Assistance (DUA)
- Mental Health services

HAZARD MITIGATION

PURPOSE

This section establishes actions, policies and procedures for implementing Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended), following a Presidentially declared Emergency or Major Disaster.

AUTHORITIES AND REFERENCES

Activities enumerated in this enclosure will be conducted in accordance with the enabling legislation, plans, and agreements listed in **Part One, Section Seven -Authorities and References.**

GENERAL

Hazard mitigation is defined as any action taken to reduce or eliminate the long-term risk to human life and property from disasters. Section 322 of Public Law 106-390 requires, as a condition of receiving certain federal disaster aid, that local governments develop a mitigation plan that outlines processes for identifying the natural hazards, risks and vulnerabilities in their jurisdiction. Mitigation plans must describe actions to mitigate hazards, risks and vulnerabilities identified under the plan and establish a strategy to implement those plans.

Specific plan requirements are listed in 44 CFR Section 201.6. Local jurisdictions without an approved hazard mitigation plan will not be eligible to receive funds for the Building Resilient Infrastructure and Communities (BRIC), Hazard Mitigation Grant (HMGP), and Flood Mitigation Assistance (FMA) programs.

Local mitigation plans are the jurisdiction's commitment to reduce risks from natural hazards and guide decision makers as they commit resources to reduce the damage from natural hazards. Hazard mitigation planning and actions are continuous year-round efforts.

Building Resilient Infrastructure and Communities (BRIC)

BRIC is a pre-disaster program that began in FY20, replacing the Pre- Disaster Mitigation Program. BRIC focuses on supporting capability-and capacity-building, encouraging and facilitating innovation; promoting partnerships; enabling large projects; maintaining flexibility; and providing consistency.

BRIC incentivizes projects that focus on mitigating risk to community lifelines and public infrastructure projects. It also incentivizes projects that incorporate nature-based solutions, projects protecting small and impoverished communities, and the adoption and enforcement of modern building codes. The BRIC program aims to categorically shift the federal focus away from reactive disaster spending and toward research-supported, proactive investment in community resilience. Examples of BRIC projects are ones that demonstrate innovative approaches to partnerships, such as shared funding mechanisms, and/or project design.

Hazard Mitigation Grant Program

Following a disaster, mitigation opportunities and financial assistance may be available through the Hazard Mitigation Grant Program (HMGP). The program funds projects that are cost-effective and which substantially reduce the risk of future damage, hardship, loss or suffering as a result of a natural disaster. The HMGP is funded for each disaster; total allocation is based upon a sliding scale of between 7.5 and 15 percent of FEMA's estimate of all public infrastructure damages (not emergency work) and individual assistance costs in a particular disaster. HMGP awards are competitive among jurisdictions that are part of the disaster declaration.

Flood Mitigation Assistance Program (FMA)

FEMA's Flood Mitigation Assistance Program (FMA) provides funding to communities to reduce or eliminate the long-term risk of flood damage to buildings, manufactured homes and other structures insurable under the National Flood Insurance Program (NFIP). The program provides grants for mitigation planning, projects and technical assistance to reduce claims under the NFIP. A priority of the FMA Program is to fund flood mitigation activities that reduce the number of repetitive loss structures insured by the NFIP. Repetitive loss structures are those that have sustained two or more losses, each exceeding \$1000, within a ten year period. FEMA encourages communities to develop plans that address repetitive loss properties.

The federal contribution for an individual HMGP, PDM or FMA project can be up to 75 percent of the cost of the proposed project with applicants providing match funding through a combination of either state, local or private sources. Awards go to projects that best demonstrate the goals and objectives of local mitigation programs. HMGP funding may not be used to fund any mitigation project that is eligible under Public Assistance or other federal programs, though it may be used to complement or enhance mitigation funded under Individual or Public Assistance.

IMPLEMENTATION

Following each presidentially declared Emergency or Major Disaster, the Regional Director of FEMA and the Governor execute a document called the Federal/State Agreement. This agreement includes appropriate provisions for hazard mitigation. Under the agreement, the State agrees to:

- Evaluate or have the applicant evaluate specific natural hazards in the disaster area, and make appropriate recommendations to mitigate them.
- Follow up with applicants to ensure that the appropriate hazard mitigation actions are taken.
- Follow up with applicants to ensure that the appropriate hazard mitigation plan or plans are developed and submitted to the FEMA Regional Director for concurrence.
- Review and update as necessary disaster mitigation portions of emergency plans.

A hazard mitigation officer is appointed for the state and local applicant. These individuals will constitute the hazard mitigation survey team which will:

- Identify significant hazards in the affected areas, giving priority to disaster-related hazards.
- Evaluate impacts of these hazards and recommend mitigation measures.

The hazard mitigation survey team uses information from PWs and visits selected sites where significant damage has occurred. The state and local representatives on the hazard mitigation survey team ensure that there is adequate consultation among interested federal, state, and local parties.

The hazard mitigation survey team also prepares a hazard mitigation plan which is submitted to the FEMA Regional Director through the Governor's authorized representative within 180 days after a Presidential declaration. The plan:

- Recommends hazard mitigation measures for local, state, and federal agencies.
- Establishes short and long-term planning frameworks for implementation of hazard mitigation efforts.

The State sets mitigation priorities and awards for HMGP grants. FEMA conducts the final eligibility review to ensure that all projects are compliant with Federal regulations. This includes the Federal law that requires States and communities to have FEMA-approved mitigation plans in place prior to receipt of HMGP project funds.

Responsibilities

Hazard mitigation measures include avoidance, reduction and land use regulations. Key responsibilities of local governments are to:

- **Participate** in the process of evaluating hazards and adoption of appropriate hazard mitigation measures, including land use and construction standards.
- **Appoint** a Local Hazard Mitigation Officer, if appropriate.
- **Participate** on Hazard Mitigation Survey Teams and Inter-agency Hazard Mitigation Teams, as appropriate.
- **Participate** in the development and implementation of section 409 plans or plan updates, as appropriate.
- **Coordinate and monitor** the implementation of local hazard mitigation measures.

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SUPPORT DOCUMENTATION - FORMS

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PIO STATUS LOG

Date and Time of Last Update:		
Time and Magnitude of Disaster:		
# Fatalities:	# Injuries:	# Sheltered:
# Buildings/Schools Damaged:		# Buildings/Schools Destroyed:
Location of Open Shelters:		
Location of Medical Care Stations:		
General Information:		
Weather Forecast:		
Elementary School Closures:		
Junior High School Closures:		
High School Closures:		
Adult Education School Closures:		

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**CITY OF MOORPARK EOC VISITATION REQUEST FORM
(Return to EOC Coordinator)**

DATE _____

NAME _____
(Please print)

ADDRESS _____

TELEPHONE (Work) _____ **(Home)** _____

ORGANIZATION REPRESENTED _____

REASON FOR REQUEST _____

I understand that completion of this form does not constitute an agreement, expressed or implied, to permit me to enter the Emergency Operations Center (EOC).

If granted permission to enter the EOC, I agree to remain in the Visitor Control Area while in the EOC unless I am directed elsewhere by EOC staff. Further, I understand that visitation privileges may be terminated at any time and I agree to leave promptly upon notification of the termination of visitation privileges.

Signature

Signature of Authorizing Employee _____

Time In ____ Time Out ____ Areas Visited _____

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EOC CHANGE OF SHIFT BRIEFING WORKSHEET		
Section: Operations		Position: Section Coordinator
Operational period	Date:	<input type="checkbox"/> Initial <input type="checkbox"/> Update <input type="checkbox"/> Final
For shift from	AM to PM	or from PM to AM
Off-going employee:		Relief Employee:
Disaster name:		
EOC Director:		
Section Coordinator:		
Description of problem:		
Cause:		
Area involved:		
Injuries (unofficial)		
Deaths (unofficial):		
Est. \$ public damage:		
Est. \$ private damage:		
Current threat:		
Status of incident(s):		
Other jurisdiction(s) involved:		
Staging location:		
Weather situation:		
Your assigned task:		
Your EOC phone #:		
Equipment assigned to you:		
Equipment available at:		
Meals available at:		
Medical care available at:		
Lodging available at:		
Supplies available at:		
Fuel available at:		
Autos available from:		
Other information:		

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CITY OF MOORPARK EOC ACTION PLAN (ICS 201, 202, 203, 205)

Disaster/Event Name:		Date	Time Prepared:
Plan Prepared by:			
Plan Reviewed by: (Plans/Intel Coordinator)			
Plan Approved by: (EOC Director)			
Operational Period:	From:	To:	Page 1 of _____

The City's Emergency Management Policy is to provide effective life safety measures, reduce property loss, and protect the environment; provide a basis for the direction and control of emergency operations; plan for continuity of government, provide for the rapid resumption of impacted businesses and community services; provide accurate documentation and records required for cost recovery efforts; provide for the protection, use and distribution of remaining resources; coordinate operations with the emergency service organizations of other jurisdictions, if necessary.

Current Situation Summary:

-
-
-
-
-
-
-

Major Events/Incidents:

-
-
-
-
-
-

Safety Issues:

Resources Needed:

-
-
-
-
-

Section Objectives for Period # __

(Date and Time)

#	Objective	Branch/Unit/ Position	Est Completed Date/Time
Management			
1			
2			
3			
Operations Section			
1			
2			
3			
4			
5			
Planning & Intelligence Section			
1			
2			
3			
Logistics Section			
1			
2			
3			
Finance Administration			
1			
2			
3			

Attachments:

- () Organization Chart () Telephone Numbers () Weather Forecast () Maps
- () LAC Locations () Incident Map () Safety Plan () Transportation Plan
- () Medical Plan () Operating Facilities Plan () Communication Plan () Other _____

Based on situation and resources available, develop an Action Plan for each Operational Period.

EOC ACTION PLAN – ORGANIZATION ASSIGNMENT LIST (ICS 203) Page 4 of __

1. Incident Name		2. Operational Period (Date/Time) From: _____ To: _____	
3. Management Section	4. Name	5. Operations Section	6. Name
EOC Director		Ops Section Coordinator:	
Public Info Officer:		Fire/Medical/Health:	
Legal Advisor:		Police:	
EOC Coordinator / Liaison Officer:		Building and Safety:	
Safety Officer		Public Works:	
Security Officer:		Care and Shelter:	
7. Planning Section	8. Name	9. Logistics Section	10. Name
Plans Section Coord.		Logistics Section Coord.	
Situation Status:		Procurement/Purchasing:	
Documentation:		Information Systems:	
Advance Planning:		Personnel:	
Recovery Planning:		Facilities:	
GIS:		Transportation:	
Demobilization:			
11. Finance Section	12. Name	12. Agency Representatives	13. Name
Finance Section Coord.			
Time Keeping:			
Cost Analysis:			
Cost Recovery:			
Comp/Claims:			
14. Prepared By: (Resources Unit)		Date/Time	

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AFTER ACTION/CORRECTIVE ACTION (AA/CA) REPORT SURVEY TEMPLATE
for response to

(EVENT NAME)

(This AA/CA Report template can be used for a declared, un-declared, or pre-planned event, an exercise, and/or training for SEMS/NIMS compliance).

GENERAL INFORMATION

Information Needed	Text goes in text boxes below.
Name of Agency:	
Type of Agency:* (Select one) * City, County, Operational Area (OA), State agency (State), Federal agency (Fed), special district, Tribal Nation Government, UASI City, non-governmental or volunteer organization, other.	
Cal OES Admin Region: (Coastal, Inland, or Southern)	
Completed by:	
Date report completed:	
Position: (Use SEMS/NIMS positions)	
Phone number:	
Email address:	
Dates and Duration of event: (Beginning and ending date of response or exercise activities - using mm/dd /yyyy)	
Type of event, training, or exercise:* *Actual event, table top, functional or full scale exercise, pre-identified planned event, training, seminar, workshop, drill, game.	
Hazard or Exercise Scenario:* *Avalanche, Civil Disorder, Dam Failure, Drought, Earthquake, Fire (structural), Fire (Woodland), Flood, Landslide, Mudslide, Terrorism, Tsunami, Winter Storm, chemical, biological release/threat, radiological release/threat, nuclear release/threat, explosive release/threat, cyber, or other/specify.	

SEMS/NIMS FUNCTION EVALUATION

MANAGEMENT (Public Information, Safety, Liaison, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If “needs improvement” please briefly describe improvements needed:

Planning	
Training	
Personnel	
Equipment	
Facilities	

FIELD COMMAND (Use for assessment of field operations, i.e., Fire, Law Enforcement, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If “needs improvement” please briefly describe improvements needed:

Planning	
Training	
Personnel	
Equipment	
Facilities	

OPERATIONS (Law enforcement, fire/rescue, medical/health, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If “needs improvement” please briefly describe improvements needed:

Planning	
Training	

CITY OF MOORPARK EMERGENCY OPERATIONS PLAN - 2022

Personnel	
Equipment	
Facilities	

PLANNING/INTELLIGENCE (Situation analysis, documentation, GIS, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If “needs improvement” please briefly describe improvements needed:

Planning	
Training	
Personnel	
Equipment	
Facilities	

LOGISTICS (Services, support, facilities, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If “needs improvement” please briefly describe improvements needed:

Planning	
Training	
Personnel	
Equipment	
Facilities	

FINANCE/ADMINISTRATION (Purchasing, cost unit, etc.)		
	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If “needs improvement” please briefly describe improvements needed:	
Planning	
Training	
Personnel	
Equipment	
Facilities	

AFTER ACTION REPORT QUESTIONNAIRE

(The responses to these questions can be used for additional SEMS/NIMS evaluation)

Response/Performance Assessment Questions	yes	no	Comments
1. Were procedures established and in place for responding to the disaster?			
2. Were procedures used to organize initial and ongoing response activities?			
3. Was the ICS used to manage field response?			
4. Was Unified Command considered or used?			
5. Was the EOC and/or DOC activated?			
6. Was the EOC and/or DOC organized according to SEMS?			
7. Were sub-functions in the EOC/DOC assigned around the five SEMS functions?			
8. Were response personnel in the EOC/DOC trained for their assigned position?			
9. Were action plans used in the EOC/DOC?			
10. Were action planning processes used at the field response level?			
11. Was there coordination with volunteer agencies such as the Red Cross?			
12. Was an Operational Area EOC activated?			
13. Was Mutual Aid requested?			
14. Was Mutual Aid received?			
15. Was Mutual Aid coordinated from the EOC/DOC?			
16. Was an inter-agency group established at the EOC/DOC level? Were they involved with the shift briefings?			
17. Were communications established and maintained between agencies?			
18. Was the public alert and warning conducted according to procedure?			
19. Was public safety and disaster information coordinated with the media through the JIC?			
20. Were risk and safety concern addressed?			
21. Did event use Emergency Support Function (ESFs) effectively and did ESF have clear understanding of local capability?			
22. Was communications inter-operability an issue?			

Additional Questions

23. What response actions were taken by your agency? Include such things as mutual aid, number of personnel, equipment and other resources. **Note: Provide statistics on number of personnel and number/type of equipment used during this event. Describe response activities in some detail.**

24. As you responded, was there any part of SEMS/NIMS that did not work for your agency? If so, how would (did) you change the system to meet your needs?

25. As a result of your response, did you identify changes needed in your plans or procedures? Please provide a brief explanation.

26. As a result of your response, please identify any specific areas needing training and guidance that are not covered in the current SEMS Approved Course of Instruction or SEMS Guidelines.

27. If applicable, what recovery activities have you conducted to date? Include such things as damage assessment surveys, hazard mitigation efforts, reconstruction activities, and claims filed.

NARRATIVE

Use this section for additional comments.

POTENTIAL CORRECTIVE ACTIONS

Identify issues, recommended solutions to those issues, and agencies that might be involved in implementing these recommendations. Address any problems noted in the SEMS/NIMS Function Evaluation.

Indicate whether issues are an internal agency specific or have broader implications for emergency management.

(Code: I= Internal; R =Regional, for example, Cal OES Mutual Aid Region, Administrative Regions, geographic regions, S=Statewide implications)

Code	Issue or Problem Statement	Corrective Action / Improvement Plan	Agency(s)/ Depts. To Be Involved	Point of Contact Name / Phone	Estimated Date of Completion

ONLY USE THE FOLLOWING FOR RESPONSE ACTIVITIES RELATED TO EMAC

EMAC / SEMS After Action/Corrective Action Report Survey

NOTE: Please complete the following section **ONLY** if you were involved with EMAC related activities.

1. Did you complete and submit the on-line EMAC After Action Survey form for (Insert name of the disaster)?

2. Have you taken an EMAC training class in the last 24 months?

3. Please indicate your work location(s) (State / County / City / Physical Address):

4. Please list the time frame from your dates of service (Example: 09/15/19 to 10/31/19):

5. Please indicate what discipline your deployment is considered (please specify):

6. Please describe your assignment(s):

Questions:

You may answer the following questions with a “yes” or “no” answer, but if there were issues or problems, please identify them along with recommended solutions, and agencies that might be involved in implementing these recommendations.

#	Questions	Issues / Problem Statement	Corrective Action / Improvement Plan	Agency(s)/ Depts. To Be Involved	Point of Contact Name / Phone	Estimated Date of Completion
1	Were you familiar with EMAC processes and procedures prior to your deployment?					
2	Was this your first deployment outside of California?					
3	Where your travel arrangements made for you? If yes, by whom?					
4	Were you fully briefed on your assignment prior to deployment?					
5	Were deployment conditions (living conditions and work environment) adequately described to you?					
6	Were mobilization instructions clear?					
7	Were you provided the necessary tools (pager, cell phone, computer, etc.) needed to complete your assignment?					
8	Were you briefed and given instructions upon arrival?					
9	Did you report regularly to a supervisor during deployment? If yes, how often?					
10	Were your mission assignment and tasks made clear?					
11	Was the chain of command clear?					

CITY OF MOORPARK EMERGENCY OPERATIONS PLAN - 2022

#	Questions	Issues / Problem Statement	Corrective Action / Improvement Plan	Agency(s)/ Depts. To Be Involved	Point of Contact Name / Phone	Estimated Date of Completion
12	Did you encounter any barriers or obstacles while deployed? If yes, identify.					
13	Did you have communications while in the field?					
14	Were you adequately debriefed after completion of your assignment?					
15	Since your return home, have you identified or experienced any symptoms you feel might require "Critical Stress Management" (i.e., Debriefing)?					
16	Would you want to be deployed via EMAC in the future?					

Please identify any ADDITIONAL issues or problems below:

#	Issues or Problem Statement	Corrective Action / Improvement Plan	Agency(s)/ Depts. To Be Involved	Point of Contact Name / Phone	Estimated Date of Completion

Additional Questions

Identify the areas where EMAC needs improvement (check all that apply):

- Executing Deployment
- Command and Control
- Logistics
- Field Operations
- Mobilization and Demobilization

Comments:

Identify the areas where EMAC worked well:

Identify which EMAC resource needs improvement (check all that apply):

- EMAC Education
- EMAC Training
- Electronic REQ-A forms
- Resource Typing
- Resource Descriptions
- Broadcast Notifications
- Website

Comments:

As a responder, was there any part of EMAC that did not work, or needs improvement? If so, what changes would you make to meet your needs?

Please provide any additional comments that should be considered in the After Action Review process (use attachments if necessary):

Cal OES Only: Form received on: _____ Form reviewed on: _____ **Reviewed By:** _____

RESOURCE REQUEST FORM

Priority:	<input type="checkbox"/> Critical/Life Safety	<input type="checkbox"/> Urgent	<input type="checkbox"/> Routine
STEP ONE: Section below to be filled out by the requesting agency/dept.			
Resource Requested:			
Resource Requested by:		Agency/Dept:	
Phone of Requestor:			
Duration Needed:			
Staging/Delivery Location:		Delivery Contact:	
Latest Acceptable Delivery: (Date / Time)			
Purpose / Use:			
Suggested Source(s):			
Form Prepared By:		EOC Position:	
Approval by Section Coordinator:	Signature:		
Filled By Operations?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Send to Logistics?	<input type="checkbox"/> Yes <input type="checkbox"/> No
STEP TWO: Section below to be filled out by supplying agency/dept. or Logistics			
Resource Ordered From:			
Vendor/Agency Address:			
Vendor/Agency Contact Person:		Phone:	
Date Ordered:		Time Ordered:	
Estimated Date/Time of Arrival:		Inv/Resource Order #:	
Comments:			
Initialed By Operations:	Logistics:		Finance:

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PROCUREMENT TRACKING FORM

Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
		Delivery Location:	
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
		Delivery Location:	
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
		Delivery Location:	
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
		Delivery Location:	
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
		Delivery Location:	
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
		Delivery Location:	
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
		Delivery Location:	
Procured By:		Delivered to Whom:	

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Emergency Procurement Request Form

Please complete this form and forward it with a requisition/purchase order to the Purchasing office within 48 hours of purchase approval.

Date:	Vendor Name:
P.O. Number:	Contact: Number:
Estimate or Invoiced Amount:	Product or Services being provided:
Requesters Name:	

Emergency purchases should be made only (1) to preserve life, health or property; (2) upon a natural disaster; (3) to correct or forestall a shutdown to maintain essential public services, or (4) other unforeseeable events.

The exception to competitive procurement is available only while exigent or emergency circumstances exist. Upon awarding a noncompetitive contract, procurement will consider competitively procuring similar goods and services in order to transition to the competitively procured contracts as soon as the exigent or emergency circumstances cease to exist. Contracts must still be awarded to only "responsible" contractors under FEMA guidelines.

Please describe the nature of the emergency and justification for the emergency purchase, including an explanation for why this specific vendor was chosen. Documentation must be included to prove efforts were made to take "all affirmative steps" in the vendor selection process. Attach any cost comparisons, quotations, prepositioned contracts or other pertinent information, including if this is a sole source item or service. Please note if a "time & material" contract is awarded there must be a ceiling price for the contract and an explanation documenting why no other contract type is suitable. (attach additional documentation if needed).

Date of Emergency:	End Date of Emergency:
--------------------	------------------------

Required Signatures

Department: Select One	Department Head Signature _____	Date:
	<small>*Emergency purchases over \$1,000 require Department Director (or designee) approval*</small>	
Finance Director's Signature _____		Date:
Purchasing Agent and/or designee: _____		Date:
	<small>*Emergency purchases over \$10,000 require Purchasing Agent (or designee) approval*</small>	
City Council Authorization: _____		Date:
	<small>*Emergency purchases over \$50,000 require Council approval. Attach Resolution*</small>	

Emergency Procurement Checklist

After receipt of the required material or service, the operating department shall forward below itemized list to the Finance Department:

- All quotations and/or delivery documents (from vendor(s))
- The completed "Emergency Procurement Form" with required signatures as noted above related to spending amounts along with City Council resolution or copy of the minutes approving the specific emergency procurement when required.
- Invoices must be mailed directly to Finance, Attn: Acct. Payable.
- Upon final approval and signature, all original(s) must be returned to the Finance Department.

Emergency Purchases over \$250,000 require a Price & Cost Analysis (Pg. 78) https://www.fema.gov/sites/default/files/documents/fema_PDAT-field-manual_102021.pdf

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REQUEST FOR PUBLIC ASSISTANCE

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
REQUEST FOR PUBLIC ASSISTANCE

OMB Control Number 1660-0017
Expires December 31, 2019

Paperwork Burden Disclosure Notice			
Public reporting burden for this data collection is estimated to average 15 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW., Washington, DC 20472, Paperwork Reduction Project (1660-0017) NOTE: Do not send your completed form to this address.			
Privacy Act Statement			
Authority: FEMA is authorized to collect the information requested pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act, §§ 402-403, 406-407, 417, 423, and 427, 42 U.S.C. 5170a-b, 5172-73, 5184, 5189a, 5189e; The American Recovery and Reinvestment Act of 2009, Public Law No. 111-5, § 601; and "Public Assistance Project Administration," 44 C.F.R. §§ 206.202, and 206.209.			
APPLICANT (Political subdivision or eligible applicant)			DATE SUBMITTED
DUNS NUMBER		FEDERAL TAX ID NUMBER	
COUNTY (Location of Damages. If located in multiple counties, please indicate)			
APPLICANT PHYSICAL LOCATION			
STREET ADDRESS			
CITY	COUNTY	STATE	ZIP CODE
MAILING ADDRESS (If different from Physical Location)			
STREET ADDRESS			
POST OFFICE BOX	CITY	STATE	ZIP CODE
Primary Contact/Applicant's Authorized Agent		Alternate Contact	
NAME		NAME	
TITLE		TITLE	
BUSINESS PHONE		BUSINESS PHONE	
FAX NUMBER		FAX NUMBER	
HOME PHONE (Optional)		HOME PHONE (Optional)	
CELL PHONE		CELL PHONE	
E-MAIL ADDRESS		E-MAIL ADDRESS	
Did you participate in the Federal/State Preliminary Damage Assessment (PDA)? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Private Non-Profit Organization? <input type="checkbox"/> YES <input type="checkbox"/> NO			
If yes, which of the facilities identified below best describe your organization?			
Title 44 CFR, part 206.221(e) defines an eligible private non-profit facility as: "... any private non-profit educational, utility, emergency, medical or custodial care facility, including a facility for the aged or disabled, and other facility providing essential governmental type services to the general public, and such facilities on Indian reservations." "Other essential governmental service facility means museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops and facilities which provide health and safety services of a governmental nature. All such facilities must be open to the general public."			
Private Non-Profit Organizations must attach copies of their Tax Exemption Certificate and Organization Charter or By-Laws. If your organization is a school or educational facility, please attach information on accreditation or certification.			
OFFICIAL USE ONLY: FEMA -		-DR-	DATE RECEIVED
_____		_____	_____

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DESIGNATION OF APPLICANT'S AGENT RESOLUTION (CAL OES 130)

STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
Cal OES 130

Cal OES ID No: _____

DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES

BE IT RESOLVED BY THE _____ OF THE _____
(Governing Body) (Name of Applicant)

THAT _____, OR
(Title of Authorized Agent)
_____, OR
(Title of Authorized Agent)

(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the _____, a public entity
(Name of Applicant)
established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the _____, a public entity established under the laws of the State of California,
(Name of Applicant)
hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

- This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.
- This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this _____ day of _____, 20_____

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, _____, duly appointed and _____ of
(Name) (Title)
_____, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the _____ of the _____
(Governing Body) (Name of Applicant)
on the _____ day of _____, 20_____.

(Signature) (Title)

STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
Cal OES 130 - Instructions

Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names and titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

Governing Body Representative: These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles cannot be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

Certification Section:

Name and Title: This is the individual that was in attendance and recorded the Resolution creation and approval.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person cannot be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification."

PROJECT ASSURANCES FOR FEDERAL ASSISTANCE

STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
Cal OES 89

Disaster No: _____

Cal OES ID No: _____

DUNS No: _____

PROJECT ASSURANCES FOR FEDERAL ASSISTANCE

SUBRECIPIENT'S NAME: _____
(Name of Organization)

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE: _____ FAX NUMBER: _____

AUTHORIZED AGENT: _____ TITLE: _____

EMAIL ADDRESS: _____

ASSURANCES – CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to all of your projects. If you have questions, please contact the California Governor's Office of Emergency Services. Further, certain federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the subrecipient named above:

1. Has the legal authority to apply for federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, Federal Office of Inspector General 2 CFR 200.336, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure nondiscrimination during the useful life of the project.
4. Will comply with the requirements of the assistance-awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or state.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gains.
8. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.), which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

9. Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C §§ 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the rehabilitation Act of 1973, as amended (29 U.S.C. § 794) which prohibit discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107) which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 93-255) as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3) as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) which may apply to the application.
10. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal and federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
11. Will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$5,000 or more.
12. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.O. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.O. 93-205).
13. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
14. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and preservation of historic properties), and the Archeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
15. Will comply with Standardized Emergency Management (SEMS) requirements as stated in the California Emergency Services Act, Government Code, Chapter 7 of Division 1 of Title 2, Section 8607.1(e) and CCR Title 19, Sections 2445, 2446, 2447, and 2448.
16. Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Uniform Guidance 2 CFR Part 200, Subpart F. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996.
17. Will disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with §200.112.
18. Will comply with all applicable requirements of all other federal laws, Executive Orders, regulations and policies governing this program.
19. Has requested through the State of California, federal financial assistance to be used to perform eligible work approved in the subrecipient application for federal assistance. Will, after the receipt of federal financial assistance, through the State of California, agree to the following:
 - a. The state warrant covering federal financial assistance will be deposited in a special and separate account, and will be used to pay only eligible costs for projects described above;
 - b. To return to the State of California such part of the funds so reimbursed pursuant to the above numbered application, which are excess to the approved actual expenditures as accepted by final audit of the federal or state government.
 - c. In the event the approved amount of the above numbered project application is reduced, the reimbursement applicable to the amount of the reduction will be promptly refunded to the State of California.

CITY OF MOORPARK EMERGENCY OPERATIONS PLAN - 2022

- 20. The non-Federal entity for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award §200.113. Failure to make required disclosures can result in any of the remedies described in §200.338 Remedies for noncompliance, including suspension or debarment.

- 21. Will not make any award or permit any award (subaward or contract) to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689, "Debarment and Suspension."

"I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized by the above named subrecipient to enter into this agreement for and on behalf of the said subrecipient, and by my signature do bind the subrecipient to the terms thereof."

PRINTED NAME

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

TITLE

DATE

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PROJECT WORKSHEET

DEPARTMENT OF HOMELAND SECURITY
 Federal Emergency Management Agency

O.M.B. Control Number: 1660-0017
 Expires: June 30, 2020

PROJECT WORKSHEET

PAPERWORK BURDEN DISCLOSURE NOTICE
 Public reporting burden for this data collection is estimated to average 1.30 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is not required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW., Washington, DC 20472, Paperwork Reduction Project (1660-0017) **NOTE: Do not send your completed form to this address.**

DISASTER FEMA - _____ -DR- _____		PROJECT #	PA ID #	DATE	CATEGORY
DAMAGED FACILITY				WORK COMPLETE AS OF _____ : _____ %	
APPLICANT			COUNTY		
LOCATION				LATITUDE	LONGITUDE
DAMAGE DESCRIPTION AND DIMENSIONS					
SCOPE OF WORK					
Does the Scope of Work change the pre-disaster conditions at the site? <input type="checkbox"/> YES <input type="checkbox"/> NO					
Special Considerations issues included? <input type="checkbox"/> YES <input type="checkbox"/> NO Hazard Mitigation proposal included? <input type="checkbox"/> YES <input type="checkbox"/> NO					
Is there insurance coverage on this facility? <input type="checkbox"/> YES <input type="checkbox"/> NO					
PROJECT COST					
ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST
				TOTAL COST	
PREPARED BY		TITLE	SIGNATURE		
APPLICANT REP.		TITLE	SIGNATURE		

**PROJECT WORKSHEET
INSTRUCTIONS**

The Project Worksheet must be completed for each identified damaged project. A project may include damages more than one site.

After completing all Project Worksheets, submit the worksheets to your Public Assistance Coordinator.

Identifying Information

Disaster: Indicate the disaster declaration number as established by FEMA (i.e. "FEMA 1136-DR-TN", etc.).

Project No.: Indicate the project designation number you established to track the project in your system (i.e. 1,2,3, etc.).

PA ID No.: Indicate your Public Assistance identification number on this space. This is optional.

Date: Indicate the date the worksheet was prepared in MM/DD/YY format.

Category: Indicate the category of the project according to FEMA specified work categories (i.e., A,B,C,D,E,F,G). This is optional.

Applicant: Name of the government or other legal entity to which the funds will be awarded.

County: Name of the county where the damaged facility is located. If located in multiple counties, indicate "Multi-County."

Damage facility: Identify the facility and describe its basic function and pre-disaster condition.

Work Complete as of: Indicate the date the work was assessed in the format of MM/DD/YY and the percentage of work completed to that date.

Location: This item can range anywhere from an "address," "intersection of..." "1 mile south of...on..." to "county wide." If damages are in different locations or different counties please list each location. Include latitude and longitude of the project if known.

Damage Description and Dimensions: Describe the disaster-related damage to the facility, including the cause of the damage and the area or components affected.

Scope of Work: List work that has been completed, and work to be completed, which, is necessary to repair disaster-related damage.

Does the Scope of Work change the pre-disaster conditions of the site: If the work described under the Scope of Work changes the site conditions (i.e. increases/decreases the size or function of the facility or does not replace damage components in kind with like materials), check (x) yes. If the Scope of Work returns the site to its pre-disaster configuration, capacity and dimensions check (x) no.

Special Considerations: If the project includes insurable work, and/or is affected by environmental (NEPA) or historic concerns, check (x) either the Yes or No box so that appropriate action can be initiated to avoid delays in funding. Refer to *Applicant Handbook* for further information.

Hazard Mitigation: If the pre-disaster conditions at the site can be changed to prevent or reduce the disaster-related damage, check (x) Yes. If no opportunities for hazard mitigation exist check (x) no. Appropriate action will be initiated and avoid delays in funding. Refer to *Applicant Handbook* for further information.

Is there insurance coverage on this facility: Federal law requires that FEMA be notified of any entitlement for proceeds to repair disaster-related damages from insurance or any other source. Check (x) yes if any funding or proceeds can be received for the work within the Scope of Work from any source besides FEMA.

Project Cost

Item: Indicate the item number on the column (i.e. 1, 2, 3, etc.). Use additional forms as necessary to include all items.

Code: If using the FEMA cost codes, place the appropriate number here.

Narrative: Indicate the work, material or service that best describes the work (i.e. "force account labor overtime", "42 in. RCP", "sheet rock replacement", etc.).

Quantity/Unit: List the amount of units and the unit of measure ("48/cy", "32/lf", "6/ea", etc.).

Unit Price: Indicate the price per unit.

Cost: This item can be developed from cost to date, contracts, bids, applicant's experience in that particular repair work, books which lend themselves to work estimates, such as RS Means, or by using cost codes supplied by FEMA.

Total Cost: Record total cost of the project.

Prepared By: Record the name, title, and signature of the person completing the Project Worksheet.

Applicant Rep.: Record the name, title, and signature of Applicant's representative.

Records Requirements

Please review the *Applicant Handbook, FEMA 323* for detailed instructions and examples.

For all completed work, the applicant must keep the following records:

- *Force account labor documentation sheets identifying the employee, hours worked, date and location;
- *Force account equipment documentation sheets identifying specific equipment, operator, usage by hour/mile and cost used;
- *Material documentation sheets identifying the type of material, quantity used and cost;
- *Copies of all contracts for work and any lease/rental equipment costs.

For all estimated work, keep calculations, quantity estimates, pricing information, etc. as part of the records to document the "cost/estimate" for which funding is being requested.

FORCE ACCOUNT LABOR SUMMARY

DEPARTMENT OF HOMELAND SECURITY
 Federal Emergency Management Agency
FORCE ACCOUNT LABOR SUMMARY

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O.M.B. Control Number: 1660-0017
 Expires: June 30, 2020

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Public reporting burden for this data collection is estimated to average .5 hours per response. The burden estimates includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472-3100, Paperwork Reduction Project (1860-0017). NOTE: Do not send your completed questionnaire to this address.														
APPLICANT				PA ID #				PROJECT #				DISASTER		
LOCATION/SITE								CATEGORY				PERIOD COVERING		
DESCRIPTION OF WORK PERFORMED														
NAME	JOB TITLE	DATES AND HOURS WORKED EACH WEEK							COSTS					
		DATE							TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY RATE	TOTAL COSTS	
NAME	JOB TITLE	REG.												
NAME	JOB TITLE	O.T.												
NAME	JOB TITLE	REG.												
NAME	JOB TITLE	O.T.												
NAME	JOB TITLE	REG.												
NAME	JOB TITLE	O.T.												
NAME	JOB TITLE	REG.												
NAME	JOB TITLE	O.T.												
TOTAL COSTS FOR FORCE ACCOUNT LABOR REGULAR TIME												\$		
TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME												\$		
I CERTIFY THAT THE INFORMATION ABOVE WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.														
CERTIFIED				TITLE				DATE						

FORCE ACCOUNT EQUIPMENT SUMMARY RECORD

DEPARTMENT OF HOMELAND SECURITY

Federal Emergency Management Agency

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O.M.B. Control Number: 1660-0017

Expires: June 30, 2020

FORCE ACCOUNT EQUIPMENT SUMMARY RECORD

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APPLICANT		PA ID #	PROJECT #	DISASTER								
LOCATION/SITE			CATEGORY				PERIOD COVERING					
DESCRIPTION OF WORK PERFORMED												
TYPE OF EQUIPMENT		OPERATOR'S NAME	DATES AND HOURS USED EACH DAY							COSTS		
INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE	EQUIPMENT CODE NUMBER		DATE							TOTAL HOURS	EQUIPMENT RATE	TOTAL COST
			HOURS									
			HOURS									
			HOURS									
			HOURS									
			HOURS									
			HOURS									
			HOURS									
			HOURS									
GRAND TOTAL												
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.												
CERTIFIED			TITLE							DATE		

RENTED EQUIPMENT SUMMARY RECORD
 DEPARTMENT OF HOMELAND SECURITY
 Federal Emergency Management Agency
RENTED EQUIPMENT SUMMARY RECORD

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APPLICANT			PA ID #.		PROJECT #.		DISASTER	
LOCATION/SITE					CATEGORY		PERIOD COVERING	
DESCRIPTION OF WORK PERFORMED								
TYPE OF EQUIPMENT Indicate size, Capacity, Horsepower Make and Model as Appropriate	DATES AND HOURS USED	RATE PER HOUR		TOTAL COST	VENDOR	INVOICE NO.	DATE AND AMOUNT PAID	CHECK NO.
		W/OPR	W/OUT OPR					
GRAND TOTAL								
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.								
CERTIFIED			TITLE			DATE		

CONTRACT WORK SUMMARY

DEPARTMENT OF HOMELAND SECURITY
 Federal Emergency Management Agency
CONTRACT WORK SUMMARY RECORD

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DATE	PA ID #	PROJECT #	DISASTER	
LOCATION/SITE	CATEGORY		PERIOD COVERING	
DESCRIPTION OF WORK PERFORMED				
DATES WORKED	CONTRACTOR	BILLING/INVOICE NUMBER	AMOUNT	COMMENTS- SCOPE
GRAND TOTAL				
I CERTIFY THAT THE INFORMATION WAS OBTAINED FROM PAYROLL, INVOICES, OR OTHER DOCUMENT THAT ARE AVAILABLE FOR AUDIT.				
CERTIFIED	TITLE		DATE	

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