

PART TWO MANAGEMENT SECTION

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Note: Items identified with a (LEPG-#) reference the Local Emergency Planning Guidance and may be retained in the plan as a crosswalk for review purposes.

MANAGEMENT SECTION

GENERAL

PURPOSE

This section establishes policies and procedures and assigns responsibilities to ensure the effective management of emergency operations under the Standardized Emergency Management System (SEMS). It provides information on the Operational Areas emergency management structure and how the emergency management team is activated.

OVERVIEW

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

OBJECTIVES

The overall objective of emergency management is to ensure the effective management of response forces and resources in preparing for and responding to situations associated with natural disasters, technological incidents and national security emergencies. To carry out its responsibilities, the Management Section will accomplish the following objectives during an incident:

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

CONCEPT OF OPERATIONS

The Management Section will operate under the following policies during an incident as the situation dictates:

- The Standardized Emergency Management System (SEMS) will be followed.
- All existing County and departmental operating procedures will be adhered to unless modified by the Board of Supervisors 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 the County of Santa Barbara Policy and Procedures, “Santa Barbara County Policy for Employees in the Event of a Declared Emergency / Natural Disaster / Inclement Weather”

- While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 6:00 a.m. and 6:00 p.m. Operational periods should be event driven.

Operational Area emergency response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency.

Level One—Decentralized Coordination and Direction

This management mode is similar to day-to-day operations and would be used for those emergency situations in which normal management procedures and local resources are adequate. County public safety and emergency function coordinators provide necessary support, as established by appropriate agreements and ordinances. The county emergency operating center (EOC) is activated, and interagency coordination (e.g., fire, law) is accomplished via established telephone and radio communications systems and procedures at the incident and agency dispatch facilities. The incident commands should be used for on-scene management activities and usually will report through established 24-hour dispatch facilities.

Level Two—Centralized Coordination and Decentralized Direction

This is the preferred mode of operation for response to emergencies that involve several departments or agencies from within the county and/or agencies from more than one jurisdiction, which require close coordination. In these situations, key management level personnel from the principal involved agencies will locate in a central location to provide jurisdictional or multi-jurisdictional coordination for the emergency. Their activities can include, but are not necessarily limited to:

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

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

In this mode, a coordination group should meet at the county EOC or, if the EOC is not activated, meet at a 24-hour dispatch facility located in or immediately adjacent to the affected area.

Incident command systems established by cities or other agencies would continue to report through established 24-hour dispatch facilities. Information would be provided to the EOC (or other coordination center) by agency dispatch facilities and/or by liaison personnel.

Level Three—Centralized Coordination and Direction

This mode of operation would be utilized in the unlikely event that following a major disaster which would render it impossible for the county to effectively function in either of the other modes. In this situation, the county EOC would be activated and all coordination and direction activities (including public safety dispatch) would be accomplished from the EOC. Incident management systems (to the extent practicable) would report to and receive direction from the County EOC.

ORGANIZATION AND RESPONSIBILITIES

Santa Barbara Operational Area Emergency Management Organization

The Santa Barbara Operational Area (SBOA) operates under the Standardized Emergency Management System (SEMS), which is discussed in detail under **SEMS** in this Section and County Resolution 95-429, Establishment of an Operational Area for Disaster Planning, Mitigation, Response, and Recovery.. The SBOA Emergency Management Organization (including emergency response and recovery) will be directed by the Director of Emergency Services/EOC Director. The Director of Emergency Services is responsible to the County Board of Supervisors and Disaster Council. The Director of Emergency Services is responsible for implementing the SEMS Multi-Hazard Functional Plan (MHFP). While serving as the Director of Emergency Services during an actual incident, this position will be referred to as the EOC Director (Management Section).

The Director of Emergency Services/EOC Director is supported by the Emergency Management Organization and has overall responsibility for:

- Organizing, staffing and operating the Emergency Operations Center (EOC).
- Operating communications and warning systems.
- Providing information and guidance to the public.
- Maintaining information on the status of resources, services, and operations.
- Directing overall operations.
- Obtaining support for the all cities in the County and providing support to other jurisdictions as required.
- Identifying and analyzing potential hazards and recommending appropriate countermeasures.
- Collecting, evaluating and disseminating damage assessment and other essential information.
- Providing status and other reports to the State’s Regional Emergency Operations Center via the RIMS (Internet). The Planning / Intel section will be responsible for entering the data into RIMS.
- The SBOA Emergency Organization Matrix is contained in **Chart 1** (see page M – 6).

SANTA BARBARA COUNTY OPERATIONAL AREA EMERGENCY MANAGEMENT

Field Incident Management Level

Incident level management will be implemented as required for the on-scene management of field operations. The county incident management system is identical to that used by members of FireScope.

County Level Emergency Operations Center Management

The County of Santa Barbara adopted Emergency Services Ordinance No. 3014 on February 21, 1978. The County Administrator is the Emergency Services Director and is empowered to direct and control the emergency organization for the accomplishment of the purposes of Ordinance 3014.

The above Ordinance 3014 created the Santa Barbara County Disaster Council which consists of the following: The Chair of the Board of Supervisors, the Emergency Services Director, the Chair, Vice Chair; such chiefs of emergency services as are provided for by the Emergency Services Director; the Coordinator, Office of Emergency Services and such other persons having an official emergency responsibility as may be appointed by the Emergency Services Director.

Responsibility for providing incident command is assigned to specific county departments except for those incidents for which the Emergency Services Director retains overall command authority. Generally, when the EOC is activated, the initial responding agency has established an on-scene Incident Commander. The Incident Commander will continue to direct operations according to that department's standard operating procedures (SOP) unless and until relieved of command by a superior officer. For example, the Incident Commander has the authority to order the evacuation of a particular area. It is the responsibility of the Incident Commander to assure that information of the evacuation is continuously disseminated to the EOC and members of the Disaster Council.

As detailed on page A-18, an executive committee of the county disaster council will be responsible for management of emergency response actions associated with a major incident or disaster.

Upon the activation of the EOC, members of the disaster council will be briefed by the Planning Section on the status of the situation. A multi-agency command group will develop priorities for incident management teams. The county Director of Emergency Services has ultimate authority to determine such priorities of actions and the allocation of resources in accordance with these priorities.

The county emergency management staff will have overall responsibility for:

- Organizing, staffing and operating the 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 county and providing support to other jurisdictions as required.
- Analyzing contamination and other hazards and recommending appropriate countermeasures.
- Collecting, evaluating and disseminating damage assessment and other essential information.
- Providing status and other reports to the operational area emergency management staff (if activated) or the Regional Office of Emergency Services.

The general responsibilities of key members of the county operational area emergency management staff are listed below.

Emergency Services Director

Exercises overall management and coordination of the county's response to emergency situations.

Coordinator, Office of Emergency Services

Assists the Emergency Services Director in coordinating emergency response efforts and maintaining liaison with Region I, State Office of Emergency Services.

Mutual Aid Region Emergency Management

The SBOA is within OES Mutual Aid Region I and the 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). The OES Region Office may also serve as a Disaster Support Area (DSA) when necessary.

State Emergency Management

The Governor, through State 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 OES Director, assisted by State agency directors and their staffs and identified volunteer agency staff, will constitute the State emergency management staff.

Chart 1 COUNTY OF SANTA BARBARA EMERGENCY ORGANIZATION MATRIX

FUNCTIONAL RESPONSIBILITIES OF COUNTY DEPARTMENTS/AGENCIES

L = Denotes lead agency/organization S = Denotes supporting agency/organization

Department/Agency	Management	Operations	Planning / Intel.	Logistics	Finance / Admin.	Recovery
<i>County Council</i>	L	L				S
<i>County Fire – OES</i>	S	S	L	S		
<i>Planning Department</i>		S	S			
<i>County Fire</i>	S	L		S		
<i>Sheriff</i>	S	L		S		
<i>Public Works</i>		S	S	S		S
<i>Health Care Svcs</i>	S	L				
<i>General Services</i>				L	L	
<i>Auditor</i>					L	
<i>Social Services</i>				S		
<i>Personnel</i>				L		
<i>ARES</i>			S	L		
<i>Red Cross</i>		L	S			
<i>Utilities</i>			S			
<i>Special Districts</i>		S		S		
<i>County Education</i>		S		S		
<i>Operational Area Cities</i>	S	S	S	S	S	S
<i>OES Southern Region</i>	S	S	S	S	S	S

Chart 2

SANTA BARBARA COUNTY OPERATIONAL AREA
RESOURCE REQUEST DIAGRAM

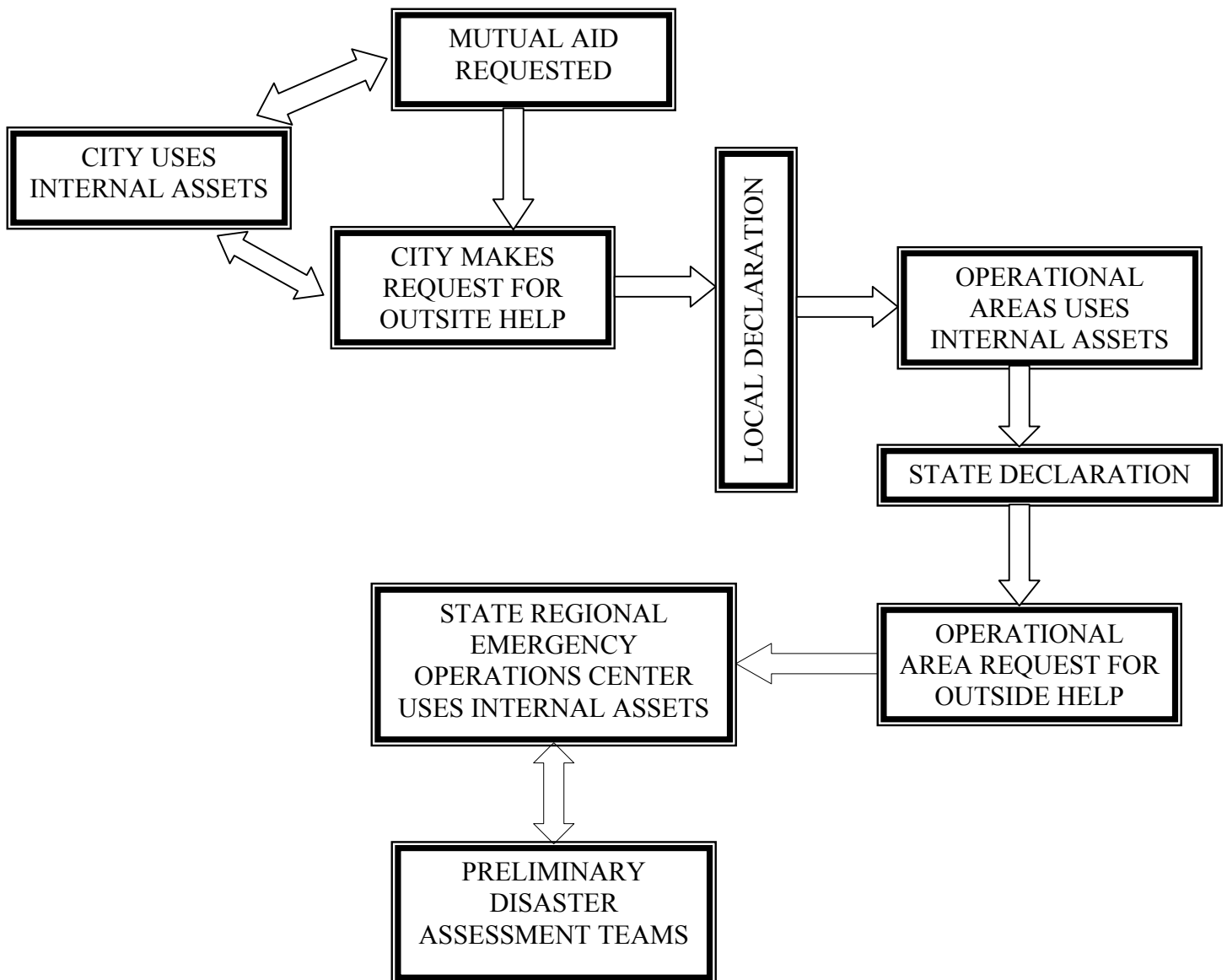
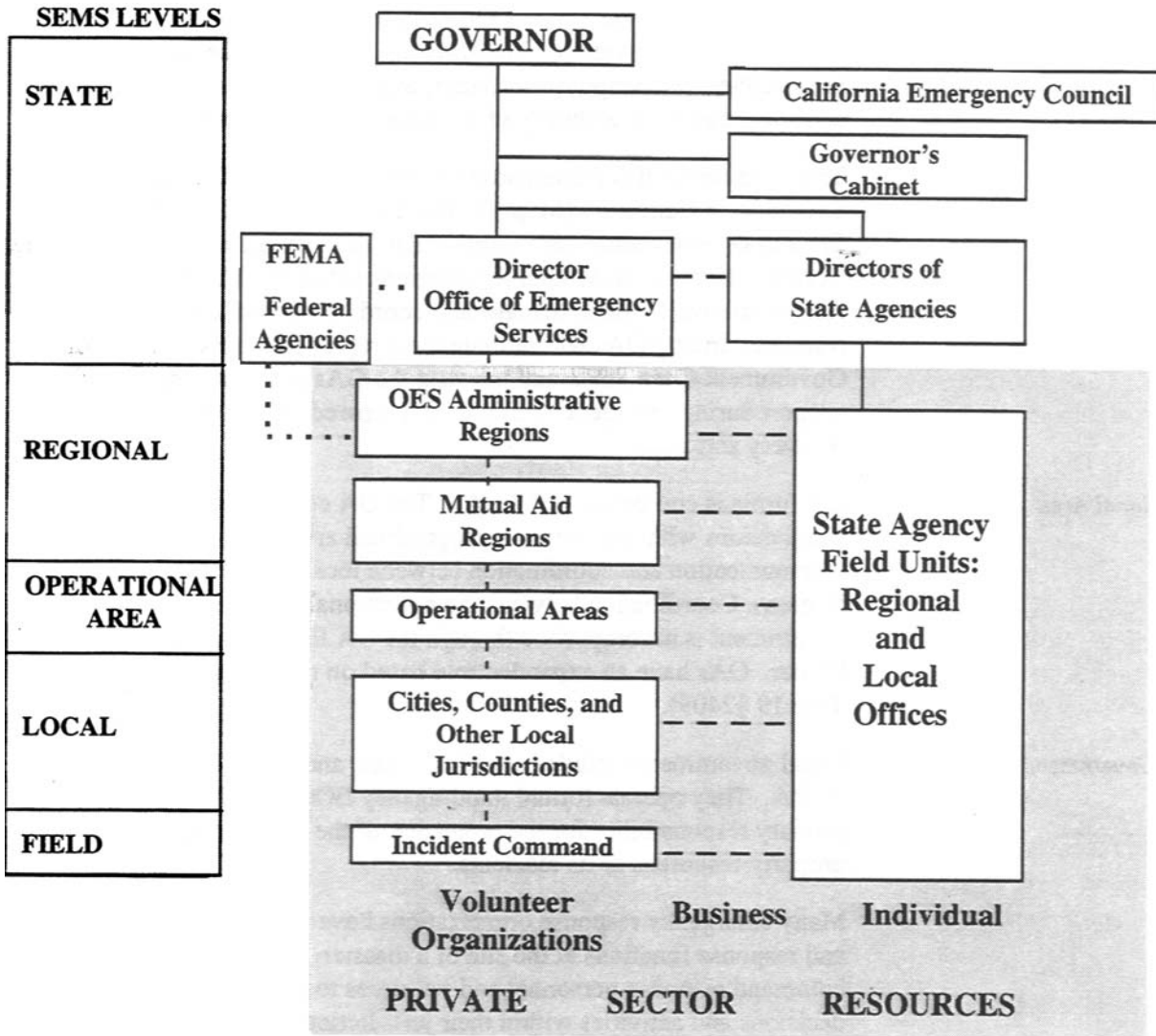


Chart 3

STATE OF CALIFORNIA EMERGENCY ORGANIZATION MATRIX



EMERGENCY MANAGEMENT LINES OF AUTHORITY
EMERGENCY RESOURCE COORDINATION/SUPPORT
COORDINATION PER FEMA/OES MOU--FEDERAL STATE AGREEMENT

CONTINUITY OF GOVERNMENT (LEPG-12)

PURPOSE

A major disaster or an enemy attack could result in great loss of life and property, including the death or injury of key government officials. At the same time, there could be partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government and industry.

In the aftermath of a major disaster, law and order must be preserved and essential government services must be maintained. This is best accomplished by civil government. To this end, it is particularly essential that local units of government continue to function.

Applicable portions of the California Government Code and the State Constitution (cited in the next paragraphs) provide authority for the continuity and preservation of state and local government.

RESPONSIBILITIES

Government at all levels is responsible for providing continuous, effective leadership and authority under all aspects of emergency services operations (preparedness, response, recovery, and mitigation). Under California's concept of mutual aid, local officials remain in control of their jurisdiction's emergency operations while others 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 throughout any disaster a community might face.

PRESERVATION OF LOCAL GOVERNMENT

Article 15 of the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code) provides the authority, as well as the procedures to be employed; to ensure continued functioning of political subdivisions within the State of California. Generally, Article 15 permits the appointment of up to three standby officers for each member of the governing body, and up to three standby officers for the chief executive, if not a member of the governing body. Article 15 provides for the succession of officers who head departments responsible for maintaining law and order, or in furnishing public services relating to health and safety.

Article 15 also outlines procedures to assure continued functioning of political subdivisions in the event the governing body, including standby officers, are unavailable to serve.

The Emergency Services Act provides for the preservation of county government in the event of a peacetime or national security emergency.

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 Emergency Services Act 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 as the case may be.

A successor to the position of Director of Emergency Services is appointed by the County Board of Supervisors. The succession occurs:

- Should the director be unavailable or unable to serve, the positions listed below, in order, shall act as the Director of Emergency Services.
- Should these positions be unavailable or unable to serve, the individuals who hold permanent appointments to the following positions in the County will automatically serve as acting director. The individual who serves as acting director shall have the authority and powers of the Director, and will serve until the Director is again able to serve, or until a successor has been appointed by the County Board of Supervisors.

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

Article 15, Section 8637 of the Emergency Services Act 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 county departments at the end of this Section.)**

Article 15, Section 8644 of the Emergency Services Act establishes a method for reconstituting the governing body. County Code Chapter 12, Civil Defense and Disaster Section 12-7 (f) as required by Section 8640 of the Government Code of the State of California, each person holding a position designated as a standby officer shall take an oath of office required for the officer occupying the office for which the officer is standby. Persons acting in interim, acting or temporary capacities in the positions designated as standby officer shall not take an oath of office and shall not assume the standby duties designated; in this case the next designated standby officers shall assume the standby office. The following standby officers are designated should the primary officer be unavailable:

1. Supervisor, District One
 - a. Director, Planning and Development, Standby Number One.
 - b. Director, Parks, Standby Number Two

- c. Deputy County Administrator, Standby Number Three
2. Supervisor, District Two
 - a. Treasurer-Tax Collector, Standby Number One
 - b. Chief Probation Officer, Standby Number Two
 - c. Director, Mental Health Services, Standby Number Three
3. Supervisor, District Three
 - a. County Clerk/Recorder/Assessor, Standby Number One
 - b. County Counsel, Standby Number Two
 - c. Director, Public Works, Standby Number Three
4. Supervisor, District Four
 - a. District Attorney, Standby Number One
 - b. Agricultural Commissioner, Standby Number Two
 - c. Director, Social Services, Standby Number Three
5. Supervisor, District Five
 - a. Auditor-Controller, Standby Number One
 - b. Director Health Care Services, Standby Number Two
 - c. Director, General Services, Standby Number Three
6. Other Offices

Each elected official and department head shall designate in writing, standby personnel so as to maintain continuity of government services within their office or department. A copy of such written designation shall be filed with both the Clerk of the Board of Supervisors and the Coordinator of Emergency Services and shall be updated as appropriate.

Article 15, Section 8642 of the Emergency Services Act 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 Emergency Services Act describes the duties of a governing body during emergencies as follows:

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

TEMPORARY COUNTY SEAT (LEPG-13)

Section 23600 of the California Government Code provides among other things:

- The County Board of Supervisors shall either designate 511 E. Lakeside Parkway, Santa Maria, CA 93455 as an alternative county seats or locate a facility outside the county boundaries.
- Real property cannot be purchased for this purpose.

- A resolution designating the alternate county seats must be filed with the Secretary of State.
- Additional sites may be designated subsequent to the original site designations if circumstances warrant.

In the event the primary location is not usable because of emergency conditions, the temporary seat of County government will be determined.

EMERGENCY OPERATIONS CENTER (EOC) (LEPG-13)

The SBOA EOC is located at Santa Barbara County Employees' University, 267 Camino del Remedio, Santa Barbara, CA 93110. The alternate EOC is located at Santa Barbara County Fire Headquarters, 4410 Cathedral Oaks Road, Santa Barbara, CA 93110.

PRESERVATION OF VITAL RECORDS (LEPG-14)

Since the County is decentralized, each department is responsible for the maintenance of their vital records. The Information Technology Manager and/or Supervisor of said department is responsible for record preservation according that department's Standard Operating Procedures.

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.

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

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

REFERENCES

- Judicial System, Article VI, Section 1, 4, 5, and 10, of the Constitution of California.
- Local Government, Article XI, of the Constitution of California.
- Preservation of Local Government, Article 15 of the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code).
- Temporary County Seats, Section 23600, Article 1 of Chapter 4 of Division 1 of Title 3 of the Government Code.

CONTINUITY OF GOVERNMENT

SAMPLE: LINES OF SUCCESSION

<u>SERVICE/DEPARTMENT</u>	<u>TITLE/POSITION</u>
<i>County Administrator</i>	<ol style="list-style-type: none">1. <i>County Administrator</i>2. <i>Asst. County Administrator</i>3. <i>Director of Finance</i>
<i>Fire</i>	<ol style="list-style-type: none">1. <i>Deputy Fire Chief</i>2. <i>Battalion Chief</i>3. <i>Station Captain</i>
<i>Law Enforcement</i>	<ol style="list-style-type: none">1. <i>Sheriff</i>2. <i>Lt./Watch Commander</i>
<i>Building & Safety</i>	<ol style="list-style-type: none">1. <i>Building & Safety Eng.</i>2. <i>Eng. Associate</i>
<i>County Clerk</i>	<ol style="list-style-type: none">1. <i>County Clerk</i>2. <i>Deputy County Clerk</i>3. <i>Administrative Secretary</i>
<i>Community Development/Planning</i>	<ol style="list-style-type: none">1. <i>Dir. of Community Development</i>2. <i>Asst. Dir. of Community Development</i>3. <i>Senior Planner</i>
<i>Parks & Recreation</i>	<ol style="list-style-type: none">1. <i>Dir. of Parks & Recreation</i>2. <i>Asst. Dir. of Parks & Recreation</i>3. <i>Recreation Supervisor</i>
<i>Personnel</i>	<ol style="list-style-type: none">1. <i>Director of Personnel</i>2. <i>Secretary</i>
<i>Public Works</i>	<ol style="list-style-type: none">1. <i>Director of Public Works</i>2. <i>Assist. Director of Public Works</i>3. <i>Public Works Manager</i>

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS) (LEPG-5)

GENERAL

The Standardized Emergency Management System (SEMS) is the system required by Government Code Section 8607(a) for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels that are activated as necessary: field response, local government, operational area, regional and state.

SEMS incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement and existing mutual aid systems, the Operational Area Concept, the Operational Area Satellite Information System (OASIS), Response Information Management Systems (RIMS) 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.

The ICS Organization allows for a modular and rapid expansion to meet the needs of the incident. The ICS can be used during any multi-disciplinary (e.g., fire, law, medical) emergency within a jurisdiction, and is particularly useful for any kind of incident involving multiple jurisdictions and agencies.

Some incidents, particularly those involving hazardous materials, can escalate to area-wide emergencies requiring further activation of the emergency management system. In area-wide emergencies requiring further activation of the emergency management system. In area-wide emergencies one or more Incident Command Posts may be established to assist in managing emergency operations.

FIELD RESPONSE LEVEL

Coordination among SEMS levels is necessary for effective emergency response. In a major emergency, both Operational Area and city EOCs may be activated to coordinate the overall response while the Incident Command System is used by field responders.

Incident Commanders may report to department operations centers (DOCs), which in turn will coordinate with the EOC. In some jurisdictions Incident Commanders may report directly to the EOC, usually to their counterpart in the Operations Section.

It is also possible in a large incident for Area Commands to be established between the Incident Command teams and the EOC. During a major disaster, the Operational Area may be divided

into areas, with an Area Command overseeing the Incident Command teams within each area. The Area Commands would receive policy direction from the EOC.

Another scenario for EOC-Area Command interaction would be the occurrence of several similar type incidents located in close proximity but in different jurisdictions. A Unified Area Command may be established to oversee Incident Commands operating in general proximity to each other. The Unified Area Command would coordinate with activated local government EOCs.

LOCAL GOVERNMENT LEVEL IN SEMS

Local government is one of the five levels of SEMS. The basic role of a local government is to manage and coordinate the overall emergency response and recovery activities within its jurisdiction.

A local government under SEMS is a city, county, city and county, school district, or special district. Special districts under SEMS are units of local government (other than a city, county, or city and county) with authority or responsibility to own, operate or maintain a project (as defined in California Code of Regulations 2900(s) for purposes of natural disaster assistance). This may include a joint powers authority established under Section 6500 et seq. of the Code.

Cities are responsible for emergency response within their boundaries, although some cities contract for municipal services from other agencies.

Special districts are primarily responsible in emergencies for restoration of services that they normally provide. They may also be responsible for safety of people at their facilities or on their property and for warning of hazards from their facilities or operations. Some special districts may assist other local governments in the emergency response.

All local governments are responsible for coordinating with other local governments, the field response level and the operational area. Local governments are also responsible for providing mutual aid within their capabilities.

Local jurisdictions may provide overall emergency management in three different modes:

1. Decentralized coordination and direction (no local EOC activation).
2. Centralized coordination and decentralized direction (activation of EOC for coordination purposed only).
3. Centralized coordination and direction (all activities directed from the EOC).

OPERATIONAL AREA LEVEL

Coordination and communications should be established between activated local government EOCs and the Operational Area. Santa Barbara Operational Area will establish communication with impacted cities in order to coordinate response activities with the Operational Area EOC in accordance with Santa Barbara County Resolution 95-429.

Santa Barbara Operational Area will use Multi-Agency Command System (MACS) concept when developing response and recovery operations. When possible, the Operational Area will include jurisdictional representatives in planning for jurisdictional support.

EMERGENCY SERVICES ACT REQUIREMENTS

Section 8605 of the Emergency Services Act designates each county as an Operational Area. Use of the Operational Area to coordinate emergency activities and to serve as a link in the communications system is required in a STATE OF WAR EMERGENCY. Use of the Operational Area during a STATE OF WAR EMERGENCY or a LOCAL EMERGENCY is at the option of the county and the political subdivisions within the county area.

If an Operational Area is activated following a disaster, a county official, designated by County Ordinance, will function as the Operational Area supporting emergency operations within the county. The Area Coordinator and supporting staff will constitute the Operational Area Emergency Management Staff.

REGIONAL LEVEL

Because of its size and geography, the state has been divided into six mutual aid regions. The purpose of mutual aid region is to provide for the more effective application and coordination of mutual aid and other emergency related activities. The State Office of Emergency Services (State OES) provides administrative oversight to the mutual aid regions through its regional offices. Santa Barbara Operational Area is located in the Southern Region and coordinates with the State OES office in Los Alamitos.

STATE LEVEL

The State Level of SEMS manages State resources in response to the emergency needs of other levels, and coordinates mutual aid among mutual aid regions and between regional and state level.

The state level also serves as the initial coordination and communication link between the state and federal disaster response system. After initial contact at the state level, those federal response elements deemed necessary by the REOC Director would be directed to the appropriate locations within the State.

SEMS REQUIREMENTS FOR LOCAL GOVERNMENTS (LEPG-21)

The Santa Barbara Operational Area will comply with SEMS regulations in order to be eligible for state funding of response-related personnel costs and will:

- 1) Use the Incident Command System (ICS) at the field response level.
- 2) Use SEMS when
 - A local emergency is declared or proclaimed, or
 - The local government EOC is activated.

- 3) Establish coordination and communications with field Incident Commanders/Incident Command Post either
 - Through departmental operating centers (DOCs) to the EOC, when activated, or
 - Directly to the EOC, when activated.
- 4) Use existing mutual aid systems for coordinating fire and law enforcement resources.
- 5) Establish coordination and communications between the city EOCs and the Operational Area EOC when activated, and any federal, state or local emergency response agency having jurisdiction at an incident within the County's boundaries.
- 6) Use multi-agency or inter-agency coordination to facilitate decisions for overall local government level emergency response activities.

The requirement to use SEMS includes:

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

SANTA BARBARA COUNTY RESPONSIBILITIES UNDER SEMS

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

- Communicating information within the County on SEMS requirements and guidelines.
- Coordinating SEMS development among cities, county departments and agencies.
- Identification of all county departments and agencies involved in field level response.
- Identification of departments and agencies with department operations center (DOCs).
- Coordinating with other local governments and volunteer and private agencies on development of SEMS.
- Incorporating SEMS into the County's SEMS Multi-Hazard Functional Plan and procedures.
- Incorporating SEMS into all the County emergency ordinances, agreements, memorandum of understandings, etc.
- Identification of special districts that operate or provide services within the boundaries of Santa Barbara County. The emergency role of these special districts should be determined and provisions made for coordination during emergencies.
- Identification of local volunteer and private agencies that have an emergency response role. Contacts should be made to develop arrangements for coordination in emergencies.

All local government staff who may participate in emergencies in the EOC, in department operations centers (DOCs) or at the field level must receive appropriate SEMS training as

required by SEMS regulations. New County personnel will be trained as they are hired through the County’s Employees’ University’s Orientation class

Local governments should develop an exercise program that provides periodic exercises for EOC and DOC personnel under SEMS.

SEMS EOC ORGANIZATION

SEMS regulations require local governments to provide for five functions, management, operations, planning/intelligence, logistics and finance/administration. These functions are the basis for structuring the EOC organization.

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

Operations Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the local government's EOC Action Plan.

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

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

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

The EOC organization should include representatives, as necessary, from special districts, volunteer agencies, and private agencies with significant response roles.

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 be in charge of more than one functional element. Every individual will have a supervisor and each supervisor will be responsible for no more than seven employees, with the ideal span-of-control being three to five persons.

Coordinators for Operations, Planning/Intelligence, Logistics and Finance/Administration constitute the EOC General Staff. The EOC Director and General Staff function as the EOC management team. The General Staff are responsible for:

- Overseeing the internal functioning of their section, and
- Interacting with each other, the EOC Director, and other entities within the EOC to ensure the effective functioning of the EOC organization.

EOC ACTION PLANS

At local, operational area, regional and state levels, the use of EOC action plans provide designated personnel 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 the EOC Director and General Staff along with other EOC elements, special district representatives and other agency representatives, as needed. The Planning/Intelligence is normally responsible for development of the action plan and for facilitation of action planning meetings.

Action plans are developed for a specified operational period that 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/Action Planning**.

MULTI-AGENCY OR INTER-AGENCY COORDINATION AT THE LOCAL GOVERNMENT LEVEL (LEPG-6)

Emergency Responder Notification

The Operational Area will communicate with emergency responders according to the County Emergency Directory. During any incident Santa Barbara County Dispatch will immediately notify the Staff Officer on-duty. The Staff Officer will contact the OES Manager who will contact the Emergency Director. A determination for the opening of the County EOC and call back procedures will be at the discretion of the Emergency Director or his designee. First arriving OES staff will begin call out procedures according to the line of succession established in the County Emergency Resource Manual.

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 or Inter-agency Coordination in the EOC

- Emergency response is coordinated at the EOC through:
- Representatives from the County departments and agencies
- Representatives from outside agencies including special districts, volunteer agencies and private organizations
- Coordination with agencies not represented in the EOC may be accomplished through Departments Operating Centers (DOCs) or various methods of communications. Communication with the DOCs will be via radio, telephone, fax, and if applicable RIMS. ARES will also be used in the event that all communications are down.
- Involvement in the EOC action planning process is essential for effective emergency management.

Multi-agency or Inter-agency Coordination 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.
- Santa Barbara County 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 (LEPG-19 & 23)

Coordination among SEMS levels is clearly necessary for effective emergency response. In a major emergency, the SBOA EOC may be activated to coordinate the overall response while the Incident Command System is used by field responders. Incident Commanders may report to department operations centers (DOCs), which in turn will coordinate with the EOC. When the EOC is directly overseeing Incident Command teams, the EOC is operating in a centralized coordination and direction mode.

It is also possible for Area Commands to be established between the Incident Command teams and the EOC. During a major countywide disaster, the county may be divided into areas, with an Area Command overseeing the Incident Command teams within each area. The Area Commands would receive policy direction from the SBOA EOC.

Another scenario for EOC-Area Command interaction would be the occurrence of several similar type incidents located in close proximity but in different jurisdictions. A Unified Area Command may be established to oversee Incident Commands operating in general proximity to each other. The Unified Area Command would coordinate with activated local government EOCs.

COORDINATION AND COMMUNICATION WITH SANTA BARBARA COUNTY OPERATIONAL AREA

Coordination and communications should be established between activated local government EOCs and the SBOA. The County/Operational Area EOC will communicate and coordinate with the most heavily impacted cities.

Santa Barbara County will use an Operational Area MACS concept when developing response and recovery operations. When and where possible, the County will include jurisdictional representatives in planning for jurisdictional support.

SPECIAL DISTRICT INVOLVEMENT (LEPG-22)

When a special district is wholly contained within the county, the special district should have a liaison representative at the SBOA EOC and direct communications should be established between the special district EOC and the County / Operational Area EOC. An exception may occur when there are many special districts within the county.

Typically, special district boundaries cross municipal boundary lines. A special district may serve several cities and county unincorporated areas. Some special districts serve more than one county. 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.

COORDINATION WITH VOLUNTEER AND PRIVATE AGENCIES

(LEPG-22)

The EOC will generally be a focal point for coordination of response activities with many non-governmental agencies. The SBOA's EOC should establish communication with private and volunteer agencies providing services with the County.

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 should be represented at the operational area level.

Cities served by a large number of 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.

Coordination with volunteer and private agencies that do not have representatives at the EOC may be accomplished through telecommunications, liaison with community councils that represent several agencies or involvement of agencies in special multi-agency groups on specific issues.

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SANTA BARBARA OPERATIONAL AREA EMERGENCY OPERATIONS CENTER (EOC) *(LEPG-25, 26 & 27)*

Day-to-day operations are conducted from departments and agencies that are widely dispersed throughout the County. 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 Emergency Services; Emergency Management Staff and representatives from organizations who are assigned emergency management responsibilities. The level of EOC staffing will vary with the specific emergency situation.

An EOC provides a central location of authority and information, and allows for face-to-face coordination among personnel who must make emergency decisions. The following functions are performed in the SBOA EOC:

- Managing and coordinating emergency operations.
- Receiving and disseminating warning information.
- Developing emergency policies and procedures.
- Collecting intelligence from, and disseminating information to, the various EOC representatives, and, as appropriate, State agencies, military, and federal agencies using the States Internet Response Information Management System (RIMS). If the Internet system is down, then communications will be handled by fax, phones, the OASIS system, and /or radio.
- 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 departmental resources committed to the emergency.
- Maintaining contact and coordination with field units, support DOCs, other local government EOCs, and the Santa Barbara County Operational Area via RIMS, radios or phones.
- Providing emergency information and instructions to the public, providing official releases to the news media and the scheduling of press conferences as necessary.

EOC LOCATION AND DESCRIPTION (LEPG-25)

The SBOA EOC is located at 267 Camino del Remedio, Santa Barbara, CA 93110. The EOC includes an operations area, radio, kitchen, conference room, bathrooms and office areas. A diesel generator provides emergency power. Power will provide for lighting panels, computers, wall circuits, telephones and radios. The EOC has the capability to house and feed staff for 24 consecutive hours. On-site services include kitchen, bathrooms, food supply and sleeping rooms for 6 persons.

The Alternate EOC is located at Fire Headquarters, 4410 Cathedral Oaks Road, Santa Barbara, CA 93110. The alternate EOC will be activated only when the primary EOC is damaged, inaccessible, and/or evacuation of EOC staff members becomes necessary. When the use of an alternate EOC becomes necessary, those occupying the primary EOC will be asked to relocate to the alternate EOC site. If the primary EOC is unusable before its activation, staff members will be asked to report to the alternate EOC site. The Logistics Section will arrange for relocation of EOC staff members to the alternate EOC. The EOC Director will transfer direction and control authority from the primary EOC to an alternate EOC when necessary. All Section Coordinators will advise their emergency response field forces of the transition to the alternate EOC.

DISPLAYS

Because the EOC's major purpose is accumulating and sharing information to ensure coordinated and timely emergency response, status boards for tracking emergency activities will be made available for use in the primary EOC. The Planning/Intelligence Section is responsible for coordinating display of information and should 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 County / city resulting from the disaster.

At the onset of any disaster, a significant events log (ICS 214) should be compiled for the duration of the emergency. Key disaster related 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. The posting of the significant events log is the responsibility of the Planning/Intelligence Section.

EOC MANAGEMENT (LEPG-29)

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

Positions assigned to the EOC will advise/brief County decision makers of the emergency situation and recommend actions to protect the public, i.e., alerting and warning the public, evacuation of risk area, activation of shelters, request for State/Federal assistance, etc.

Emergency Notification and Scheduling Procedures are contained in the EOC Management Operations Plan.

The Director of Emergency Services/EOC Director (hereafter referred to as the EOC Director) will ensure that the County Board of Supervisors is kept apprized of the situation and will bring all major policy issues to the Disaster Council for review and decision.

SANTA BARBARA OPERATIONAL AREA EOC DIAGRAM

This page currently being updated by EOC Planning Staff

SANTA BARBARA OPERATIONAL AREA

EOC ACTIVATION POLICY (LEPG-24)

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

The local government level is activated when field response agencies need support.

The local official(s) implementing SEMS may function from the EOC or from other locations depending on the situation. Activated EOCs may be partially or fully staffed to meet the demands of the situation.

When a city or cities EOC is activated, notify the Santa Barbara Operational Area via the County's Office of Emergency Services and send cities Status Report that indicates that the EOC is activated.

WHEN TO ACTIVATE:

- A significant earthquake causing damage in the County or neighboring jurisdictions.
- An uncontrolled release or Dam failure
- An impending or declared "State of War Emergency".
- An emergency situation that has occurred or might occur of such a magnitude that it will require a large commitment of resources from two or more cities over an extended period of time. Examples include a major hazardous material incident, civil disturbance, aircraft disaster, high-rise structure fire or severe weather conditions.

WHO CAN ACTIVATE:

The following individuals, either acting as the EOC Director or on behalf of the EOC Director, or their appointed representatives are authorized to activate the EOC:

- County Administrator
- Manager of OES
- Deputy County Administrator

- Sheriff
- Fire Chief

HOW TO ACTIVATE:

- County Dispatch will contact the OES Manager or designee.
- OES Manager will contact the County Administrator, or designee, giving brief overview of situation. The County Administrator, acting as the EOC Director will request activation of the SBOA EOC.
- Call back of EOC personnel.
- Designate personnel to set up the EOC.
- Briefly describe the incident situation causing this request.
- Determine amount of personnel needed.

DEACTIVATION:

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

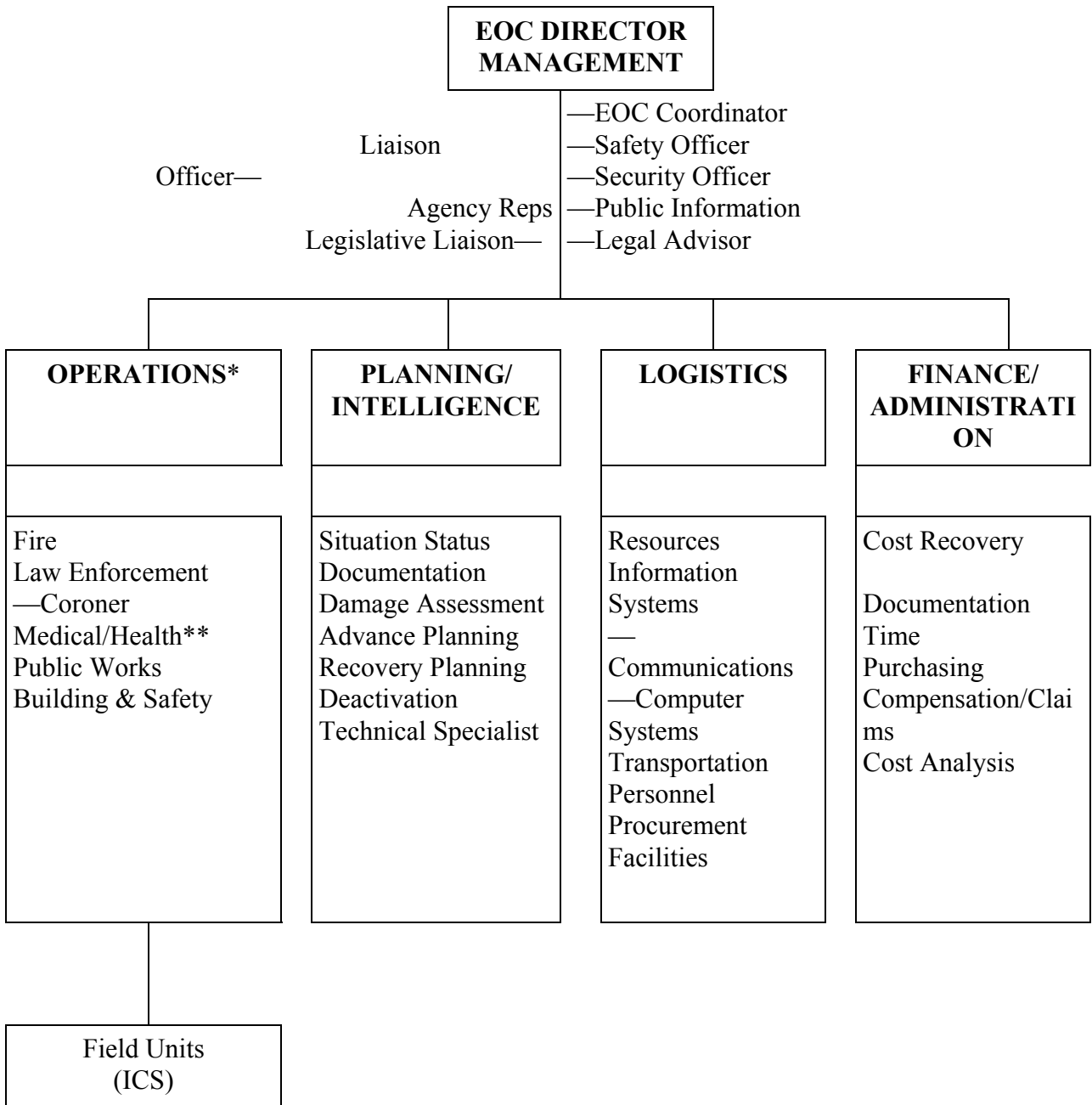
EOC STAFFING GUIDE

EOC Manager	County Administrator Deputy County Administrator Deputy County Administrator
Deputy EOC Manager	OES Manager Fire
Legal Officer	County Counsel Deputy County Counsel
Information Officer	Public Health Department Sheriff County Administrator's Office Fire County Administrator's Office (GATV) Fire County Administrator's Office
Operations Section <i>Fire Branch</i>	Fire Fire Fire Fire
<i>Law Branch</i>	Sheriff Sheriff Sheriff Sheriff
<i>Public Works Branch</i>	Public Works Public Works
<i>Medical Health Branch</i>	Public Health Emergency Medical Services Public Health / EHS Emergency Medical Services Public Health
<i>Care and Shelter Branch</i>	Social Services Social Services Social Services

Planning /Intelligence Section	
Coordinator	Fire/OES Fire/OES
<i>Intelligence Unit</i>	Fire Planning and Development Fire/OES Fire/OES
<i>Resource Unit</i>	Fire Fire/HazMat
<i>Damage Assessment Unit</i>	Planning and Development Planning and Development
<i>Advance Plans Unit</i>	Planning and Development Fire/OES
<i>Documentation Unit</i>	Fire Fire Fire/OES Fire
<i>Technical Specialist</i>	Planning and Development Assessor Assessor Assessor
<i>Check-In Recorder</i>	Fire Fire
Logistics Section	
Coordinator	General Services General Services
<i>Facilities Unit</i>	General Services
<i>Communications Unit</i>	Fire/IT General Services Fire/IT
<i>Message Center</i>	

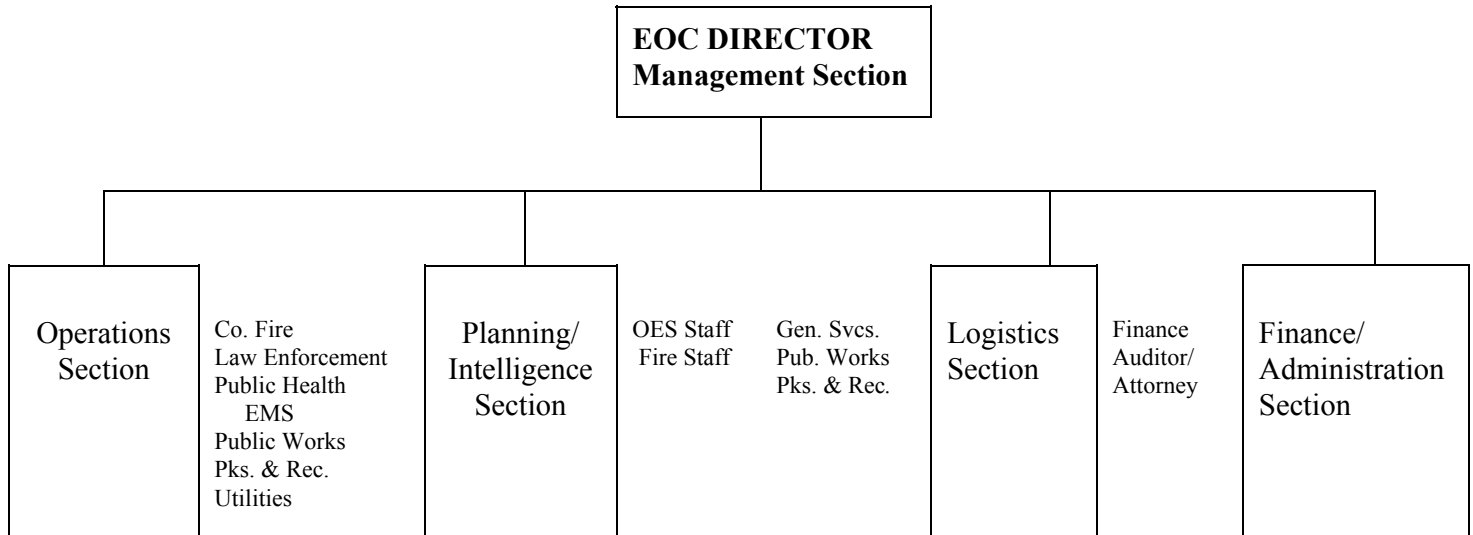
<i>Manager</i>	Fire
<i>Clerk</i>	Fire
<i>Food, Supply Units</i>	Fire
<i>Unified Logistics</i>	Fire Sheriff Public Works
Finance/Administration Section	Auditor/Controller Auditor/Controller Auditor/Controller Auditor/Controller
Policy Group	Chair, Board of Supervisors Director, Alcohol, Drug, and Mental Health County Administrator Manager, Office of Emergency Services Director, Department of Social Services Director, Public Works Auditor Controller Director, Public Health Department Director, Planning and Development Health Officer Fire Chief County Counsel Deputy County Counsel Sheriff-Coroner

SEMS ORGANIZATION CHART



**If all elements are activated, a deputy will be appointed to provide a manageable span of control.
 **Normally coordinated by County, but a local coordinator may be designated if needed.
 ***Contract service/liaison position.*

SEMS EOC RESPONSIBILITIES CHART



Responsibilities:

EOC Director (Management Section)

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

Operations Section

Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the County's EOC Action Plan.

Planning/Intelligence Section

Responsible for collecting, evaluating and disseminating information; developing the County's EOC Action Plan in coordination with other sections; initiating and preparation of the county's After-Action Report and maintaining documentation.

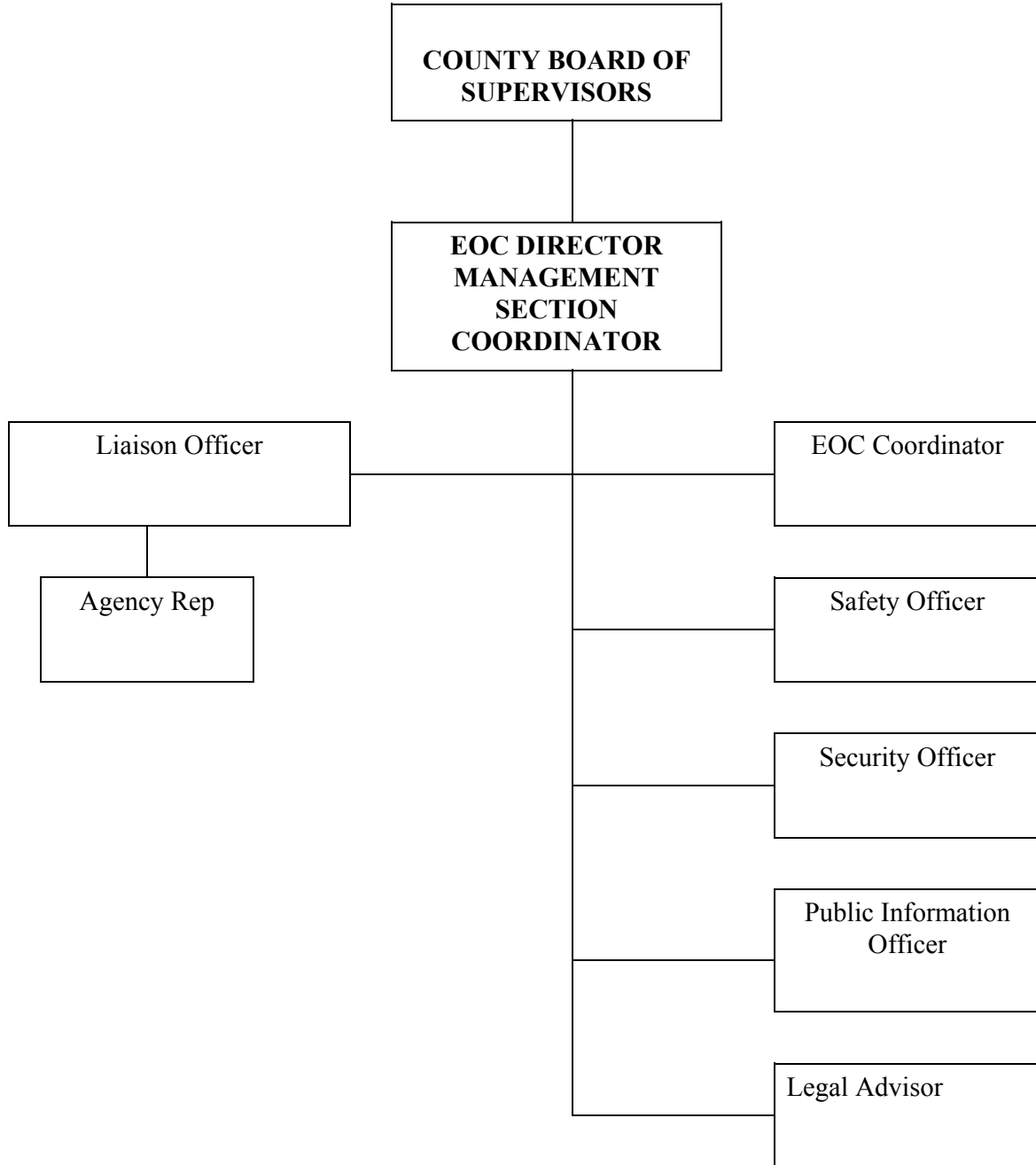
Logistics Section

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

Finance/Administration Section

Responsible for financial activities and other administrative aspects.

MANAGEMENT ORGANIZATION CHART



MANAGEMENT STAFF

The Management role is filled by the EOC Director and is the position that is established at every EOC activation to coordinate EOC operations. The County Administrator will fill this position while serving as the Director of Emergency Services during an incident. The Deputy County Administrator shall serve as first alternate. The EOC Director, the General Staff (Section Coordinators), the EOC Coordinator and others as designated make up the EOC Management Team. The team is responsible for advising the EOC Director on policy matters. They also assist the EOC Director in the development of overall strategy and tactics to mitigate the incident. The Management Section also includes certain staff functions required to support the Management function.

- Public Information Officer
- Liaison Officer
- Agency Representative
- Safety Officer
- Security Officer
- EOC Coordinator (Emergency Services Coordinator)
- County *Council**
- *Legal Advisor**
- *Legislative Liaison**

* *Optional*

Public Information Officer (LEPG-29)

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

After receiving a briefing from the EOC Director, the PIO will establish an area for the media away from the EOC and Command Post. The PIO provides news releases; answer questions the media may have and arranges for tours or photo opportunities of the incident. The PIO coordinates **all** information releases and media contacts with the EOC Director.

Liaison Officer

The Liaison Officer serves as the point of contact for Agency Representatives from assisting organizations and agencies outside the County government structure. The Liaison Officer aids in coordinating the efforts of these outside agencies to reduce the risk of their operating independently. This ensures each agency is doing what it does best and maximizes the effectiveness of available resources. Any state and/or federal emergency official should make contact with the Liaison Officer to ensure continuity of operations.

The Liaison Officer also serves as the multi-agency or inter-agency representative for Santa Barbara County to coordinate the response efforts. Multi-agency or inter-agency coordination is defined as the participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

Agency Representative

A representative from another agency assigned to the EOC and able to speak for his/her agency within established limits.

Safety Officer

The Safety Officer is responsible for identifying and mitigating safety hazards and situations of potential County liability during EOC operations and ensuring a safe working environment in the EOC. *(LEPG-29)*

Security Officer

The Security Officer is responsible for security of all EOC facilities and personnel access. *(LEPG-29)*

EOC Coordinator (Emergency Services Coordinator)

The EOC Coordinator facilitates the overall functioning of the EOC, coordinates with other agencies and SEMS levels, and serves as a resource to the EOC Director. This position is filled by the County Emergency Services Manager.

County Board of Supervisors

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

***Legal Advisor**

The Legal Advisor is the County Counsel and provides legal advice to the EOC Director in all legal matters relative to the emergency and assists in the proclamation of an emergency.

MANAGEMENT POSITION CHECKLISTS

EOC DIRECTOR

GENERAL DUTIES:

- Serve as the Director of Emergency Services for the Santa Barbara Operational Area
- Make executive decisions based on policies of the Board of Supervisors.
- Develop and issue rules, regulations, proclamations and orders.
- Establish the appropriate level of organization, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional branches/groups/units as dictated by the situation.
- Exercise overall management responsibility for the coordination of the response efforts within the affected area. In conjunction with the General Staff, set priorities for response efforts, and ensure that all agency actions are accomplished within the priorities established.
- Ensure that multi-agency or inter-agency coordination is accomplished effectively within the EOC.

YOUR RESPONSIBILITY:

Overall management of the Santa Barbara Operational Area emergency response and recovery effort.

CHECKLIST ACTIONS

- ✓ Determine the operational status and appropriate level of activation based on situation as known.
- ✓ As appropriate, respond to the EOC.
- ✓ Mobilize appropriate personnel for initial activation of the EOC
- ✓ Activate an alternate EOC as required. When there is damage to the primary EOC sufficient to render it unusable
- ✓ Obtain briefing from whatever sources are available.

Position Start-Up Actions

- ✓ Identify yourself as the EOC Director by putting on the vest with your title. Sign in at the Check In point on the ICS 209 form, and if available print your name on the EOC organizational chart next to your assignment.
- ✓ Confirm level of EOC activation and ensure that EOC positions and ICS field positions are filled as needed.
- ✓ Assign staff to initiate check-in procedures.
- ✓ Ensure that the EOC Organization and staffing chart is posted and that arriving team members are assigned by name.
- ✓ Ensure that EOC is properly set up and ready for operations.
- ✓ Appoint and ensure that Section Coordinators (General Staff) are in place as soon as possible and are staffing their respective sections.
 - Operations Section Coordinator
 - Planning/Intelligence Section Coordinator
 - Logistics Section Coordinator
 - Finance/Administration Section Coordinator
- ✓ Ensure that the Management Section is staffed as soon as possible at the level needed.
 - Public Information Officer
 - Liaison Officer
 - Safety Officer
 - Security Officer
 - EOC Coordinator
- ✓ Request additional personnel to maintain a 24-hour operation as required. Brief incoming Section personnel prior to their assuming their duties. Briefings should include:
 - Current situation assessment.
 - Identification of specific job responsibilities.
 - Identification of co-workers within 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.
- ✓ Prepare work objectives for Section staff, brief staff and make staff assignments.
- ✓ Open and maintain a position log.
- ✓ Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled

- EOC personnel, time on duty and assignments
Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.
- ✓ Ensure that all Management Team meetings, General Staff meetings and policy decisions are documented by a scribe.
- ✓ Ensure that telephone, radio and data communications with other facilities are established and tested.
- ✓ Ensure that all departments account for personnel and work assignments.
- ✓ Confirm the delegation of authority. Obtain any guidance or direction as necessary.
- ✓ Determine appropriate delegation of purchasing authority to the Purchasing Unit of the Finance/Administration Section.
- ✓ Schedule the first planning meeting.
- ✓ Confer with Operations Section Coordinator and other General Staff to determine what representation is needed at the EOC from other agencies.
- ✓ Ensure that the field agency representatives have been assigned to other facilities as necessary.
- ✓ Based on the situation as known or forecast, determine likely future Management Section needs.
- ✓ **Anticipate** situations and problems before they occur.
- ✓ Request additional resources through the appropriate Logistics Section Unit.

General Operational Duties

- ✓ Carry out responsibilities of your Section not currently staffed.
- ✓ Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- ✓ Monitor your Section activities and adjust Section organization as appropriate.
- ✓ Resolve problems that arise in conducting your Section and EOC responsibilities.
- ✓ Anticipate potential situation changes, such as severe aftershocks, in all Section and EOC planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ✓ Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.
- ✓ Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- ✓ Ensure that all your Section personnel and equipment time records and a record of expendable materials used are provided to the Time Unit and Cost Analysis Unit of the Finance/Administration Section at the end of each operational period.
- ✓ Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Section/Position Operational Duties

- ✓ Carry out responsibilities of all other Sections not currently staffed.
- ✓ Assess situation, work in progress, resources, and estimate incident duration.
- ✓ Set up EOC planning meeting schedule with all Section Coordinators.
- ✓ Develop overall strategy with the Section Coordinators.
- ✓ Ensure that Sections are carrying out their principle duties:
 - Implementing operational objectives per the EOC Action Plan.
 - Preparing action plans and status reports.
 - Providing adequate facility and operational support.
 - Providing administrative and fiscal record keeping and support.
 - Develop and issue appropriate rules, regulations, proclamations and orders.
- ✓ Initiate **Emergency Proclamations** as needed.
- ✓ Conduct periodic briefing sessions with the entire EOC Management Team to update the overall situation.
- ✓ Conduct periodic briefing sessions with the County Board of Supervisors to update the overall situation.
- ✓ Set priorities for restoration of County services.
- ✓ Hold action-planning meeting of section and branch coordinators, agency representatives (as required) and key staff. The activities to be covered in an action planning meeting are:
 - Provide briefings on current and forecasted situation and major reportable incidents within affected Operational Area.
 - Obtain any additional information from other sources on the current situation assessment.
 - Review availability and status of ordered, enroute or staged resources.
 - Establish assignments for available and incoming resources based on current and forecast situation and established priorities.
 - Determine need for additional resources. Establish specific responsibilities for ordering.
 - Discuss and resolve any internal coordination issues.
 - Ensure that staff is clear on the EOC Action Plan. Have pertinent elements documented for distribution as necessary.
- ✓ Approve and authorize the implementation of the EOC Action Plan developed and prepared by the Planning/Intelligence Section and EOC Management Team.
- ✓ In conjunction with the Public Information Officer, coordinate and conduct news conferences and review media releases as required. Establish procedure for information releases affecting inter-agency coordination.
- ✓ Authorize PIO to release information to the media and to access EAS as needed through appropriate channels. (**LEPG-30**)
- ✓ Monitor performance of EOC personnel for signs of stress or under-performance; initiate Critical Incident Stress Debriefing as appropriate in coordination with Personnel Unit of the Logistics Section.

- ✓ In conjunction with the Safety Officer, establish and maintain a safe working environment.
- ✓ Ensure that proper security of the EOC is maintained at all times.
- ✓ Ensure that the Liaison Officer is providing for and maintaining positive and effective inter-agency coordination.
- ✓ Establish and maintain contacts with adjacent jurisdictions/agencies and with other organizational levels as appropriate.
- ✓ Monitor section level activities to assure that all appropriate actions are being taken.
- ✓ Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Deactivation

- ✓ Authorize deactivation of sections, branches or units when they are no longer required.
- ✓ Notify State REOC, adjacent facilities and other county EOCs as necessary of planned time for deactivation.
- ✓ Ensure that any open actions not yet completed will be taken care of after deactivation.
- ✓ Ensure that all required forms or reports have been completed prior to deactivation.
- ✓ Provide input to the After-Action Report.
- ✓ Deactivate the EOC and close out logs when emergency situation no longer requires activation.
- ✓ Proclaim termination of the emergency and proceed with recovery operations.

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PUBLIC INFORMATION OFFICER

GENERAL DUTIES:

- Serve as the dissemination point for all media releases within the affected area. Other agencies wishing to release information to the public should coordinate through the Public Information function.
- Coordinate as necessary to ensure that the public within the affected area receives complete, accurate, timely, and consistent information about lifesaving procedures, health preservation instructions, emergency status and other information, and relief programs and services.
- Review and coordinate all related information releases.
- Maintain a relationship with the media representatives and hold periodic press conferences as required.

YOUR RESPONSIBILITY:

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

CHECKLIST ACTIONS

Start-Up Actions

- ✓ Check-in upon arrival at the EOC.
- ✓ Report to EOC Director.
- ✓ Obtain a briefing on the situation.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the PIO by putting on the vest with your title.
- ✓ Clarify any issues regarding your authority and assignment and what others in the organization do.
- ✓ Open and maintain an ICS-214 activity log.
- ✓ Determine 24-hour staffing requirements.
- ✓ Determine the need for group or unit establishment. Make required personnel assignments as staff arrives at the EOC.
- ✓ Request additional resources through the appropriate Logistics Section Unit.
- ✓ Based on the situation as known or forecast determine likely future Branch/Unit needs.

- ✓ **Anticipate** situations and problems before they occur.
- ✓ Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments

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

General Operational Duties

- ✓ Keep up to date on the situation and resources associated with your Branch/Unit/Position. Maintain current status reports and displays.
- ✓ Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.
- ✓ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- ✓ Review situation reports as they are received. Verify information where questions exist.
- ✓ Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ✓ **Anticipate** support requirements and forward to your Section Coordinator.
- ✓ Monitor your position activities and adjust staffing and organization to meet current needs.
- ✓ Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- ✓ Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- ✓ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Position Operational Duties

- ✓ Secure guidance from the EOC Director regarding the release of available information.
- ✓ Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavorable media comments. Provide an estimate of the impact and severity and make recommendations as appropriate.
- ✓ Coordinate all media events with the EOC Director.
- ✓ Ensure that all departments, agencies and response organizations in the jurisdiction are aware that they must coordinate release of emergency information through the PIO and that all press releases must be cleared with the EOC Director before releasing information to the media

- ✓ Establish a Media Information Center at a site away from the EOC, Command Post and incident for media use and dissemination of information. Provide necessary workspace, materials, telephones and staffing. Announce safe access routes to Media Information Center for media.
- ✓ Schedule and post times and locations of news briefings in the EOC, Media Information Center and other appropriate areas.
- ✓ Prepare and provide approved information to the media. Post news releases in the EOC, Media Information Center and other appropriate areas.
- ✓ Develop an information release program.
- ✓ Interact with other branches/groups/units to provide and obtain information relative to public information operations.
- ✓ 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.
- ✓ Maintain an up-to-date picture of the situation for presentation to media.
- ✓ Obtain, process, and summarize information in a form usable in presentations.
- ✓ Provide periodic briefings and press releases about the disaster situation throughout the affected areas. Refer media representatives to incident level PIOs for specific information.
- ✓ As required, periodically prepare briefings for the jurisdiction executives or elected officials.
- ✓ Ensure that a rumor control function is established as necessary, and has the means for identifying false or erroneous information. Develop procedure to be used to squelch such information. **(LEPG-29)**
- ✓ Provide sufficient staffing and telephones to efficiently handle incoming media and public calls and to gather status information. **(LEPG-29)**
- ✓ Consider establishing and staffing a hot line to answer inquiries from the public. **(LEPG-29)**
- ✓ Prepare, update and distribute to the public a Disaster Assistance Information Directory containing locations to obtain food, shelter, supplies, health services, etc.
- ✓ Prepare a briefing sheet to be distributed to all employees at the beginning of each shift so they can answer questions from the public, such as shelter locations, water distribution sites, etc.
- ✓ Broadcast emergency information/updates on local Cable Channel either through the message board or live taping of Board of Supervisor or EOC Director.
- ✓ Arrange for meetings between media and County officials or incident personnel.
- ✓ Provide escort service to the media and VIPs; arrange for tours and photo opportunities when available staff and time permit. Coordinate VIP tours with Liaison Officer and County Board of Supervisors.
- ✓ Assist in making arrangements with adjacent jurisdictions for media visits.
- ✓ Determine which radio and TV stations are operational.
- ✓ Determine requirements for support to the emergency public information function at other EOC levels.

- ✓ Monitor broadcast media, and use information to develop follow-up news releases and rumor control.
- ✓ When federal emergency response teams respond, coordinate activities through the Operational Area to ensure coordination of local, state and federal public information activities.
- ✓ Ensure that announcements, information and materials are translated and prepared for special populations (non-English speaking; non-readers; elderly; the hearing, sight and mobility impaired; etc.). **(LEPG-16)**
- ✓ Prepare materials that describe the health risks associated with each hazard, the appropriate self-help or first aid actions and other appropriate survival measures.
- ✓ Prepare instructions for people who must evacuate from a high-risk area, including the following information for each threat: evacuation routes; suggestions on types and quantities of clothing, food, medical items, etc. the evacuees should bring; location of evacuation centers and shelters.
- ✓ Issue timely and consistent advisories and instructions for life safety, health and assistance: **(LEPG-29)**
 - What **to do** and **why**.
 - What **not to do** and **why**.
 - Hazardous areas and structures to stay away from.
 - Evacuation routes, instructions and arrangements for persons without transportation or special needs (non-ambulatory, sight-impaired, etc.).
 - Location of mass care shelters, first aid stations, food and water distribution points, etc.
 - Location where volunteers can register and be given assignments.
 - Street and freeway overpass conditions, congested areas to avoid and alternate routes to take.
 - Instructions from the coroner and public health officials pertaining to dead bodies, potable water, human waste and spoiled food disposal.
 - Weather hazards when appropriate.
 - Public information hotline numbers.
 - Status of Local Proclamation, Governor's Proclamation or Presidential Declaration.
 - Local, state and federal assistance available; locations and times to apply.
 - Disaster Application Center (DAC) locations, opening dates and times.
 - How and where people can obtain information about relatives/friends in the incident area. (Coordinate with the Red Cross and Santa Barbara County Department of Social Services on the release of this information.)
- ✓ Issue other information pertaining to the incident (acts of heroism, historical property damaged or destroyed, prominence of those injured or killed, other human interest stories)
- ✓ Through the Operational Area, coordinate with state, federal or private sector agencies to get technical information (health risks, weather, etc.) for release to the public and media.
- ✓ Ensure file copies are maintained of all information released.
- ✓ Provide copies of all releases to the EOC Director.

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

Deactivation

- ✓ Ensure that all required forms or reports are completed prior to your release and departure.
- ✓ Be prepared to provide input to the After-Action Report.
- ✓ Determine what follow-up to your assignment might be required before you leave.
- ✓ Deactivate the Emergency Public Information position and close out logs when authorized by the EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

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LIAISON OFFICER

GENERAL DUTIES:

- Coordinate with Agency Representatives assigned to the EOC and handle requests from other agencies for sending liaison personnel to other county EOCs, as necessary. *(LEPG-29)*
- Function as a central location for incoming Agency Representatives, provide workspace and arrange for support as necessary.
- Interact with other sections and branches/groups/units within the EOC to obtain information, assist in coordination and ensure the proper flow of information.
- Ensure that all developed guidelines, directives, action plans and appropriate situation information is disseminated to Agency Representatives.

YOUR RESPONSIBILITY:

Serve as the point of contact for Agency Representatives from assisting organizations and agencies outside the county government structure; aid in coordinating the efforts of these outside agencies to reduce the risk of their operating independently. Any state and/or federal emergency official should make contact with the field or EOC Liaison Officer to ensure continuity of operations. *(LEPG-29)*

Multi-agency or inter-agency coordination is defined as the participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

CHECKLIST ACTIONS

Start-Up Actions

- ✓ Check-in upon arrival at EOC.
- ✓ Report to the EOC Director.
- ✓ Obtain a briefing on the situation.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Liaison Officer by putting on the vest with your title.
- ✓ Clarify any issues regarding your authority and assignments and what others in the organization do.
- ✓ Open and maintain an ICS-214 activity log.
- ✓ Determine 24-hour staffing requirements.

- ✓ Request additional resources through the appropriate Logistics Section Unit.
- ✓ Based on the situation as known or forecast determine likely future Branch/Unit needs.
- ✓ **Anticipate** situations and problems before they occur.
- ✓ Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments

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

General Operational Duties

- ✓ Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.
- ✓ Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.
- ✓ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- ✓ Review situation reports as they are received. Verify information where questions exist.
- ✓ Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ✓ **Anticipate** support requirements and forward to your Section Coordinator.
- ✓ Monitor your position activities and adjust staffing and organization to meet current needs.
- ✓ Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- ✓ Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- ✓ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Position Operational Duties

- ✓ Arrange and coordinate VIP tours with PIO, EOC Director, and/or County Board of Supervisors.
- ✓ Contact all on-site Agency Representatives. Make sure:
 - They have signed into the EOC.
 - They understand their assigned function.
 - They know their work location.
 - They understand EOC organization and floor plan (provide both).

- ✓ Determine if outside liaison is required with other agencies such as:
 - Local/county/state/federal agencies
 - Schools
 - Volunteer organizations
 - Private sector organizations
 - Utilities not already represented.
- ✓ Determine status and resource needs and availability of other agencies.
- ✓ Brief Agency Representatives on current situation, priorities and EOC Action Plan.
- ✓ Request Agency Representatives contact their agency, determine level of activation of agency facilities, and obtain any intelligence or situation information that may be useful to the EOC.
- ✓ Notify and coordinate with adjacent jurisdictions on facilities and/or dangerous releases that may impose risk across boundaries.
- ✓ Respond to requests for liaison personnel from other agencies.
- ✓ Act as liaison with state or federal emergency response officials and appropriate county personnel.
- ✓ Determine if there are any communication problems in contacting outside agencies. Provide information to the Information Systems Branch of the Logistics Section.
- ✓ Know the working location for any Agency Representative assigned directly to a branch/group/unit
- ✓ Compile list of Agency Representatives (agency, name, and EOC phone) and make available to all Section and Branch/Group/Unit Coordinators.
- ✓ Respond to requests from sections and branches/groups/units for Agency information. Direct requesters to appropriate Agency Representatives.
- ✓ Provide periodic update briefings to Agency Representatives as necessary.

Deactivation

- ✓ Release Agency Representatives no longer required in the EOC after coordination with the EOC Director and rest of the General Staff.
- ✓ Ensure that all required forms or reports are completed prior to your release and departure.
- ✓ Provide input to After-Action Report.
- ✓ Determine what follow-up to your assignment might be required before you leave.
- ✓ Deactivate the Liaison Officer position and close out logs when authorized by the EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

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AGENCY REPRESENTATIVE

YOUR RESPONSIBILITY:

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

CHECKLIST ACTIONS

Start-Up Actions

- ✓ Check-in upon arrival at the EOC.
- ✓ Report to Liaison Officer if that position has been activated. If not activated, report to the EOC Director.
- ✓ Obtain a briefing on the situation.
- ✓ Unpack any kit materials you may have brought with you and set up your assigned workstation.
- ✓ Obtain EOC organization chart, floor plan and telephone listing. Review the locations and general duties of all sections and branches/groups/units that have been activated.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as an Agency Representative by putting on the vest with your title.
- ✓ Clarify issues regarding your authority and assignment. Clarify what others in the organization do.
- ✓ Establish communications link(s) with home agency. If unable to communicate, notify the Information Systems Branch of the Logistics Section.
- ✓ If necessary, clarify your decision-making authority with your agency.
- ✓ Open and maintain an ICS-214 activity log.
- ✓ Determine 24-hour staffing requirements and request additional support as required.
- ✓ Request additional resources through the Logistics Section Unit.
- ✓ Based on the situation or forecast determine likely future Branch/Unit needs.
- ✓ **Anticipate** situations and problems before they occur.
- ✓ Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and a history of the incident. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments

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

General Operational Duties

- ✓ Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.
- ✓ Keep the Liaison Officer advised of your status and activity and on any problem areas that now need or will require solutions.
- ✓ Establish operating procedures with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- ✓ Review situation reports as they are received. Verify information as required.
- ✓ Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ✓ **Anticipate** support requirements and forward to your Section Coordinator.
- ✓ Monitor your position activities and adjust staffing and organization to meet current needs.
- ✓ Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- ✓ Ensure that your personnel and equipment time records and a record of expendable materials used are provided to the Liaison Officer at the end of each operational period.
- ✓ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Position Operational Duties

- ✓ Obtain current situation briefing from person you are relieving, or from the Liaison Officer.
- ✓ Contact the appropriate EOC sections or branches/groups/units and advise them of your presence and assigned work location.
- ✓ If relocating to work directly with a functional branch/group/unit, advise Liaison Officer of your location.
- ✓ Facilitate requests for support or information that your agency can provide.
- ✓ Keep up to date on the general status of resources and activity associated with your agency.
- ✓ Provide appropriate situation information to the Situation Status Unit of the Planning/Intelligence Section.
- ✓ Represent your agency at planning meetings as appropriate. Be prepared to provide update briefings about your agency's activities and priorities at these meetings.
- ✓ Inform your agency periodically on jurisdiction/EOC priorities and actions that may be of interest.

Deactivation

- ✓ Coordinate deactivation with Liaison Officer. Ensure your agency's representation is no longer needed prior to leaving.
- ✓ Provide input to the After-Action Report.
- ✓ Determine what follow-up to your assignment might be required before you leave.
- ✓ Leave forwarding phone number where you can be reached.

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SAFETY OFFICER

GENERAL DUTIES: (LEPG-29)

- 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 a safe a manner as possible under the circumstances that exist.
- Stop or modify all unsafe operations.

YOUR RESPONSIBILITY:

Identify and mitigate safety hazards and situations of potential County liability during EOC operations and ensure a safe working environment in the EOC.

CHECKLIST ACTIONS

Start-Up Actions

- ✓ Check-in upon arrival at the EOC.
- ✓ Report to the EOC Director.
- ✓ Obtain a briefing on the situation
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Safety Officer by putting on the vest with your title.
- ✓ Clarify any issues regarding your authority and assignment and what others in the organization do.
- ✓ Open and maintain an ICS-214.
- ✓ Determine 24-hour staffing requirements and request additional support as required.
- ✓ Request additional resources through the appropriate Logistics Section Unit.
- ✓ Based on the situation as known or forecast determine likely future Branch/Unit needs.
- ✓ **Anticipate** situations and problems before they occur.
- ✓ Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments

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

General Operational Duties

- ✓ Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.
- ✓ Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.
- ✓ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- ✓ Review situation reports as they are received. Verify information where questions exist.
- ✓ Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ✓ **Anticipate** support requirements and forward to your Section Coordinator.
- ✓ Monitor your position activities and adjust staffing and organization to meet current needs.
- ✓ Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- ✓ Ensure that your personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- ✓ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Position Operational Duties

- ✓ Advise EOC Security Officer of your function. Secure information regarding emergency conditions.
- ✓ Tour the entire facility area and determine the scope of on-going operations.
- ✓ Evaluate conditions and advise the EOC Director of any conditions and actions that might result in liability—e.g. oversights, improper response actions, etc.
- ✓ Coordinate with the Personnel Unit of the Logistics Section to ensure that training for personnel includes safety and hazard awareness and is in compliance with OSHA requirements.
- ✓ Study the facility to learn the location of all fire extinguishers, fire hoses and emergency pull stations.
- ✓ Be familiar with particularly hazardous conditions in the facility.
- ✓ Ensure that the EOC location is free from environmental threats (i.e., air purity, water potability, etc.)
- ✓ When the EOC is activated due to an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.
- ✓ Coordinate with Security to obtain assistance for any special safety requirements.
- ✓ Keep the EOC Director advised of safety conditions.

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

Deactivation

- ✓ Ensure that all required forms or reports are completed prior to your release and departure.
- ✓ Provide input to the After-Action Report.
- ✓ Determine what follow-up to your assignment might be required before you leave.
- ✓ Deactivate the Safety Officer position and close out logs when authorized by the EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

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EOC COORDINATOR

GENERAL DUTIES:

- Coordinate Emergency Operations Center (EOC) internal management systems.
- Liaison with outside public jurisdictions and internal departments.
- Assist and serve as an advisor to the EOC Director and General Staff as needed.
- Provide information and guidance to the EOC Management Team.
- Maintain contact with the Santa Barbara County Operational Area EOC Liaison Officer.
- Serve (temporary assignment) as a Section Coordinator if assigned by the EOC Director.
- Coordinate all visits to the EOC.

YOUR RESPONSIBILITY:

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

CHECKLIST ACTIONS

Start-Up Actions

- ✓ Check-in upon arrival at the EOC.
- ✓ Report to the EOC Director.
- ✓ Receive incident briefing from the EOC Director.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the EOC Coordinator by putting on the vest with your title
- ✓ Clarify any issues regarding your authority and assignment and what others in the organization do.
- ✓ Open and maintain an ICS-214 activity log.
- ✓ Assess emergency impacts and provide advice to the EOC Director as to the extent of EOC activation.
- ✓ Assist the EOC Director in filling needed workstation assignments.
- ✓ Provide assistance and information to Section Coordinators as required.
- ✓ Determine 24-hour staffing requirements and request additional support as required.
- ✓ Request additional resources through the Logistics Section Unit.
- ✓ Based on the situation as known or forecast determine likely future Branch/Unit needs.
- ✓ **Anticipate** situations and problems before they occur.

- ✓ Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments

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

General Operational Duties

- ✓ Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.
- ✓ Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.
- ✓ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- ✓ Review situation reports as they are received. Verify information where questions exist.
- ✓ Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ✓ **Anticipate** support requirements and forward to your Section Coordinator.
- ✓ Monitor your position activities and adjust staffing and organization to meet current needs.
- ✓ Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- ✓ Ensure that your personnel time records are provided to your Section Coordinator at the end of each operational period.
- ✓ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Position Operational Duties

- ✓ Assist the General Staff and the EOC Director in developing an overall strategy, including:
 - Assess the situation.
 - Define the problem.
 - Establish priorities.
 - Determine the need for evacuation.
 - Estimate the incident duration.
- ✓ Advise the EOC Director about proclamations, emergency ordinances and other legal documents required by the Board of Supervisors and the EOC Director.
- ✓ Assist the Planning/Intelligence Section in the development, continuous updating and execution of the EOC Action Plan.

- ✓ Ensure efficient operating procedures within the EOC. Assist any function in addressing any issues that might arise.
- ✓ Monitor performance of EOC personnel for signs of stress or under-performance; advise EOC Director of condition.
- ✓ Ensure that all documentation is being properly maintained by EOC personnel.
- ✓ Facilitate and attend periodic briefing sessions conducted by the EOC Director.
- ✓ Advise the EOC Director of any issues that need to be addressed and of any responsibilities that need to be assigned.
- ✓ Liaison with other agencies (Operational Area, State and FEMA) as assigned. Ensure that all notifications are made to the Santa Barbara County Operational Area. As necessary, verify that requests for assistance have been addressed or forwarded to the State Regional EOC.
- ✓ Ensure that all necessary communications have been established.
- ✓ Coordinate and monitor all EOC visitations.
- ✓ Coordinate all EOC functions with neighboring jurisdictions, the Santa Barbara County Operational Area and other support and response organizations.
- ✓ Assist in shift change issues.

Deactivation

- ✓ Ensure that all required forms or reports are completed prior to your release and departure.
- ✓ Be prepared to provide input to the After-Action Report.
- ✓ Determine what follow-up to your assignment might be required before you leave.
- ✓ Deactivate the EOC Coordinator position and close out logs when authorized by the EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

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PART TWO

OPERATIONS SECTION

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Note: Items identified with a (LEPG-#) reference the Local Emergency Planning Guidance and may be retained in the plan as a crosswalk for review purposes

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OPERATIONS

GENERAL

PURPOSE

To enhance the capability of the Santa Barbara Operational Area to respond to emergencies by carrying out coordinated tactical operations based upon the EOC Incident Action Plan. It is the policy of this Section that the priorities of responses are to be:

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

OVERVIEW

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

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

OBJECTIVES

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

CONCEPT OF OPERATIONS

The Operations Section will operate under the following concepts during an incident as the situation dictates:

- The Standardized Emergency Management System (SEMS) will be followed.
- All existing County departmental operating procedures will be adhered to unless modified by the Board of Supervisors.

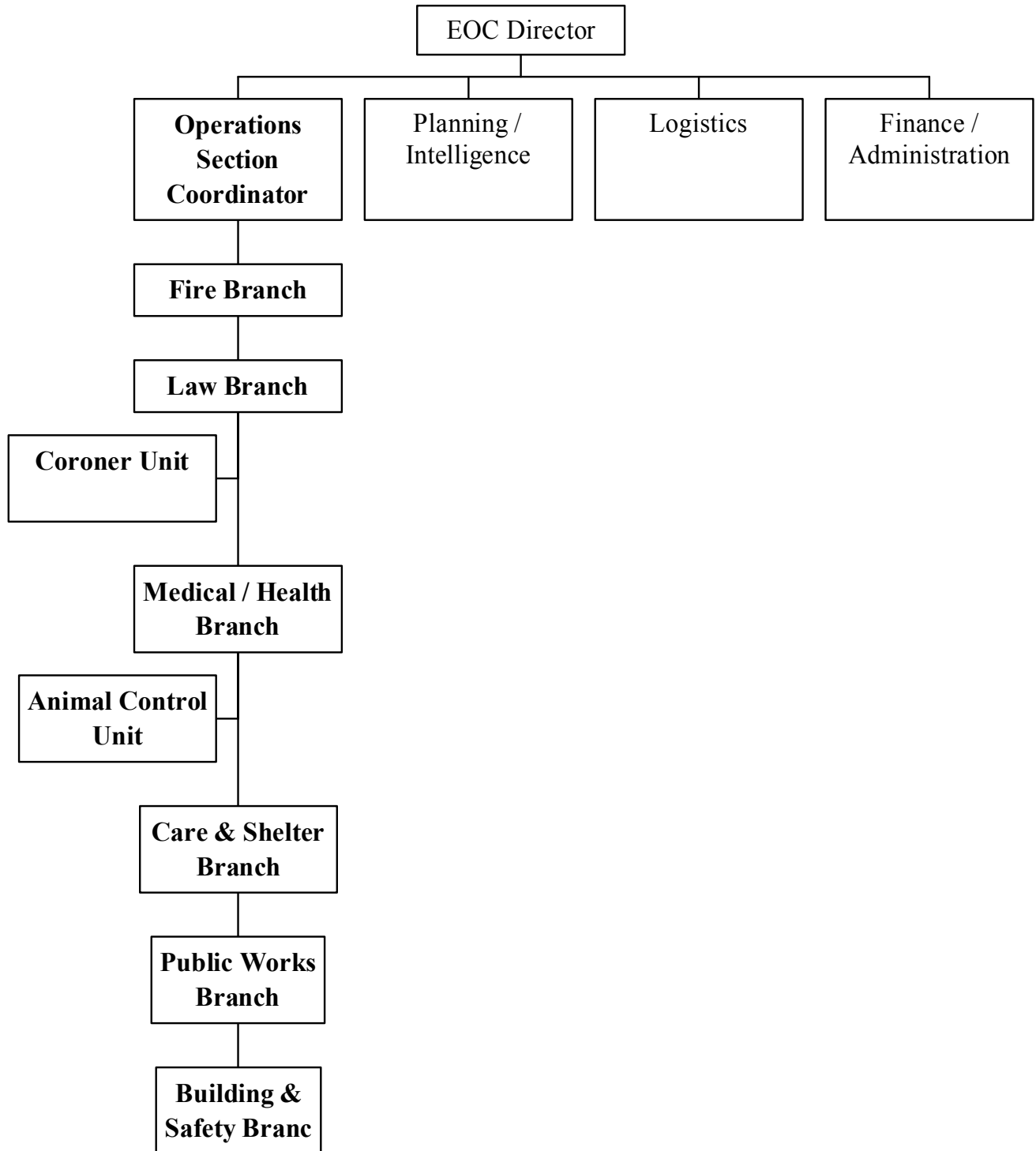
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- All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with County of Santa Barbara Policy and Procedures, “Santa Barbara County Policy for Employees in the event of a Declared Emergency / Natural Disaster / Inclement Weather”

Operational periods will be 12 hours for the duration of the incident. Operational periods will normally change at 6 a.m. and 6 p.m. Operational periods should be event driven.

SECTION ACTIVATION PROCEDURES

The EOC Director is authorized to activate the Operations Section.

OPERATIONS SECTION ORGANIZATION CHART



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OPERATIONS STAFF

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

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

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

Operations Section Coordinator (LEPG 30)

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

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

Fire Branch

The Fire Branch is responsible for coordinating personnel, equipment and resources committed to a fire, field medical, search and rescue or hazardous materials elements of the incident.

Law Branch

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

Medical/Health Branch

The Medical/Health Branch is a liaison position and will coordinate with the Public Health Department's DOC for appropriate medical/health response. The Medical/Health Branch is also responsible for managing personnel, equipment and resources to provide the best patient care

possible and coordinating the provision of public health and sanitation; taking into consideration the vulnerable population.

Care and Shelter Branch

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

Public Works Branch

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

Building and Safety Branch

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

OPERATIONS POSITION CHECKLISTS

OPERATIONS COORDINATOR

GENERAL DUTIES:

- Ensure that the Operations Section function is carried out, including the coordination of response for Fire, Law, Medical/Health, Care and Shelter, Public Works and Building and Safety.
- Establish and maintain staging areas for incoming resources.
- Develop and ensure that the EOC Incident 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 and revise as required.
- Exercise overall responsibility for the coordination of activities within the Section.
- Report to the EOC Director on all matters pertaining to Section activities.

YOUR RESPONSIBILITY:

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

CHECKLIST ACTIONS

Section Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the EOC Director.
- ✓ Obtain a briefing on the situation.
- ✓ Set up your Section workstation, including maps and status boards. Use your EOC Section materials and on-site supplies.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Operations Section Coordinator by putting on the vest with your title.
- ✓ Clarify any issues you may have regarding your authority and assignment and what others in the organization do.
- ✓ Review organization in place at the EOC. Know where to go for information or support.

- ✓ Determine if other Section staff is at the EOC.
- ✓ Confirm that all key Operations Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
- ✓ Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements.
 - Fire Branch
 - Law Branch
 - Medical/Health Branch
 - Care and Shelter Branch
 - Public Works Branch
 - Building and Safety Branch
- ✓ Request additional personnel for the Section to maintain a 24-hour operation as required.
- ✓ Brief incoming Section personnel prior to their assuming their duties. Briefings should include:
 - Current situation assessment.
 - Identification of specific job responsibilities.
 - Identification of co-workers within the job function and/or geographical assignment.
 - Availability of communications.
 - Location of work area.
 - Identification of eating and sleeping arrangements as appropriate.
 - Procedural instructions for obtaining additional supplies, services and personnel.
 - Identification of operational period work shifts.
- ✓ Inform the EOC Director and General Staff when your Section is fully operational.
- ✓ Open and maintain Section logs.
- ✓ Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by the State OES and FEMA.
- ✓ Review responsibilities of branches/groups/units in your Section. Develop plan for carrying out all responsibilities.
- ✓ Prepare work objectives for Section staff and make staff assignments.
- ✓ Meet with other activated Section Coordinators.
- ✓ From the Situation Status Unit of the Planning/Intelligence Section, obtain and review major incident reports and additional field operational information that may pertain to or affect your Section operations. Provide information to appropriate branches/units.

- ✓ Based on the situation as known or forecast, determine likely future Operations Section needs.
- ✓ **Anticipate** situations and problems before they occur.
- ✓ Request additional resources through the Logistics Section or established ordering procedures, as needed.

General Operational Duties

- ✓ Carry out responsibilities of the Operations Section that are not currently staffed.
- ✓ Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and bystanders. Arrange debriefings through the Personnel Unit of the Logistics Section.
- ✓ Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- ✓ Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.
- ✓ Brief the EOC Director on major problem areas that need or will require solutions.
- ✓ Provide situation and resources information to the Situation Status Unit of the Planning/Intelligence Section on a periodic basis or as the situation requires.
- ✓ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, data and radio systems. Make any priorities or special requests known.
- ✓ Determine status of transportation system into and within the affected area in coordination with the Transportation Unit of the Logistics Section. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to appropriate Branches/Units.
- ✓ Ensure that your Section logs and files are maintained.
- ✓ Monitor your Section activities and adjust Section organization as appropriate.
- ✓ Ensure internal coordination between branch/group/unit coordinators.
- ✓ Update status information with other sections as appropriate.
- ✓ Resolve problems that arise in conducting your Section responsibilities.
- ✓ Anticipate potential situation changes, such as severe aftershocks, in all Section planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ✓ Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.
- ✓ Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- ✓ Make sure that all contacts with the media are coordinated first with the Public Information Officer (PIO).
- ✓ Participate in the EOC Director's action planning meetings.

- ✓ Ensure that all your Section personnel and equipment time records and record of expendable materials used are provided to the Time and Cost Analysis Units of the Finance/Administration Section at the end of each operational period.
- ✓ Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Section Operational Duties

- ✓ Establish field communications with affected areas.
- ✓ Evaluate the field conditions associated with the incident and coordinate with the Situation Status Unit of the Planning/Intelligence Section.
- ✓ Determine the need to evacuate and issue evacuation orders. *(LEPG-30)*
- ✓ Determine the need for In-Place Sheltering and issue notification orders
- ✓ In coordination with the Situation Status Unit of the Planning/Intelligence Section, designate primary and alternate evacuation routes for each incident.
- ✓ Display on maps the primary and alternate evacuation routes.
- ✓ Identify, establish and maintain staging areas for Operations-related equipment and personnel.
- ✓ Direct Operations Branch/Unit Coordinators to maintain up-to-date Incident Charts, Incident Reports and Branch/Unit specific maps. Ensure that only ACTIVE, ESSENTIAL information is depicted on the charts and maps. All Branch/Unit related items of interest should be recorded on an Incident Report.
- ✓ Provide copies of the daily Incident Report to the Documentation Unit of the Planning/Intelligence Section at end of each operational period
- ✓ Coordinate the activities of all departments and agencies involved in the operations.
- ✓ Determine resources committed and resource needs.
- ✓ Receive, evaluate and disseminate information relative to the Operations of the incident.
- ✓ Provide all relevant emergency information to the Public Information Officer.
- ✓ Conduct periodic Operations Section briefings and work to reach consensus for forthcoming operational periods.
- ✓ Work closely with the Planning/Intelligence Section Coordinator in the development of the EOC Incident Action Plan.
- ✓ Work closely with each Branch/Unit Coordinator to ensure Operations Section objectives as defined in the current EOC Incident Action Plan are being addressed.
- ✓ Ensure that intelligence information from Branch/Unit Coordinators is made available to the Planning/Intelligence Section.
- ✓ Ensure that **unusual** weather occurrences within the jurisdiction are reported to the National Weather Service (NWS)
- ✓ Coordinate with the Facilities and Procurement Units of the Logistics Section on animal care issues.

- ✓ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section, i.e., notification of any emergency expenditure. Review suggested list of resources to be released and initiate recommendations for their release. Notify the Resources Unit of the Logistics Section.

Deactivation

- ✓ Authorize deactivation of organizational elements within your Section when they are no longer required.
- ✓ Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.
- ✓ Ensure that any required forms or reports are completed prior to your release and departure.
- ✓ Be prepared to provide input to the After-Action Report.
- ✓ Deactivate your Section and close out logs when authorized by the EOC Director.

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FIRE BRANCH

GENERAL DUTIES: (LEPG-30)

- Coordinate the prevention, control and suppression of fires and hazardous materials incidents.
- Coordinate the provision of emergency medical care.
- Coordinate all search and rescue operations.
- Implement that portion of the EOC Incident Action Plan appropriate to the Fire Branch.!

YOUR RESPONSIBILITY:

Coordinate personnel, equipment and resources committed to the fire, field medical, search and rescue and hazardous materials elements of the incident.

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the EOC Director.
- ✓ Obtain a briefing on the situation.
- ✓ Set up your Section workstation, including maps and status boards. Use your EOC Section materials and on-site supplies.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Fire Branch Director by putting on the vest with your title.
- ✓ Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)
- ✓ Ascertain if all key Fire Department personnel are in the EOC or have been notified.
- ✓ Clarify any issues regarding your authority and assignment and what others in the organization do.
- ✓ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- ✓ Ensure that all on-duty Fire personnel have been alerted and notified of the current situation.
- ✓ Ensure that all off-duty Fire personnel have been notified of callback status (when they should report), in accordance with current department emergency procedures.

- ✓ Ensure that all Fire personnel have completed status check on equipment, facilities and operational capabilities.
- ✓ Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning/Intelligence Section through the Operations Section.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the Logistics Section or established ordering procedures, as needed.
- ✓ Ensure that all your incoming Branch/Unit personnel are fully briefed.
- ✓ Based on the situation as known or forecast, determine likely future Branch/Unit needs. Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident.
Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

General Operational Duties

- ✓ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- ✓ Ensure that field units are conducting a safety/damage assessment.
- ✓ Obtain regular briefings from field command post(s) or DOC.
- ✓ Direct field units to report pertinent information (casualties, damage observations, evacuation status, chemical exposures, etc.) to the appropriate DOC or EOC Operations Branch.
- ✓ Keep the Operations Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- ✓ Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.
- ✓ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- ✓ Review situation reports as they are received. Verify information where questions exist.
- ✓ Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- ✓ Refer all media contacts to your Section Coordinator.
- ✓ Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- ✓ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

- ✓ Assess the impact of the disaster on the Fire Department operational capacity.
- ✓ Set Fire Department priorities based on the nature and severity of the disaster.

- ✓ Attend planning meetings at the request of the Operations Section Coordinator.
- ✓ Estimate need for fire mutual aid.
- ✓ Request mutual aid resources through proper channels when approved by the Operations Section Coordinator.
 - Order all fire resources through the Fire Mutual Aid Coordinator.
 - Order all other resources through the Logistics Section.
- ✓ Report to the Operations Section Coordinator when:
 - EOC Incident Action Plan needs modification.
 - Additional resources are needed or surplus resources are available.
 - Significant events occur.
- ✓ Alert all emergency responders to the dangers associated with hazardous materials and fire.
- ✓ Assist in dissemination of warning to the public.
- ✓ Provide fire protection and safety assessment of shelters.
- ✓ Provide support for decontamination operations.
- ✓ Check with the other Operations Section Branches for a briefing on the status of the emergency.
- ✓ Resolve logistical problems reported by the field units.

Deactivation

- ✓ Ensure that all required forms or reports are completed prior to your release and departure.
- ✓ Be prepared to provide input to the After-Action Report.
- ✓ Determine what follow-up to your assignment might be required before you leave.
- ✓ Deactivate the Fire Branch position and close out logs when authorized by the Operations Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

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LAW BRANCH

GENERAL DUTIES:

- Coordinate movement and evacuation operations during the disaster.
- Alert and notify the public of the pending or existing emergency.
- Activate any public warning systems.
- Coordinate all law enforcement and traffic control operations during the disaster.
- Ensure the provision of security at incident facilities.
- Coordinate incoming law enforcement mutual aid resources during the emergency.
- Coordinate and assume responsibility as necessary for Coroner Operations.

YOUR RESPONSIBILITY: (LEPG-30)

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

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Operations Section Coordinator and obtain a briefing.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Obtain a briefing from the field command post(s) or DOC prior to assuming EOC assignment and brief the Operations Section Coordinator.
- ✓ Identify yourself as the Law Branch by putting on the vest with your title
- ✓ Clarify any issues regarding your authority and assignment and what others in the organization do.
- ✓ Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the Logistics Section or established ordering procedures, as needed.
- ✓ Ensure that all your incoming Branch/Unit personnel are fully briefed.
- ✓ Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident.

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

General Operational Duties

- ✓ Obtain regular briefings from field command post(s) or DOC.
- ✓ Ensure that field units are conducting a safety/damage assessment.
- ✓ Keep the Operations Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- ✓ Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.
- ✓ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- ✓ Review situation reports as they are received. Verify information where questions exist.
- ✓ Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ✓ **Anticipate** your support needs and forward to your Section Coordinator.
- ✓ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- ✓ Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- ✓ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

Branch/Unit Operational Duties are organized into categories: Mobilization, Initial Response, Alerting/Warning, Evacuation, Security, Other, and Additional Actions in Response to Hazardous Materials, Air Crash, or Flooding/Dam Failure.

Mobilization

- Ensure that all on-duty Law Enforcement and Public Safety personnel have been alerted and notified of the current situation.
- Ensure that all off-duty Law Enforcement and Public Safety personnel have been notified of callback status, (when they should report) in accordance with current department emergency procedures.
- Ensure that Law Enforcement and Public Safety personnel have completed status checks on equipment, facilities, and operational capabilities.
- Alter normal patrol procedures to accommodate the emergency situation.

Initial Response

- Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning/Intelligence Section through the Operations Section.
- Coordinate with the appropriate units of the Logistics Section for supplies, equipment, personnel, and transportation for field operations.
- Establish a multi-purpose staging area as required.
- Direct field units to report pertinent information (casualties, damage observations, evacuation status, chemical exposure, etc.) to the appropriate DOC or EOC Operations Branch.

Alerting/Warning of Public (LEPG-30)

- Designate area to be warned and/or evacuated.
- Develop the warning/evacuation message to be delivered. At a minimum the message should include:
 - Nature of the emergency and exact threat to public
 - Threat areas
 - Time available for evacuation
 - Evacuation routes
 - Location of evacuee assistance center
 - Radio stations carrying instructions and details
- Coordinate all emergency warning and messages with the EOC Director and the PIO. Consider following dissemination methods:
 - Notifying law enforcement to use loudspeakers and sirens to announce warning messages.
 - Determining if helicopters are available and/or appropriate for announcing warnings.
 - Using cable TV Government Access TV (GATV), local radio stations or local low power radio stations to deliver warning or emergency messages upon approval of the EOC Director.
 - Using the Emergency Alert System (EAS) for local radio and television delivery of warnings
 - Using explorers, volunteers, reserves and other County personnel as necessary to help with warnings. Request through the Logistics Section.
- Ensure that dispatch notifies special facilities requiring warning and/or notification (i.e. hospitals, schools, government facilities, special industries, etc.) **(LEPG-16 & 30)**
- Warn all non-English speaking; hearing, visually or mobility impaired persons; and other special needs population of the emergency situation/hazard by: **(LEPG-16 & 30)**
 - 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 TDD machines and 9-1-1 translation services to contact the deaf.
 - Using pre-identified lists of disabled and hearing-impaired persons for individual contact.

- Check vacated areas to ensure that all people have received warnings.

Evacuation

- Implement the evacuation portion of the EOC Incident Action Plan. **(LEPG-30)**
- Coordinate with the Public Works Branch traffic engineering to determine capacity and safety of evacuation routes and time to complete evacuation.
- Ensure that evacuation routes do not pass through hazard zones.
- Identify alternate evacuation routes where necessary.
- Through field unit requests, identify persons/facilities that have special evacuation requirements; i.e. disabled, hospitalized, elderly, institutionalized, incarcerated etc. Check status. Evacuate if necessary. Coordinate with the Transportation Unit of the Logistics Section for transportation. **(LEPG-16 & 30)**
- Consider use of County vehicles if threat is imminent. Coordinate use of County vehicles (trucks, vans, etc.) with the Transportation Unit of the Logistics Section. Encourage the use of private vehicles if possible.
- Establish evacuation assembly points
- Coordinate the evacuation of hazardous areas with neighboring jurisdictions and other affected agencies.
- Coordinate with Care and Shelter Branch to open evacuation centers.
- Establish traffic control points and provide traffic control for evacuation and perimeter control for affected areas. **(LEPG-30)**
- 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.
- Coordinate with fire for urban search and rescue; follow protocol in Standard Operating Procedures.

Terrorism / Security

- Enforce curfew and other emergency orders, as identified in the EOC Incident Action Plan
- Request mutual aid assistance through Law Enforcement Mutual Aid.
- Coordinate security in the affected areas to protect public and private property.
- Coordinate security for critical facilities and resources. **(LEPG-30)**
- Coordinate with the Public Works Branch for street closures and board up of buildings.
- Coordinate law enforcement and crowd control services at mass care and evacuation centers.
- Provide information to the PIO on matters relative to public safety.
- Ensure that detained inmates are protected from potential hazards. Ensure adequate security, and relocate if necessary.
- Consider vehicle security and parking issues at incident facilities and coordinate security if necessary.
- Develop procedures for safe re-entry into evacuated areas.

Other

- Coordinate with appropriate animal care agencies and the Facilities and Procurement Units of the Logistic Section. **(LEPG-30)**
- If requested, assist the County Coroner with removal and disposition of the dead.
- Activate the EOC Coroner Unit if the Coroner is needed and the County cannot provide service.

Additional Actions in Response to Hazardous Materials Incidents

- Insure that all personnel remain upwind or upstream of the incident site. This may require repositioning of personnel and equipment as condition change.
- Notify appropriate local, state, and federal hazard response agencies.
- Consider wind direction and other weather conditions. Contact the Situation Status Unit of the Planning/ Intelligence Section for updates. Assist with the needs at the Unified Command Post as requested.

Additional Actions In Response to a Major Air Crash

- Notify the Federal Aviation Agency or appropriate military command.
- Request temporary flight restrictions.

Additional Actions In Response to Flooding and/or Dam Failure

- Notify all units in and near inundation areas of flood arrival time.
- Direct mobile units to warn public to move to higher ground immediately. Continue warning as long as needed.
- Coordinate with PIO to notify radio stations to broadcast warnings.

Deactivation

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Law Branch position and close out logs when authorized by the Operations Section Coordinator or EOC Director.
- Leave forwarding phone number where you can be reached.

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CORONER UNIT

GENERAL DUTIES: (LEPG-30)

- Coordinate resources for collection, identification and disposition of deceased persons and human tissue. Select qualified personnel to staff temporary morgue sites. Identify burial sites. Establish and maintain records of fatalities,
- Request the County Operational Area to activate the Emergency Mortuary Response Plan as necessary to supplement Coroner Operations. Assist as needed.

YOUR RESPONSIBILITY:

The Santa Barbara County Sheriff's Department Coroner has Coroner responsibilities in Santa Barbara County. In a wide-scale disaster within Santa Barbara County, it may be several hours or days before the dead can be collected and processed by the Department of the Coroner. Law Enforcement has the ultimate responsibility for carrying out this function if the County Coroner cannot respond

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Law Branch Coordinator and obtain a briefing.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Obtain a briefing from the field command post(s) or DOC prior to assuming EOC assignment and brief the Law Branch Coordinator.
- ✓ Identify yourself as the Coroner Unit Coordinator by putting on the vest with your title.
- ✓ Clarify issues regarding your authority and assignment and what others in the organization do.
- ✓ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the Logistics Section or established ordering procedures, as needed.
- ✓ Ensure that all your incoming Branch/Unit personnel are fully briefed.
- ✓ Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident.

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

General Operational Duties

- ✓ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- ✓ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- ✓ Obtain regular briefings from field command post(s) or DOC.
- ✓ Keep the Law Branch Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- ✓ Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/ Intelligence Section.
- ✓ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- ✓ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- ✓ Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- ✓ Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- ✓ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

- ✓ Coordinate the removal and disposition of the dead.
- ✓ Establish temporary morgue facilities.
- ✓ Coordinate with local morticians for assistance.
- ✓ Coordinate with the Procurement and Transportation Units of the Logistics Section to arrange for cold storage locations and transportation for temporary body storage.
- ✓ Coordinate with the Procurement Unit of the Logistics Section for procurement of body bags, tags, gloves, masks, stretchers and other support items.
- ✓ Coordinate with Public Works and Fire Branches on removal procedures for bodies within unstable or hazardous structures.
- ✓ Advise all personnel involved in body recovery operations of the specific documentation requirements.
- ✓ Ensure that assigned personnel and volunteers are monitored for stress, morale or psychological problems related to body recovery operations.
- ✓ Consider changing shifts at 6 hours if involved in body recovery.

- ✓ Arrange for Critical Incident Stress Debriefing for all personnel involved in coroner operations through the Personnel Unit of the Logistics Section.
- ✓ Maintain list of known dead. Maintain a log of body recovery operations to be provided to the County Coroner as requested or upon conclusion of the emergency.
- ✓ Provide assistance to the County Coroner in the identification of remains if requested.
- ✓ Notify next of kin as advised by the Coroner.
- ✓ Provide data on casualty counts to the Santa Barbara County Operational Area on Incident Reports
- ✓ In a hazardous materials incident, determine if special body handling procedures will be required to avoid contamination.
- ✓ Be prepared to relocate morgue facilities if they are located in flood-prone or dam inundation areas.
- ✓ Assist and coordinate the reburial of any coffins that may be washed to the surface of inundated cemeteries.
- ✓ Direct field units to report pertinent information (casualties, damage observations, evacuation status, chemical exposures, etc.) to the appropriate DOC or EOC Operations Branch.

Deactivation

- ✓ Ensure that all required forms or reports are completed prior to your release and departure.
- ✓ Be prepared to provide input to the After-Action Report.
- ✓ Determine what follow-up to your assignment might be required before you leave.
- ✓ Deactivate the Coroner Unit position and close out logs when authorized by the Operations Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

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MEDICAL/HEALTH BRANCH

The Santa Barbara County Public Health Department in coordination with the private hospitals designated, as Field Treatment Sites (FTS) is responsible for assigning medical staff to FTS.

GENERAL DUTIES: (LEPG-30)

- Monitor and coordinate all tactical operations of triage, emergency medical care and treatment of the sick and injured resulting from the incident.
- Assess medical casualties and needs.
- Coordinate resources and communication with medical/health care facilities and transportation companies for the evacuation and continual patient care consistent with the EOC Incident Action Plan.
- Coordinate preventive health services and other health-related activities and advise on general sanitation matters.

YOUR RESPONSIBILITY:

Manage personnel; equipment and resources to provide the best patient care possible consistent with the EOC Incident Action Plan. Coordinate the provision of public health and sanitation consistent with the EOC Incident Action Plan.

In this jurisdiction, this checklist may pose potential issues as opposed to serving as a functional checklist.

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Operations Section Coordinator and obtain a briefing.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Obtain a briefing from the field command post(s) or DOC, if activated, prior to assuming EOC assignment and brief the Operations Section Coordinator.
- ✓ Identify yourself as the Medical/Health Branch Coordinator by putting on the vest with your title.

- ✓ Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)
- ✓ Clarify any issues regarding your authority and assignment and what others in the organization do.
- ✓ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- ✓ Ensure that a status check on equipment, facilities and operational capabilities has been completed.
- ✓ Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning/Intelligence Section through the Operations Section.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the Logistics Sections or established ordering procedures, as needed.
- ✓ Ensure that all your incoming Branch/Unit personnel are fully briefed.
- ✓ Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident.

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

General Operational Duties

- ✓ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- ✓ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- ✓ Obtain regular briefings from field command post(s) or DOC.
- ✓ Direct field units to report pertinent information (casualties, damage observations, evacuation status, chemical exposures, etc.) to the appropriate DOC or EOC Operations Branch.
- ✓ Keep the Operations Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- ✓ Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.
- ✓ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- ✓ Review situation reports as they are received. Verify information where questions exist.
- ✓ Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ✓ **Anticipate** your support needs and forward to your Section Coordinator.
- ✓ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

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

Branch/Unit Operational Duties

- ✓ Arrange for emergency medical support and hospital care for disaster victims during and after an incident.
- ✓ Determine number and location of casualties that require hospitalization.
- ✓ Identify hospitals, nursing homes and other facilities that could be expanded into emergency treatment centers for disaster victims and inform the Santa Barbara County Operational Area EOC.
- ✓ In the event of an evacuation, coordinate with the Law Branch to reduce the patient population in hospitals, nursing homes and other care facilities.
- ✓ Provide continued medical care for patients who cannot be moved when hospitals, nursing homes and other health care facilities are evacuated.
- ✓ In conjunction with the Shelter Branch, and if available, establish and staff medical care stations at shelter facilities.
- ✓ Establish and operate first aid stations for emergency workers as appropriate to the incident.
- ✓ In conjunction with the Transportation Unit of the Logistics Section, coordinate transportation and care of injured persons to treatment areas.
- ✓ Provide information on the disaster routes established within the EOC Incident Action Plan to local hospitals, health care facilities, ambulance companies, etc.
- ✓ Provide to the PIO the locations of shelters, first aid facilities, Field Treatment Sites (FTS), public health hazards and mitigation procedures and other information for press release.
- ✓ In conjunction with the Situation Status Unit of the Planning/Intelligence Section, establish a patient tracking system.
- ✓ Protect sources of potable water and sanitary sewage systems from effects of potential hazards.
- ✓ Identify sources of contamination dangerous to the health of the community and post as needed.
- ✓ Coordinate inspection of health hazards in damaged buildings.
- ✓ Coordinate with the Public Health Department in developing procedures to distribute medications to shelters or treatment areas as needed.
- ✓ Coordinate with Public Health Department in appropriate disease prevention measures, i.e., inoculation, water purification, pest control, inspection of foodstuffs and other consumables, etc.

Additional Actions in Response to Flooding and/or Dam Failure

- Identify facilities subject to flooding and prepare to move people from facilities.

Additional Actions in Response to Hazardous Material Incidents

- Identify patients and notify hospitals if contaminated or exposed patients are involved.

Deactivation

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Medical Branch position and close out logs when authorized by the Operations Section Coordinator or EOC Director.
- Leave forwarding phone number where you can be reached.

ANIMAL CONTROL UNIT

GENERAL DUTIES: (LEPG-30)

- Protect the health and safety of citizens with the Santa Barbara Operational Area
- Provide rapid care for and control of animals during disasters
- Minimize animal suffering, loss of life and subsequent disability by ensuring timely and coordinated assistance
- Provide care and control of animals brought to shelters
- Provide for participation in mutual aid between and among neighboring counties.

YOUR RESPONSIBILITY:

An animal control response to an incident may include animal rescue, evacuation and medical treatment of animals. If a decision is made to evacuate, the public will be warned by designated mobile units, local radio and TV and other predetermined means. Law enforcement and traffic control personnel will be dispatched to designated traffic and access control points. Transportation providers will be contacted to dispatch vehicles to designated evacuation assembly points. It will be necessary to determine the area to be evacuated and the number and type of animals involved, based on information obtained from annual surveys and licensing information, as well as information available on scene at the time of the incident.

The Animal Services section of the EOC is normally activated when the EOC is opened. It is staffed by a representative from Animal Services, Public Health Department and will report to the Operations Section Chief.

The Director of Animal Services or representative will maintain active liaison with fire, law enforcement, the City of Santa Barbara Animal Control, nonprofit animal assistance organizations and private shelter representatives. The Director or representative will coordinate the Animal Services response for the Santa Barbara Operational Area and will make decisions about resource allocation and priorities.

Upon a request for assistance, the closest appropriate Animal Services unit should be dispatched to the scene as an agency representative and report to the Liaison Officer, if that position has been filled, to provide direct communications between the scene and Animal Services. If there is no Liaison Officer, agency representatives report to the Incident Commander.

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Operations Section Coordinator and obtain a briefing.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Obtain a briefing from the field command post(s) or DOC prior to assuming EOC assignment and brief the Operations Section Coordinator.
- ✓ Identify yourself as the Animal Control Unit Coordinator by putting on the vest with your title.
- ✓ Clarify issues regarding your authority and assignment and what others in the organization do.
- ✓ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the Logistics Section or established ordering procedures, as needed.
- ✓ Ensure that all your incoming Branch/Unit personnel are fully briefed.
- ✓ Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident.

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

General Operational Duties

- ✓ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- ✓ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- ✓ Obtain regular briefings from field command post(s) or DOC.
- ✓ Keep the Operations Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- ✓ Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/ Intelligence Section.
- ✓ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- ✓ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- ✓ Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.

- ✓ Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- ✓ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

- ✓ Check in with Incident Commander, Liaison Officer, or Branch / Unit Coordinator.
- ✓ Provide initial size up of event need for animal control.
- ✓ If appropriate, request County Public Safety Dispatch to call out an Animal Services Unit.
- ✓ Identify animal care facilities or geographical areas that may be threatened and estimate the number of animals needing assistance in the threatened area.
- ✓ Contact Operations Section Coordinator and determine staging area location for evacuation vehicles for transporting animals, horse trailers, etc.
- ✓ Put Animal Services personnel on standby status.
- ✓ Alert volunteer and / or other supporting organizations, as appropriate.
- ✓ Prioritize large animal evacuations as necessary and coordinate activities with volunteer organization representatives at field command post.
- ✓ Estimate number of horses needing transportation assistance.
- ✓ Establish location, condition and capacity of animal shelters and if required take action to expand shelter capacity.
- ✓ Establish procedures for each animal shelter to periodically report on its status.
- ✓ Establish procedures for each shelter to assist in returning animals to their owners at the conclusion of the incident and report.
- ✓ Coordinate with the Medical Health Branch Coordinator to have the Public Information Officer include animal control emergency public information in news release messages.
- ✓ Establish procedures to impound loose animals.
- ✓ Coordinate with Red Cross when they have been requested to open mass care shelters to provide handling and care of animals that have been brought to the shelters. Periodically check with Red Cross liaison to determine animal control needs at shelters.
- ✓ Determine number and location of animals that require treatment or hospitalization.
- ✓ Upon request, assist the California Department of Fish and Game.
- ✓ Continue to update information to the Medical Health Branch Coordinator for Plans / Intelligence and the Public Information Officer.
- ✓ **Anticipate** your support needs and forward to you Section Coordinator.
- ✓ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- ✓ Using Activity log (ICS-214), maintain all required records and documentation to support the After-Action Report and the history of the incident.

Deactivation

- ✓ Ensure that all required forms or reports are completed prior to your release and departure.
- ✓ Be prepared to provide input to the After-Action Report.
- ✓ Determine what follow-up to your assignment might be required before you leave.
- ✓ Deactivate the Animal Control Unit position and close out logs when authorized by the Operations Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

Evacuation – Supporting Organizations

Santa Barbara Humane Society

The Santa Barbara Humane Society is a non-profit, animal welfare organization located at 5399 Overpass Road, Santa Barbara. Humane Society employees and volunteers provide a variety of animal welfare services, including boarding, medical care, adoption and education. The Humane Society also assists County Animal Services during emergencies in the transport of large and small animals, including horse trailering, evacuation and billeting.

Missions for unincorporated areas within the county of Santa Barbara or jurisdictions provided service by County Animal Services may be authorized by designated representatives of Animal Services, designated representatives from County Fire/OES or the Sheriff's Department.

Designated representatives of Animal Services, Public Health Department, should authorize requests for out of county mutual aid.

During emergency activation, the Humane Society representative will report to and operate under the direction of the Liaison Officer, if that position has been filled. Otherwise the Humane Society representative will report to the Incident Commander.

Contact with the Humane Society by other fire agencies such as the U.S. Forest Service should be made through the Sheriff's Public Safety Dispatch and are to furnish their own mission authorization to the Humane Society.

Equine Evacuation and Assistance Team (Equine Evac)

Equine Evac is a non-profit organization composed of members of local horse groups, trainers, farriers, veterinarians and other equine owners who are interested in education and livestock rescue during disasters. Equine Evac is an available resource for horse evacuation and billeting.

Missions for unincorporated areas within the county of Santa Barbara or jurisdictions provided service by County Animal Services may be authorized by designated representatives of Animal

Services, designated representatives from County Fire/OES or the Sheriff's Department. Designated representatives of Animal Services, Public Health Department, should authorize requests for out of county mutual aid.

During emergency activation, the Equine Evac representative will report to and operate under the direction of the Liaison Officer, if that position has been filled. Otherwise the Equine Evac representative will report to the Incident Commander.

Contact with Equine Evac by other fire agencies such as the U.S. Forest Service should be made through the Sheriff's Public Safety Dispatch and are to furnish their own mission authorization to Equine Evac.

Wildlife Care Network (WCN)

The Wildlife Care Network (WCN) is a private volunteer organization that provides rescue and treatment of distressed or oiled birds and animals. The WCN team is fully equipped to respond to the scene of a distressed bird or animal and all responding WCN members have been trained in the care and handling of distressed wildlife. WCN has a relationship with local veterinarians, City Animal Control, County Animal Services and the State Department of Fish and Game. WCN has a number of wildlife treatment and rehabilitation sites throughout the south coast.

WCN may be reached through the State Department of Fish and Game, Animal Control or directly by their local phone number (805) 966-0023.

On scene, the WCN agency representative will report to and operate under the direction of the Liaison Officer, if that position has been filled. Otherwise the WCN agency representative will report to the Incident Commander.

Santa Barbara Marine Mammal Center

The Santa Barbara Marine Mammal Center (SBMMC) is a private volunteer organization that provides rescue and treatment of distressed marine mammals. The SBMMC team is fully equipped to respond to the scene of a distressed marine mammal and all responding SBMMC members have been trained in the care and handling of distressed marine mammals. SBMMC has a relationship with local veterinarians, the Santa Barbara City Harbor Patrol, County Animal Control Officers and the State Department of Fish and Game. SBMMC has a treatment and rehabilitation site within Santa Barbara County and SBMMC responders can retrieve marine mammals either on or offshore.

SBMMC may be reached through the State Department of Fish and Game, Santa Barbara City Harbor Patrol, Animal Control or directly by their local phone number (805) 962-0885.

On scene, the SBMMC agency representative will report to and operate under the direction of the Liaison Officer, if that position has been filled. Otherwise the SBMMC agency representative will report to the Incident Commander.

Supporting Organizations and Responsibilities

- Department of Fish and Game - Game wardens and veterinarians provide assistance with wildlife, including cleanup activities associated with oil spills.
- Public Utilities Commission - Provides listings of commercial and private transportation vehicles that could be used for evacuation.
- Department of Transportation and Department of Interior - Supports and assists federal, state, local and voluntary relief agencies in disaster relief transportation requirements
- Private Animal Care Shelters - Provide care and assist where possible in recovery and rescue of animals.
- Veterinary Medical Association - Coordinates provision of emergency shelters for animals, as available and coordinates private veterinary medical service.
- Santa Barbara Zoological Society - Provides expertise and resources to handle and care for exotic animals.
- Santa Maria Fairplex - Temporary shelter for animals on a space available basis.
- Earl Warren Showgrounds - On a space available basis, provides shelter for large animals.
- California Department of Fish and Game - Provides assistance with wildlife, including cleanup activities associated with oil spills.

CARE AND SHELTER BRANCH

Santa Barbara County Department of Social Services in conjunction with the American Red Cross has the Operational Area responsibility for Care and Shelter.

In all levels of disaster the American Red Cross and the Department of Social Services may consolidate operations into a disaster operations headquarters at a site to be determined.

Santa Barbara County is within the jurisdiction of the Santa Barbara County Chapter of the American Red Cross. The main office is located at 2707 State Street, Santa Barbara, CA 93105. The phone number for this office is 805-687-1331.

The Care and Shelter Branch shall ensure that plans are in place to open and operate evacuation centers and mass care facilities with the cooperation of the American Red Cross. The Care and Shelter Branch will work closely with and support the American Red Cross and any other volunteer service agencies providing assistance to disaster victims.

POTENTIAL SHELTER SITES

Potential shelter facilities should:

- In conjunction with the Santa Barbara County Chapter of the American Red Cross, have permission and Memos of Understanding secured for shelter usage. The Department of Social Services (DSS) will also have a list of potential facilities in their Department's Standard Operating Procedures.
- In conjunction with the American Red Cross, have procedures for the following inspections and access, both during regular and after hour use, before a shelter is established.
 - Structural safety inspection arranged with local Building Department.
 - OSHA safety inspection for safety of shelterees and workers.
 - Facility Walk-Through Survey prior to use (to protect owner and user against damage claims).

Examples of suitable potential shelter sites:

- County-owned facilities such as community centers, recreational facilities or auditoriums
- Churches and other privately owned facilities
- School multi-purpose buildings and gymnasiums
- Convention Centers

Care and Shelter Branch will coordinate with the American Red Cross in identifying potential sites. Potential shelter locations are identified in the Standard Operating Procedures for the Department of Social Services that meet all health, safety and Americans with Disabilities Act (ADA) requirements and should have: ***(LEPG-16)***:

- An open space suitable for cots, tables, etc.
- Sanitation and hygiene facilities, as available.

Shelters will be used after inspected and deemed structurally sound. Depending upon the scope of the emergency, additional shelter sites may need to be obtained and/or existing shelters upgraded. All suitable buildings identified by the American Red Cross and / or the Department of Social Services, other than those used for other emergency functions, may be used for sheltering.

Community centers and other county-owned facilities have become the most preferred facilities for shelter operations as they are public facilities and can usually accommodate large numbers of people and are mostly ADA compatible. Churches, which are ADA compatible, are also appropriate as they are often large and have kitchen facilities on the premises. Since it is important that a community return to normal activities as soon after a disaster as possible, schools should be used in shelter operations only when other resources are unavailable.

GENERAL DUTIES: (LEPG-30)

- Identify the care and shelter needs of the community.
- Coordinate with the American Red Cross and other emergency welfare agencies for emergency mass feeding and to identify, set up, staff and maintain evacuation centers and mass care facilities for disaster victims.
- Via the media, encourage residents to go to the shelter nearest their residence.

YOUR RESPONSIBILITY:

Provide care and shelter for disaster victims and coordinate efforts with the American Red Cross and other volunteer agencies.

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Operations Section Coordinator and obtain a briefing.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.

- ✓ Obtain a briefing from the field command post(s) or DOC, if activated, prior to assuming EOC assignment and brief the Operations Section Coordinator.
- ✓ Identify yourself as the Care and Shelter Branch Coordinator by putting on the vest with your title.
- ✓ Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)
- ✓ Ascertain if all key Care and Shelter personnel are in the EOC or have been notified.
- ✓ Clarify any issues regarding your authority and assignment and what others in the organization do.
- ✓ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- ✓ Ensure that all Care and Shelter personnel have completed status check on equipment, facilities and operational capabilities.
- ✓ Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning/Intelligence Section through the Operations Section.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the Logistics Section or established ordering procedures, as needed.
- ✓ Ensure that all your incoming Branch/Unit personnel are fully briefed.
- ✓ Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident.

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

General Operational Duties

- ✓ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- ✓ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- ✓ Obtain regular briefings from field command post(s) or DOC.
- ✓ Direct field units to report pertinent information (casualties, damage observations, evacuation status, chemical exposures, etc.) to the appropriate DOC or EOC Operations Branch.
- ✓ Keep the Operations Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- ✓ Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/ Intelligence Section.
- ✓ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- ✓ Review situation reports as they are received. Verify information where questions exist.

- ✓ Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ✓ Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- ✓ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

- ✓ If need is established, contact the Santa Barbara County Chapter of the American Red Cross and request an ARC liaison for the SBOA EOC.
- ✓ Identify the care and shelter needs of the community, in coordination with the other Operations Branches.
- ✓ Determine the need for an evacuation center or mass care shelter.
- ✓ The Santa Barbara County Chapter of the American Red Cross should be contacted when considering opening a mass care facility.
- ✓ Identify and prioritize which designated mass care facilities will be needed and if they are functional.
- ✓ Ensure that Building & Safety has inspected each shelter site prior to occupancy following an earthquake and after each significant aftershock.
- ✓ If evacuation is ordered, in conjunction with the American Red Cross if available, open evacuation centers in low risk areas and inform PIO and public of locations
- ✓ Ensure shelter management teams are organized and facilities are ready for occupancy.
- ✓ Coordinate with the Personnel Unit of the Logistics Section to contact volunteer agencies and recall County staff to assist with mass care functions including basic first aid, shelter and feeding of evacuees and sanitation needs.
- ✓ Coordinate with the Medical/Health Branch and Care and Shelter Unit for sheltering of residential care and special needs populations.
- ✓ Coordinate with through the Santa Barbara County Operational Area Care and Shelter Unit, the American Red Cross, other volunteer organizations and private sector if mass feeding or other support is required at spontaneous shelter sites, e.g. in parks, schools, etc. **(LEPG-30)**
- ✓ Coordinate with the Information Systems Branch of the Logistics Sections to provide communications where needed to link mass care facilities, the EOC and other key facilities.
- ✓ Coordinate with the Animal Control Unit of the Medical/Health Branch for the care of sheltertees' animals.
- ✓ Coordinate with the Transportation Unit of the Logistics Section the transportation needs of sheltertees.
- ✓ Ensure shelter managers make periodic activity reports to the EOC including requests for delivery of equipment and supplies, any expenditures, damages, casualties and numbers and

types of persons sheltered. The Planning & Intelligence Section will determine the reporting period.

- ✓ Assist the American Red Cross to ensure adequate food supplies, equipment and other supplies to operate mass care facilities. Coordinate procurement and distribution through the Red Cross or the Procurement Unit of the Logistics Section if requested by Red Cross.
- ✓ Coordinate with the Facilities Unit of the Logistics Section in the evacuation and relocation or shelter-in-place of any mass care facilities, which may be threatened by any hazardous condition.
- ✓ Coordinate with the American Red Cross in the opening, relocating and closing of shelter operations. Also coordinate the above with adjacent communities if needed.

Deactivation

- ✓ Ensure that all required forms or reports are completed prior to your release and departure.
- ✓ Be prepared to provide input to the After-Action Report.
- ✓ Determine what follow-up to your assignment might be required before you leave.
- ✓ Deactivate the Care and Shelter Branch position and close out logs when authorized by the Operations Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

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PUBLIC WORKS BRANCH

GENERAL DUTIES:

- Receive and process all field resource requests for Public Works resources. Coordinate those requests internally and externally as necessary to make sure there are no duplicate orders.
- Coordinate with the Logistics Section on the acquisition of all resources and support supplies, materials and equipment.
- Determine the need for and location of general staging areas for unassigned resources. Coordinate with the Facilities Unit of the Logistics Section and participate in any action planning meetings pertaining to the establishment of additional locations.
- Prioritize the allocation of resources to individual incidents. Monitor resource assignments. Make adjustments to assignments based on requirements.

YOUR RESPONSIBILITY:

Coordinate all Public Works operations; maintain public facilities, surviving utilities and services, as well as restore those that are damaged or destroyed; assist other functions with traffic issues, search and rescue, transportation, etc. as needed.

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Operations Section Coordinator and obtain a briefing.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Obtain a briefing from the field command post(s) or DOC, if activated, prior to assuming EOC assignment and brief the Operations Section Coordinator.
- ✓ Identify yourself as the Public Works Branch Coordinator by putting on the vest with your title.
- ✓ Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)
- ✓ Ascertain if all key Public Works Department personnel are in the EOC or have been notified.
- ✓ Clarify any issues regarding your authority and assignment and what others in the organization do.
- ✓ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

- ✓ Ensure that all on-duty Public Works personnel have been alerted and notified of the current situation.
- ✓ Ensure that all off-duty Public Works personnel have been notified of callback status (when they should report), in accordance with current department emergency procedures.
- ✓ Ensure that all Public Works personnel have completed status check on equipment, facilities and operational capabilities.
- ✓ Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning/Intelligence Section through the Operations Section.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the Logistics Section or established ordering procedures, as needed.
- ✓ Ensure that all your incoming Branch/Unit personnel are fully briefed.
- ✓ Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident.

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

General Operational Duties

- ✓ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- ✓ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- ✓ Ensure that field units are conducting a safety/damage assessment.
- ✓ Obtain regular briefings from field command post(s) or DOC.
- ✓ Direct field units to report pertinent information (casualties, damage observations, evacuation status, chemical exposures, etc.) to the appropriate DOC or EOC Operations Branch.
- ✓ Keep the Operations Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- ✓ Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.
- ✓ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- ✓ Review situation reports as they are received. Verify information where questions exist.
- ✓ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- ✓ Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- ✓ Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.

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

Branch/Unit Operational Duties

- ✓ Receive and process all requests for Public Works resources.
- ✓ Assure that all emergency equipment has been moved from unsafe areas.
- ✓ Mobilize personnel, heavy equipment and vehicles to designated general staging areas.
- ✓ Obtain Public Works resources through the Logistics Section, utilizing mutual aid process when appropriate.
- ✓ Allocate available resources based on requests and EOC priorities.
- ✓ Determine priorities for identifying, inspecting and designating hazardous structures to be demolished.
- ✓ Ensure that sources of potable water and sanitary sewage systems are available and protected from potential hazards.
- ✓ Develop priorities and coordinate with utility companies for restoration of utilities to critical and essential facilities. *(LEPG-30)*
- ✓ In coordination with the Santa Barbara County Operational area and your Section Coordinator to determine status of the Disaster Routes and other transportation routes into and within the affected area. Determine present priorities and estimated times for restoration. Clear and reopen Disaster Routes on a priority basis.
- ✓ Coordinate with the Law Branch to ensure the safety of evacuation routes following a devastating event.
- ✓ Coordinate with the Procurement Unit of the Logistics Section for sanitation service during an emergency.
- ✓ Support clean up and recovery operations during disaster events.
- ✓ Clear debris from waterways to prevent flooding. Drain flooded areas, as needed. *(LEPG-30)*
- ✓ Develop a debris removal plan to facilitate county clean-up operations, which addresses: *(LEPG-30)*
 - Identification of agencies for the debris removal process.
 - Identification of and cooperation with landfills.
 - Cooperation with various waste management regulatory agencies to address debris removal problems.
 - Identification and establishment of debris collection sites.
 - Evaluation of potential recycling of debris.
 - Prioritization and completion of the debris removal process.

Deactivation

- ✓ Ensure that all required forms or reports are completed prior to your release and departure.
- ✓ Be prepared to provide input to the After-Action Report.

- ✓ Determine what follow-up to your assignment might be required before you leave.
- ✓ Deactivate the Public Works Branch position and close out logs when authorized by the Operations Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

BUILDING AND SAFETY BRANCH

GENERAL DUTIES: (LEPG-30)

- Begin the immediate inspection for re-occupancy of key county facilities for emergency response and recovery.
- Provide the engineering support as requested for other Operations Section Branches; i.e. Urban Search and Rescue teams.
- Coordinate investigation and safety assessment of damage to buildings, structures and property within the County for the purpose of:
 - Identifying life-threatening hazardous conditions for immediate abatement.
 - Inspecting and identifying buildings and property for re-occupancy 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 Damage Assessment Unit of the Planning/Intelligence Section.
- Impose emergency building regulations as determined from performance of structures.
- Coordinate investigation of building code performance. Determine the extent of damage to buildings and structures and develop recommendations for building code changes.

YOUR RESPONSIBILITY:

Evaluation of all county-owned and private structures that may have been damaged in an incident. The Building Official in Santa Barbara County is the ultimate authority in determining whether or not a building is inhabitable or safely accessible, and those orders will be enforced by local law enforcement.

In a large incident, the need for outside resources to accomplish building inspection will be required. This branch handles the coordination of such incoming resources.

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Operations Section Coordinator and obtain a briefing.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.

- ✓ Obtain a briefing from the field command post(s) or DOC, if activated, prior to assuming EOC assignment and brief the Operations Section Coordinator.
- ✓ Identify yourself as the Building and Safety Branch Coordinator by putting on the vest with your title.
- ✓ Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)
- ✓ Ascertain if all key Building and Safety Department personnel are in the EOC or have been notified.
- ✓ Clarify any issues regarding your authority and assignment and what others in the organization do.
- ✓ Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- ✓ Ensure that all on-duty Building and Safety personnel have been alerted and notified of the current situation.
- ✓ Ensure that all off-duty Building and Safety personnel have been notified of callback status (when they should report), in accordance with current department emergency procedures.
- ✓ Ensure that all Building and Safety personnel have completed status check on equipment, facilities and operational capabilities.
- ✓ Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning/Intelligence Section through the Operations Section.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the Logistics Section or established ordering procedures, as needed.
- ✓ Ensure that all your incoming Branch/Unit personnel are fully briefed.
- ✓ Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident.
Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

General Operational Duties

- ✓ Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- ✓ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- ✓ Ensure that field units are conducting a safety/damage assessment.
- ✓ Obtain regular briefings from field command post(s) or *DOC*.
- ✓ Direct field units to report pertinent information (casualties, damage observations, evacuation status, chemical exposures, etc.) to the appropriate DOC or EOC Operations Branch.
- ✓ Keep the Operations Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

- ✓ Provide periodic situation or status reports to your Section Coordinator updating information to the Planning/Intelligence Section.
- ✓ Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- ✓ Review situation reports as they are received. Verify information where questions exist.
- ✓ Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- ✓ Determine and **anticipate** your support needs and forward to your Section Coordinator.
- ✓ Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- ✓ Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- ✓ Ensure that all your Branch/Unit personnel time and equipment records and record of expendable materials used are provided to your Section Coordinator the end of each operational period.
- ✓ Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

- ✓ Coordinate with Santa Barbara County Building and Safety regarding local jurisdictional needs.
- ✓ Activate your safety/damage assessment procedures. This should include inspection of the following critical facilities (priority) and other facilities:
 - EOC/DOCs
 - Police stations
 - Fire stations
 - Hospitals
 - Congregate care facilities (including private schools, convalescent care facilities, board and care facilities, day care centers, etc.)
 - Public schools
 - Public Works facilities
 - Potential HazMat facilities, including gas stations
 - Designated shelters
 - 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 Federal inspectors. These agencies may exercise their jurisdictional authority to inspect*

these facilities. As a practical matter, there are very few State inspectors available, and they may not be able to respond in a timely manner during the initial stages of the incident.

- ✓ Use a three-phase approach to inspection based upon existing disaster intelligence:
 1. General Area Survey of structures
 2. ATC-20 Rapid Inspection
 3. ATC-20 Detailed Inspection

BE PREPARED TO REINSPECT FOLLOWING AFTERSHOCKS

- ✓ After completion of the safety/damage survey, develop a preliminary estimate of the need for mutual aid assistance.
- ✓ Assess the need and establish contacts for requesting or providing mutual aid assistance.
- ✓ Alert and stage safety assessment teams as needed.
- ✓ Implement procedures for posting of building occupancy safety status using ATC-20 guidelines.
- ✓ Activate data tracking system to document and report safety assessment information and forward to the Damage Assessment Unit of the Planning/Intelligence Section.
- ✓ Arrange for necessary communications equipment from the Information Systems Branch of the Logistics Section and distribute to all field personnel (e.g., radios, cellular phones, etc.)
- ✓ Brief all personnel on Department Emergency Operating Procedures and assignments.
- ✓ Assess the need to require potentially unsafe structures to be vacated.
- ✓ Provide structural evaluation of mass care and shelter facilities to the Shelter Branch.
- ✓ Provide public school inspection reports to the state Architect. (Note: The County inspects and lists our schools as shelters to cover our own needs and to see that they have a preliminary inspection done early.)
- ✓ Consider establishing an area field site to direct and coordinate safety assessment and inspection teams.
- ✓ Coordinate with the Public Works Branch on immediate post-event issues (i.e., debris removal, demolition, fences, etc.)
- ✓ Provide policy recommendations to appropriate county 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 damage property will be required by various assisting agencies, including American Red Cross; FEMA; State OES; local Building and Safety; insurance carriers and other local, state and federal agencies.

- ✓ If needed, request police escort of safety assessment and inspection personnel.

Deactivation

- ✓ Ensure that all required forms or reports are completed prior to your release and departure.
- ✓ Be prepared to provide input to the After-Action Report.
- ✓ Determine what follow-up to your assignment might be required before you leave.
- ✓ Deactivate the Building and Safety Branch position and close out logs when authorized by the Operations Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

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