

PART TWO

PLANNING/INTELLIGENCE 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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PLANNING/INTELLIGENCE SECTION

GENERAL

PURPOSE

To enhance the capability of Santa Barbara Operational Area to respond to emergencies by planning application and coordination of available resources. It is the policy of this section that the priorities of responses are to be:

- Protect life and property.
- Provide planning and direction for the emergency operations and optimize the management of resources.
- Provide support to the other sections of the County's emergency response team.
- At the earliest possible opportunity restore essential services and systems.

OVERVIEW

The Planning/Intelligence Section's primary responsibility is to collect, evaluate, display and disseminate incident information and resource status. This Section functions as the primary support for decision-making to the overall emergency organization. This Section also provides anticipatory appraisals and develops plans necessary to cope with changing field events. During an incident, other department heads will advise the Planning/Intelligence Section Coordinator on various courses of action from their departmental level perspective.

OBJECTIVES

The Planning/Intelligence Section ensures that safety/damage assessment information is compiled, assembled and reported in an expeditious manner to the various EOC sections and the State. The Planning/ Intelligence Section is also responsible for the detailed recording (Documentation Unit) of the entire response effort and the preservation of these records during and following the disaster. The Planning/Intelligence Section will accomplish the following specific objectives during an incident:

- Collect initial situation and safety/damage assessment information.
- Display situation and operational information in the Emergency Operations Center (EOC) using maps and visual aids.
- Disseminate intelligence information to the EOC Director, EOC Coordinator, Public Information Officer, General Staff and the State Regional Emergency Operations Center (REOC) via RIMS Reports.
- Conduct mapping and recording operations.

- Prepare summary safety/damage assessment reports for dissemination to other sections, County departments, State OES, and FEMA via RIMS (Internet); or if RIMS is not available, then all reports are to be sent via OASIS.
- Prepare required reports identifying the extent of damage and financial losses.
- Determine the County's post-event condition.
- Provide Planning/Intelligence support to other sections.
- Ensure accurate recording and documentation of the incident.
- Prepare the County's EOC Incident Action Plan.
- Prepare the County's After-Action Report.
- Prepare a post-disaster recovery plan.
- Maintain accurate documentation of all actions taken to ensure that all required records are preserved for future use and State OES and FEMA filing requirements.
- Acquire technical experts for special interest topics or special technical knowledge subjects.

CONCEPT OF OPERATIONS

The Planning/Intelligence Section will operate under the following policies during 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. 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"
- While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 0600 Hrs. (6:00 a.m.) and 1800 Hrs. (6:00 p.m.) Operational periods should be event driven.

IDENTIFICATION OF RISKS

As part of the County's general plan, the public safety element identifies safety risks throughout the County related to:

- Public Health and Safety
- Goals for Public Safety
- Fire Protection
- Geologic Hazards
- Crime Prevention
- Utilities

- Transportation

- Disaster Management

SECTION ACTIVATION PROCEDURES

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

ACTION PLANNING (LEPG-31)

Action plans are an essential part of SEMS at all levels. Action planning is an effective management tool involving two essential items:

1. A process to identify objectives, priorities and assignments related to emergency response or recovery actions; and
2. Plans that document the priorities, tasks and personnel assignments associated with meeting the objectives.

There are two kinds of action plans—Incident Action Plans and EOC Incident Action Plans. EOC Incident Action Plans (known as action plans) should focus on jurisdictional related issues. The format and content for action plans at the Incident level and at EOC levels will vary. The process for developing action plans is quite similar for all SEMS levels.

Incident Action Plans (Field Level)

At the field level, action plans developed for use at incidents are called Incident Action Plans (IAP). Incident Action Plans are required for each operational period. (An operational period is the length of time scheduled for the execution of a given set of operational actions as specified in the IAP.) Incident Action Plans may be either verbal or written.

Written Incident Action Plans are recommended for:

- Any multi-agency and multi-jurisdictional incident.
- Complex incidents.
- Long-term incidents when operational periods would span across shift changes.

Special forms are used within ICS to record information for written Incident Action Plans. These forms should be used whenever possible. The format for an Incident Action Plan will generally include the following elements:

- Incident objectives and priorities (overall, what does one want to achieve?).
- Primary and alternative strategies (as appropriate) to achieve incident objectives. (What are the ways in which we can achieve the objectives? How do the strategies compare in safety, speed, environmental impact, cost, etc.? Is current resource availability a limiting or dictating factor in strategy selection?)
- Tactics appropriate to the selected strategy. (Given a selected strategy, what are the specific tactics necessary to implement the strategy?)

- The kinds and number of resources to be assigned (determined by the tactics to be used).
- The operations organization necessary for the selected strategy and tactics (can include describing the incident geographically or functionally).
- Overall support organization including logistical, planning and finance/administration functions.
- A Communications plan.
- Safety plan.
- Other supporting documentation needed, e.g. an incident map showing access, key facilities, etc.; a medical support plan, etc.

Action Planning at SEMS EOC Levels

Action Planning at all EOC levels, like that of the field level, is based around the use of an operational period. First establishing a set of objectives and priority actions that need to be performed and then establishing a reasonable time frame for accomplishing those actions determine the length of the operational period for the EOC. Generally, the actions requiring the longest time period will define the length of the operational period.

Typically, operational periods at the beginning of an emergency are short, sometimes only a few hours. As the emergency progresses, operational periods may be longer, but should not exceed twenty-four hours. Operational periods should not be confused with staffing patterns or shift change periods. They may be the same, but need not be.

The initial EOC Incident Action Plan may be a verbal plan put together in the first hour after EOC activation. The EOC Director in concert with the General Staff produces the plan. Once the EOC is fully activated, EOC Incident Action Plans should be written.

EOC Incident Action Plans should not be complex or create a time-consuming process. The format may vary somewhat within the several EOC SEMS levels, but the EOC Incident Action Plan should generally cover the following elements:

- Listing of objectives to be accomplished (should be measurable).
- Statement of current priorities related to objectives.
- Statement of strategy to achieve the objectives. (Identify if there is more than one way to accomplish the objective, and which way is preferred.)
- Assignments and actions necessary to implement the strategy.
- Operational period designation, the time frame necessary to accomplish the actions.
- Organizational elements to be activated to support the assignments. (Also, later EOC Incident Action Plans may list organizational elements that will be activated during or at the end of the period.)
- Logistical or other technical support required.

Focus of the EOC Incident Action Plan

The primary focus of the EOC Incident Action Plan should be on jurisdictional issues. The plan sets overall objectives for the jurisdiction and may establish the priorities as determined by the jurisdictional authority. It can also include mission assignments to departments, provide policy and cost constraints, inter-agency considerations, etc. Properly prepared, the EOC Incident Action Plan becomes an essential input to developing departmental action plans.

After-Action Reports (LEPG-38)

The completion of After-Action Reports is a part of the required SEMS reporting process. The Emergency Services Act, Section 8607(f) mandates that the State Office of Emergency Services (OES) in cooperation with involved state and local agencies, complete an After-Action Report within 120 days after each declared disaster.

After Action Questionnaire

An After Action Report Questionnaire should be completed for all functional or full-scale exercises, and actual occurrences. When completing an After Action Report in the Response Information Management System (RIMS) a questionnaire is included in the report. Listed below are the questions asked in Part III of the RIMS After Action Report. All questions 1-19 are “Yes,” “No” or “NA”, any “No” answers to questions 1-19 should be addressed. Questions 20-24 should address areas as “needing improvement and corrective action”.

1. Were procedures established and in place for response to the disasters.
2. Were procedures used to organize initial and ongoing responses?
3. Was the ICS used to manage the field response?
4. Was Unified Command considered or used?
5. Was your EOC and/or DOC activated?
6. Was the EOC and/or DOC organized according to SEMS?
7. Were sub-functions in the EOC / DOC assigned around the five SEMS functions?
8. Were response personnel in the EOC / DOC trained?
9. Were action plans used in the EOC / DOC?
10. Were action planning processes used at the field response level?
11. Was there coordination with volunteer agencies such as the Red Cross?
12. Was an Operational Area EOC activated?
13. Was Mutual Aid requested?
14. Was Mutual Aid received?
15. Was Mutual Aid coordinated from the EOC / DOC?
16. Was an inter-agency group established at the EOC / DOC level?
17. Was communication established and maintained between agencies?
18. Was the public alerting warning conducted according to procedure?
19. Was public safety and disaster information coordinated with the media?
20. What response actions were taken by your agency? Include such things as mutual aid, number of personnel, equipment and other resources.

21. As you responded, was there any part of SEMS that did not work for your agency? If so, how would (did) you change the system to meet your needs?
22. As a result of your response, are any changes needed in your plans or procedures? Please provide a brief explanation.
23. As a result of your response, please identify any specific areas not covered in the current SEMS Approved Course of Instruction or SEMS Guidelines?
24. If applicable, what recovery activities have you conducted to date? Include such things as damage assessment surveys, hazard mitigation efforts, reconstruction activities and claims filed?

Section 2450(a) of the SEMS Regulations states that....”Any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency shall complete and transmit an After-Action Report to OES within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, section 2900(j).”

Use of After-Action Reports

After-Action Reports are made available to all interested public safety and emergency management organizations and serve the following important functions:

- A source for documentation of response activities.
- Identification of problems/successes during emergency operations.
- Analysis of the effectiveness of the components of SEMS.
- Describes and defines a plan of action for implementation of improvements.

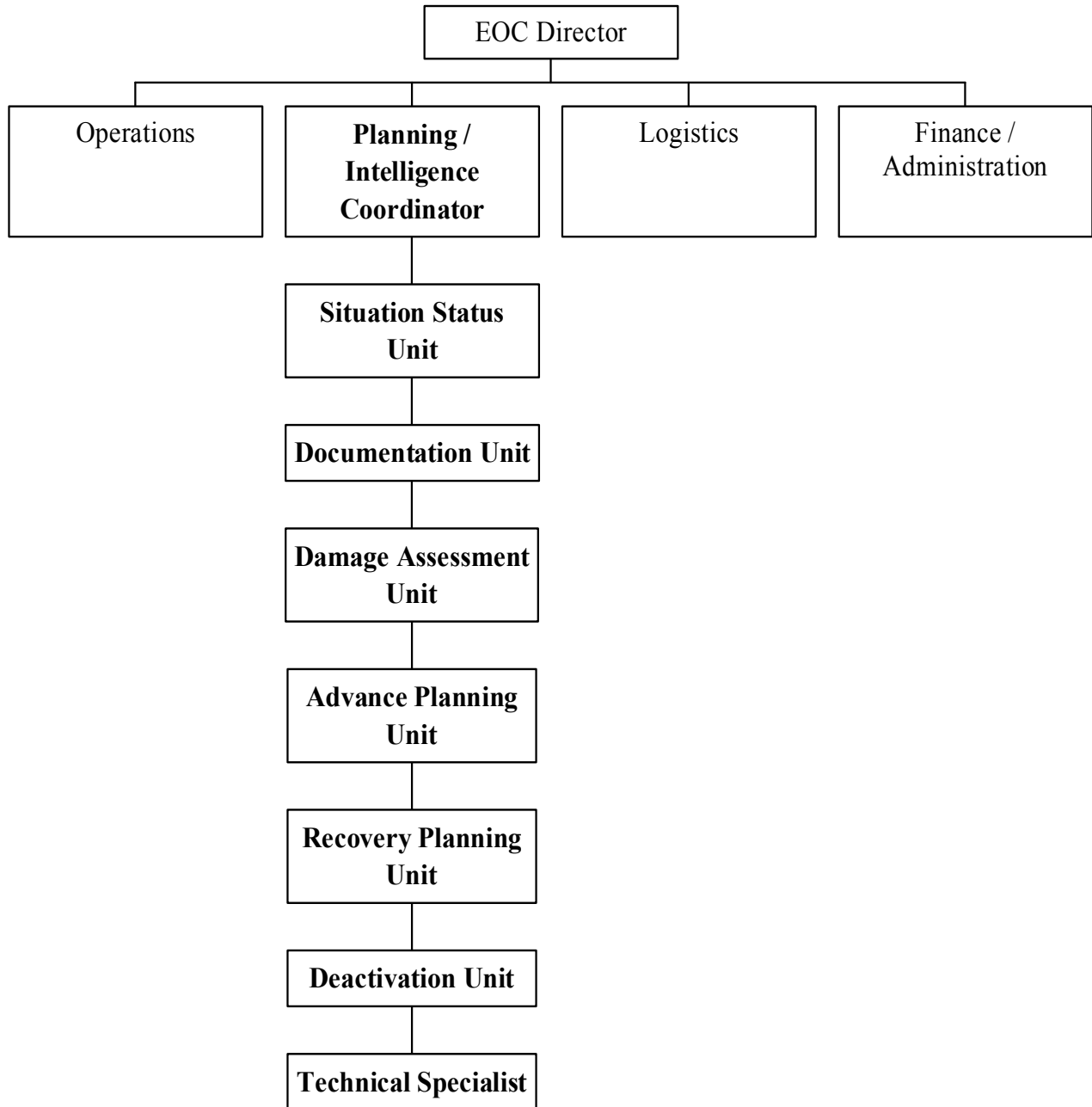
The SEMS approach to the use of After-Action Reports emphasizes the improvement of emergency management at all levels. The After-Action Report provides a vehicle for not only documenting system improvements, but also can, if desired, provide a work plan for how these improvements can be implemented.

It may be useful to coordinate the After-Action Report process when multiple agencies/jurisdictions are involved in the same emergency. Jurisdictions are encouraged to work together in the development of After-Action Reports when appropriate and feasible. For example, an operational area may take the lead in coordinating the development of an After-Action Report that involves several jurisdictions. If appropriate, jurisdictional reports may become part of an overall operational area report.

COORDINATION

Coordination is required in passing on information to and cooperating with other units and elements of the emergency organization. The dissemination of information, establishment of priorities and distribution of resources cannot be done by any one person or agency; a concerted effort on the part of many individuals in many agencies or departments will be required.

PLANNING/INTELLIGENCE SECTION SEMS ORGANIZATION CHART



PLANNING/INTELLIGENCE STAFF

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

- Situation Status Unit
- Documentation Unit
- Damage Assessment Unit
- Advance Planning Unit
- Recovery Planning Unit
- Deactivation Unit
- Technical Specialist

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

Planning/Intelligence Section Coordinator

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

- Understand the current situation.
- Predict probable course of incident events.
- Prepare alternative strategies for the incident.

Situation Status Unit

The Situation Status Unit is responsible for the collection and organization of incident status and situation information. The Unit is also responsible for the evaluation, analysis and display of information for use by EOC staff.

Documentation Unit

The Documentation Unit is responsible for initiating and preparing the County's EOC Incident Action Plans and After-Action Reports; maintaining accurate and complete incident files; establishing and operating an EOC Message Center; providing copying services to EOC personnel and preserving incident files for legal, analytical and historical purposes.

Damage Assessment Unit

The Damage Assessment Unit is responsible for maintaining detailed records of safety/damage assessment information and supporting the documentation process.

Advance Planning Unit

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

Recovery Planning Unit

The Recovery Unit is responsible for ensuring that the County receives all emergency assistance and disaster recovery costs for which it is eligible. The Unit is also responsible for all initial recovery operations and for preparing the EOC organization for transition to a recovery operations organization to restore the County to pre-disaster condition as quickly and effectively as possible.

Deactivation Unit

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

Technical Specialist

Technical Specialists are advisors with special skills needed to support a field or function not addressed elsewhere or by any other discipline. Technical Specialists (which may or may not be an employee of a public or private agency) may report to the Planning/Intelligence Section Coordinator; may function within an existing unit such as the Situation Status Unit; form a separate unit if required or be reassigned to other parts of the organization, i.e. Operations, Logistics, or Finance/Administration.

PLANNING/INTELLIGENCE POSITION CHECKLISTS

PLANNING/INTELLIGENCE COORDINATOR

GENERAL DUTIES:

Ensure that the Planning/Intelligence function is performed consistent with SEMS Guidelines, including:

- Preparing periodic situation reports.
 - Initiating and documenting the County's Incident Action Plan and After-Action Report.
 - Advance planning.
 - Planning for deactivation.
 - Providing Geographic Information Services and other technical support services to the various organizational elements within the EOC.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
 - Be prepared to form additional branches/groups/units as dictated by the situation.
 - Exercise overall responsibility for the coordination of branch/group/unit activities within the Section.
 - Report to the EOC Director on all matters pertaining to Section activities.

YOUR RESPONSIBILITY:

Collect, evaluate, forecast, formulate, disseminate and use of information about the development of the incident and status of 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 Planning/Intelligence 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 are at the EOC.
- ✓ Confirm that all-key Planning/Intelligence 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 coordinators for each element or combination of elements:
 - Situation Status Unit
 - Documentation Unit
 - Damage Assessment Unit
 - Advance Planning Unit
 - Recovery Planning Unit
 - Deactivation Unit
 - Technical Specialist
- ✓ 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.
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.
- ✓ Review major incident reports and additional field operational information that may pertain to or affect Section operations.
- ✓ Obtain and review major incident reports and other reports from adjacent areas that have arrived at the EOC.
- ✓ Direct the Situation Status Unit Coordinator to initiate collection and display of significant disaster events.
- ✓ Direct the Documentation Unit Coordinator to initiate collection and display of disaster information.
- ✓ Request additional resources through the appropriate Logistics Section Unit, as needed.

General Operational Duties

- ✓ Carry out responsibilities of the Planning/Intelligence Section branches/groups/units that are not currently staffed.
- ✓ 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.
- ✓ 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.
- ✓ Make sure that all contacts with the media are fully 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

- ✓ Assess the impact of the incident on the County, including the initial safety/damage assessment by field units.
- ✓ Develop situation analysis information from the following sources:
 - Santa Barbara County Fire Department
 - County Fire Department
 - County Sheriff's Department
 - County Public Works Department
 - County Parks and Recreation Department
 - County Unified School District
 - Red Cross, Santa Barbara County Chapter
 - Area Radio Emergency Services (ARES)
 - Media (Radio and Television)
- ✓ Ensure that pertinent incident information is disseminated through appropriate channels to response personnel, City EOC's, County departments, State Regional Emergency Operations Center (REOC) via RIMS. If RIMS is not available, then all reports are to be sent via OASIS. Also ensure that the public is kept informed.
- ✓ Review and approve Incident Reports, Reconnaissance, County/Cities Status and safety/damage assessment reports for transmission by the Situation Status Unit to the State REOC via RIMS (Internet); or if RIMS is not available, then all reports are to be sent to via OASIS.
- ✓ Working with the EOC Management Team and the Documentation Unit, prepare an EOC Incident Action Plan to identify priorities and objectives.
- ✓ Assemble information on alternative strategies.
- ✓ Identify the need for use of special resources.
- ✓ Initiate the EOC Incident Action Plan development for the current and forthcoming operational periods.
- ✓ Direct the coordination of periodic disaster and strategy plans briefings to the EOC Director and General Staff, including analysis and forecast of incident potential.
- ✓ Ensure coordination of collection and dissemination of disaster information and intelligence with other sections.
- ✓ Begin planning for recovery.

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
- ✓ Leave forwarding phone number where you can be reached

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SITUATION STATUS UNIT

GENERAL DUTIES: (LEPG-31)

- Collect, organize and analyze situation information from EOC sources.
- Provide current situation assessments based on analysis of information received from a variety of sources and reports.
- Develop situation reports for dissemination to Planning/Intelligence Section Coordinator, EOC Director and other Section Coordinators to initiate the action planning process.
- Transmit approved reports to the State REOC via RIMS (Internet); or if RIMS is not available, then all reports are to be sent via OASIS.
- Develop and maintain current maps and other displays (locations and types of incidents).
- Assess, verify and prioritize situation information into situation intelligence briefings and situation status reports.
- Seek from any verifiable source available information that may be useful in the development of current situation assessments of the affected area.
- Evaluate the content of all-incoming field situation and major incident reports. Provide incoming intelligence information directly to appropriate EOC Sections, summarize and provide current information on central maps and displays.
- Monitor and ensure the orderly flow of disaster intelligence information within the EOC.

YOUR RESPONSIBILITY:

Collect and organize incident status and situation information and evaluate, analyze and display information for use by EOC staff.

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Planning/Intelligence Section Coordinator.
- ✓ Obtain a briefing on the situation.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Situation Status Unit Coordinator by putting on the vest with your title.
- ✓ 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.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the appropriate Logistics Section Unit, 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.
- ✓ Keep the Planning/Intelligence 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.
- ✓ 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 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

- ✓ Direct the collection, organization and display of status of disaster events according to the format that the Documentation Unit is utilizing, including:
 - Location and nature of the incident.

- Special hazards.
 - Number of injured persons.
 - Number of deceased persons.
 - Road closures and disaster routes.
 - Structural property damage (estimated dollar value).
 - Personal property damage (estimated dollar value).
 - Committed resources to the incident.
 - Available resources.
 - Assistance provided by outside agencies (Mutual Aid Resources) and resources committed.
 - Shelter type, location and number of people that can be accommodated, once shelters are activated/established.
- ✓ Prepare and maintain EOC displays.
 - ✓ Post the significant events log casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, etc.
 - ✓ Develop sources of information and assist the Planning/Intelligence Section Coordinator in collecting, organizing and analyzing data from the following:
 - Management Team
 - Operations Section
 - Logistics Section
 - Finance/Administration Section
 - ✓ Provide for a status report authentication process in case of conflicts.
 - ✓ Meet with the Planning/Intelligence Section Coordinator and the EOC Director to determine needs for planning meetings and briefings. Determine if there are any special information needs.
 - ✓ Meet with the PIO to determine best methods for exchanging information and providing the PIO with Situation Status Unit information.
 - ✓ Provide information to the PIO for use in developing media and other briefings.
 - ✓ Establish and maintain an open file of situation reports and major incident reports for review by other sections/units.
 - ✓ Determine weather conditions, current and upcoming. Keep up-to-date weather information posted.
 - ✓ Identify potential problem areas along evacuation routes; i.e., weight restrictions, narrow bridges, road sections susceptible to secondary effects of an incident, etc.
 - ✓ In coordination with the Operations Section, estimate the number of people who will require transportation out of the risk areas. Coordinate with the Transportation Unit of the Logistics Section on transportation methods.
 - ✓ Provide resource and situation status information in response to specific requests.

- ✓ Prepare an evaluation of the disaster situation and a forecast on the potential course of the disaster event(s) at periodic intervals or upon request of the Planning/Intelligence Section Coordinator.
- ✓ Prepare required Operational Area reports. Obtain approval from the Planning/Intelligence Section Coordinator and transmit to the State REOC via RIMS . If RIMS is not available, then all reports are to be sent via OASIS.
- ✓ Prepare written situation reports at periodic intervals at the direction of the Planning/Intelligence Section Coordinator.
- ✓ Assist at planning meetings as required. Provide technical assistance.

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 Situation Status Unit position and close out logs when authorized by the Planning/Intelligence Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

DOCUMENTATION UNIT

GENERAL DUTIES: (LEPG-31 & 37)

- Maintain an accurate and complete record of significant disaster events.
- Assist other parts of the EOC organization in setting up and maintaining files, journals and special reports.
- Collect and organize all written forms, logs, journals and reports at completion of each shift from all sections.
- Establish and operate a Message Center at the EOC, and assign appropriate internal and external message routing.
- Provide documentation and copying services to EOC staff.
- Maintain and preserve incident files for legal, analytical and historical purposes.
- Compile, copy and distribute the EOC Incident Action Plans as directed by the Section Coordinators.
 - Compile, copy and distribute the After-Action Report with input from other sections/units.

YOUR RESPONSIBILITY:

Compile and distribute the County's EOC Incident Action Plans and After-Action Reports; maintain accurate and complete incident files; establish and operate an EOC Message Center; provide copying services to EOC personnel and preserve incident files for legal, analytical and historical purposes.

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Planning/Intelligence Section Coordinator.
- ✓ Obtain a briefing on the situation.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Documentation Unit Coordinator *by putting on the vest with your title*. Print your name on the EOC organization chart next to your assignment.
- ✓ 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.
- ✓ Determine 24-hour staffing requirement and request additional support as required.

- ✓ Request additional resources through the appropriate Logistics Section Unit, as needed. Obtain necessary equipment and supplies (forms, paper, pens, date/time stamp, copy machine, computer, software, etc.).
- ✓ 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.
- ✓ Think ahead and **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.
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.
- ✓ Keep the Planning/Intelligence 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.
- ✓ 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.
- ✓ 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

- ✓ Meet with the Planning/Intelligence Section Coordinator to determine what EOC materials should be maintained for official records.
- ✓ Contact other EOC sections and units and inform them of the requirement to maintain official records. Assist them as necessary in setting up a file records system.
- ✓ Coordinate documentation with the Situation Status Unit.

- ✓ Assist in the preparation of any written action plans or procedures.
- ✓ Ensure that the EOC Incident Action Plans and After-Action Report are compiled, approved, copied and distributed to EOC Sections and Units.
- ✓ Ensure distribution and use of message center forms to capture a written record of actions requiring application of resources, requests for resources or other directions/information requiring use of the message center form.
- ✓ Establish a filing system to collect, log and compile copies of message center forms according to procedures approved by the Planning/Intelligence Section Coordinator.
- ✓ Establish a “runner” support system for collecting, duplicating journals, logs and message center forms throughout the EOC.
- ✓ Establish copying service and respond to authorize copying requests.
- ✓ Establish a system for collecting all section and unit journal/logs at completion of each operational period.
- ✓ Periodically collect, maintain and store messages, records, reports, logs, journals and forms submitted by all sections and units for the official record.
- ✓ Prepare an overview of the documented disaster events at periodic intervals or upon request from the Planning/Intelligence Section Coordinator.

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 Documentation Unit position and close out logs when authorized by the Planning/Intelligence Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

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SAFETY / DAMAGE ASSESSMENT UNIT

GENERAL DUTIES: (LEPG-36)

- Collect safety/damage assessment information from the Operations Section and other verifiable sources and prepare appropriate reports.
- Provide safety/damage assessment information to the Planning/Intelligence Section Coordinator.
- Coordinate with the Building and Safety Branch of the Operations Section for exchange of information.
- Utilize the Santa Barbara Operational Area disaster information reporting procedures.

YOUR RESPONSIBILITY:

Maintain detailed records of safety/damage assessment information and support the documentation process.

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Planning/Intelligence Section Coordinator.
- ✓ Obtain a briefing on the situation.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Damage Assessment Unit Coordinator by putting on the vest with your title.
- ✓ 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.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the appropriate Logistics Section Unit, as needed.
- ✓ Ensure that all your incoming Branch/Unit personnel are fully briefed.
- ✓ Using activity log (**see sample, Part Three—Forms**), 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.
- ✓ Keep the Planning/Intelligence 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.
- ✓ 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.
- ✓ 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

- ✓ Coordinate collection of safety/damage assessment information with the Building and Safety Branch of the Operations Section (per ATC 20 Guidelines).
- ✓ Prepare safety/damage assessment information and provide to the Planning/Intelligence Section Coordinator for approval.
- ✓ Collect, record and total the type, location and estimated value of damage (in accordance with RIMS format).
- ✓ Document those structures requiring immediate demolition to ensure the public safety through inspection records, videos, photographs, etc.
- ✓ Provide documentation to Legal Advisor on those structures that may need to be demolished in the interest of public safety.

- ✓ Coordinate with the American Red Cross, utility companies and other sources for additional safety/damage assessment information.
- ✓ Coordinate with all Operations Branches (Police, Fire, Public Works, Medical/Health, Care and Shelter and Building and Safety) for possible information on damage to structures.
- ✓ Provide final safety/damage assessment reports to the Documentation Unit.

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 Deactivation Unit position and close out logs when authorized by the Planning/Intelligence Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

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ADVANCE PLANNING UNIT

GENERAL DUTIES: (LEPG-31)

- Develop issues and requirements related to a time period, normally 36 to 72 hours in advance.
- Prepare special reports and briefings as necessary for use in strategy and/or planning meetings.
- Monitor action-planning activity to determine the shift in operational objectives from response to recovery.

YOUR RESPONSIBILITY:

Develop reports and recommendations for future time periods and prepare reports and briefings for use in strategy and/or planning meetings.

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Planning/Intelligence Section Coordinator.
- ✓ Obtain a briefing on the situation.
- ✓ Determine your personal operating location and set up a necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Advance Planning Unit/Branch leader by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- ✓ 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/Unity journal/log is opened
- ✓ Determine 24-hour staffing requirements and request additional support as required.
- ✓ Request additional resources through the appropriate Logistics Section Unit, 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.
- ✓ Think ahead and **anticipate** situations and problems before they occur
- ✓ Maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
 - Messages received
 - Action taken

- Decisions, justifications, 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

- ✓ 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.
- ✓ Keep the Planning/Intelligence 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.
- ✓ 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.
- ✓ Use face-to-face and written communication in the EOC whenever possible and document decisions and policies.
- ✓ 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.
- ✓ 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

- ✓ Obtain current briefing on the operational situation from the Situation Status Unit. Determine best estimate of duration of the situation from available information.

- ✓ Determine current priorities and policies from the Planning/Intelligence Section Coordinator and EOC Director.
- ✓ In coordination with other EOC sections, develop written forecasts for future time periods as requested. These should include any or all of the following:
 - Best estimate likely situation in 36 to 72 hours given current direction and policy.
 - Determine top priorities for actions and resources.
 - Identify any recommended changes to the EOC policy, organization or procedures to better address the possible situation.
 - Identify any issues and constraints that should be addressed now in light of the probably situation in 36 to 72 hours.
- ✓ Provide reports to the Planning/Intelligence Section Coordinator and/or EOC Director and others as directed.
- ✓ Develop specific recommendations on areas and issues, which will require continuing and/or expanded County involvement.
- ✓ Periodically evaluate the operational situation and assist the Planning/Intelligence Section staff in making recommendations on priority response and recovery actions.

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 Advance Planning Unit position and close out logs when authorized by the Planning/Intelligence Section Coordinator or EOC Director.
- ✓ Leave a forwarding phone number where you can be reached.

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RECOVERY PLANNING UNIT

GENERAL DUTIES: (LEPG-34)

- Ensure that Santa Barbara County is prepared to participate jointly with FEMA, State OES, and non-profit organizations to expedite disaster assistance. Refer to current state and federal disaster assistance programs and information.
- Ensure that required and/or approved mitigation measures are carried out.
- Recovery planning should incorporate disaster mitigation considerations.

YOUR RESPONSIBILITY:

Ensure the County receives all emergency assistance and disaster recovery costs for which it is eligible; conduct all initial recovery operations and prepare the EOC organization for transition to a recovery operations organization to restore the County (Operational Area) to pre-disaster conditions as quickly and effectively as possible

CHECKLIST ACTIONS

Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Planning/Intelligence Section Coordinator.
- ✓ Obtain a briefing on the situation.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Recovery Planning Unit Coordinator by putting on the vest with your title.
- ✓ 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.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the appropriate Logistics Section Unit, 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.
- ✓ Keep the Planning/Intelligence 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.
- ✓ Establish 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 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

- ✓ Identify issues to be prioritized by the EOC Director on restoration of services to the County.
- ✓ Maintain contact with State REOC and FEMA sources for obtaining maximum eligible funds for disaster costs.
- ✓ In coordination with the Building and Safety Branch of the Operations Section, establish criteria for temporary entry of “posted” buildings so owners/occupants may retrieve business/personal property.
- ✓ In coordination with the Building and Safety Branch of the Operations Section, establish criteria for reoccupancy of “posted” buildings. Posting includes, as a minimum, the categories of “Inspected”, “Restricted Access” and “Unsafe”
- ✓ In coordination with Building and Safety Branch of the Operations Section, establish criteria for emergency demolition of buildings/structures that are considered to be an immediate threat to the population or adjacent structures. Ensure that homeowners’ and business owners’ rights are considered to the fullest extent and that arrangements are made for appropriate hearings, if at all possible.
- ✓ Ensure that buildings considered for demolitions that are designated as a “Historical Building” classification follow the appropriate review process.
- ✓ With Section Coordinators, develop a plan for initial recovery operations.

- ✓ Prepare the EOC organization for transition to Recovery Operations

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 Recovery Planning Unit position and close out logs when authorized by the Planning/Intelligence Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

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DEACTIVATION UNIT

GENERAL DUTIES: (LEPG-31)

- Provide assistance to the Planning/Intelligence Section Coordinator and EOC Director in planning for the EOC deactivation.
- Develop deactivation strategy and plan with Section Coordinators.
- Prepare written deactivation plan or procedures for all responding departments and agencies if necessary.
- Follow through on the implementation of the plan and monitor its operation.

YOUR RESPONSIBILITY:

Prepare a Deactivation Plan to ensure the orderly, safe and cost-effective release of personnel and equipment.

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Planning/Intelligence Section Coordinator.
- ✓ Obtain a briefing on the situation.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Deactivation Unit coordinator by putting on the vest with your title.
- ✓ 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.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the appropriate Logistics Section Unit, 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.
- ✓ Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- ✓ Keep the Planning/Intelligence Section Coordinator advised of your 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.
- ✓ 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

- ✓ Coordinate with the field level Deactivation Unit Coordinator and Resource Status Coordinator.
- ✓ Review the organization and current staffing to determine the likely size and extent of deactivation effort.
- ✓ Request the General Staff to assess long-term staffing needs within their sections and provide listing of positions and personnel for release by priority.
- ✓ Coordinate with the Agency Representatives to determine:
 - Agencies not requiring formal deactivation.
 - Personnel rest and safety needs.
 - Coordination procedures with cooperating/assisting agencies.
- ✓ Evaluate logistics and transportation capabilities to support the deactivation effort.
- ✓ Prepare a Deactivation Plan to include the following:
 - Release plan strategies and general information.
 - Priorities for release (according to agency and kind and type of resource).
 - Transition to local authority.
 - Completion and submittal of all required documentation.
- ✓ Obtain approval of the Deactivation Plan from the EOC Director.

- ✓ Ensure that all sections and branches/groups/units understand their specific deactivation responsibilities.
- ✓ Supervise execution of the Deactivation Plan.
- ✓ Brief Planning/Intelligence Section Coordinator on deactivation progress.

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 Deactivation Unit position and close out logs when authorized by the Planning/Intelligence Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

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TECHNICAL SPECIALIST UNIT

GENERAL DUTIES: (LEPG-31)

Provide technical expertise to the Planning/Intelligence Section and others as required.

YOUR RESPONSIBILITY:

Provide support specific to a field or function not addressed elsewhere or by any other discipline. A Technical Specialist may or may not be an employee of a public or private agency.

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Planning/Intelligence Section Coordinator.
- ✓ Obtain a briefing on the situation.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as Technical Specialist by putting on the vest with your title.
- ✓ Clarify any issues regarding your authority and assignment and what others in the organization do.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the appropriate Logistics Section Unit, as needed.
- ✓ 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 field operations support as requested. Assign specific responsibilities.
- ✓ Keep the Planning/Intelligence Section Coordinator advised of your position 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.
- ✓ 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.

- ✓ Ensure that all your personnel time and equipment 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

- ✓ Act as a resource to EOC staff in matters relative to your technical specialty.

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 Technical Specialist position and close out logs when authorized by the Planning/Intelligence Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

PART TWO

LOGISTICS 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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LOGISTICS SECTION

GENERAL

PURPOSE

To enhance the capability of Santa Barbara Operational Area to respond to emergencies by establishing logistics protocols in managing personnel and equipment. It is the policy of this section that the priorities of responses are to be:

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

OVERVIEW

The Logistics Section's primary responsibility is to ensure the acquisition, transportation and mobilization of resources to support the response effort at the disaster sites, public shelters, EOCs, etc. This Section provides all necessary personnel, supplies and equipment procurement support. Methods for obtaining and using facilities, equipment, supplies, services and other resources to support emergency response at all operational sites during emergency/disaster conditions will be the same as that used during normal operations unless authorized by the EOC Director or emergency orders of the Board of Supervisors.

OBJECTIVES

The Logistics Section ensures that all sections are supported for the duration of the incident. Any personnel, equipment, supplies or services required by the other sections will be ordered through the Logistics Section.

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

- Collect information from other sections to determine needs and prepare for expected operations.
- Coordinate provision of logistical support with the EOC Director.
- Prepare required reports identifying the activities performed by the Logistics Section.
- Determine the County's logistical support needs and plan for both immediate and long-term requirements.

- Maintain proper and accurate documentation of all actions taken and all items procured to ensure that all required records are preserved for future use and State OES and FEMA filing requirements.

CONCEPT OF OPERATIONS

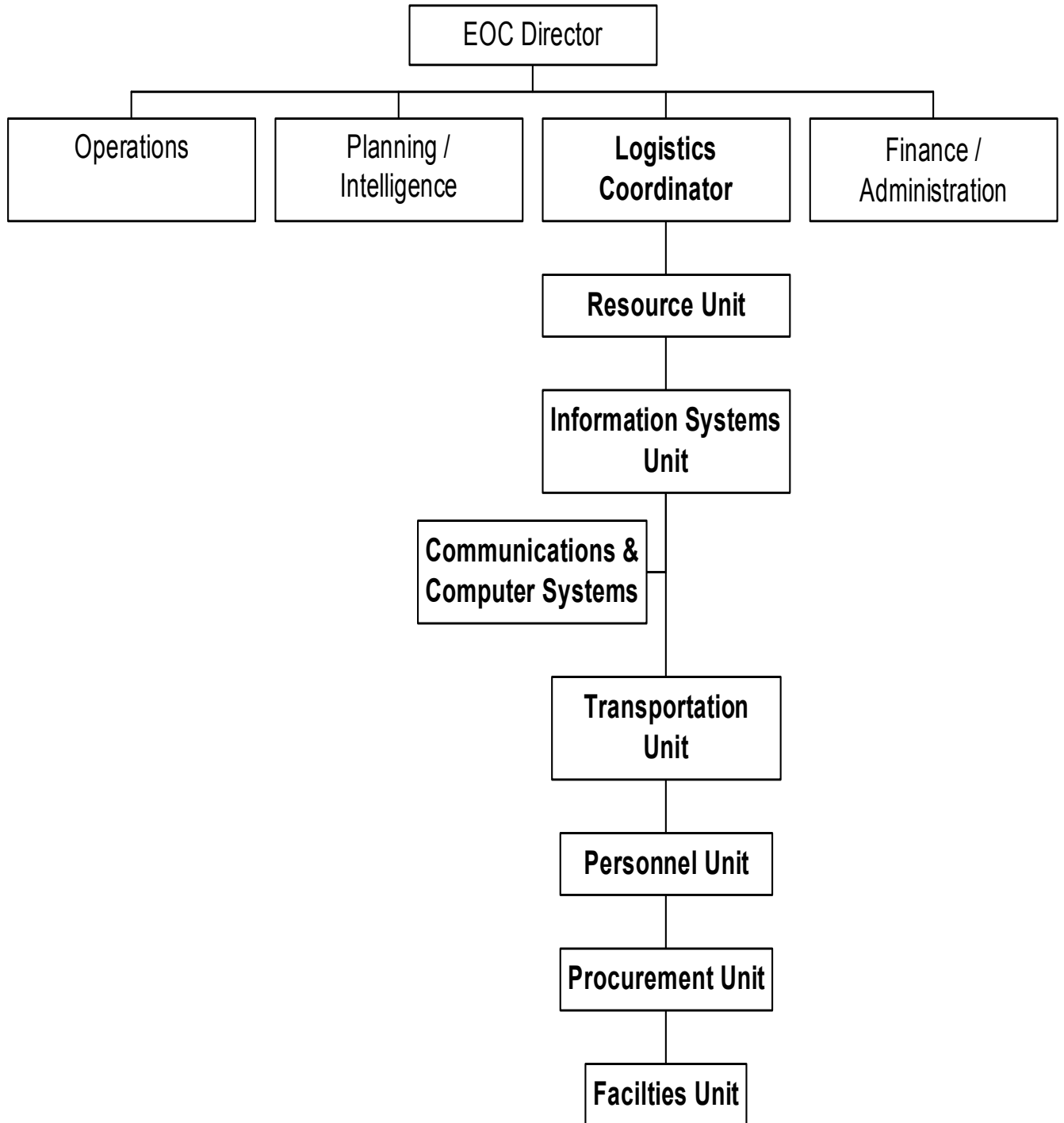
The Logistics Section will operate under the following policies during a disaster/emergency as the situation dictates:

- The Standardized Emergency Management System (SEMS) will be followed.
- All existing cities and county 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 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.
- State Marshal Mutual Aid procedures will be followed. Non-fire and non-law mutual aid will be accessed through the State Regional Emergency Operations Center (REOC) via RIMS (Internet); or if RIMS is not available, then all requests and reports are to be sent via OASIS.

SECTION ACTIVATION PROCEDURES

The EOC Director is authorized to activate the logistics section.

ORGANIZATION CHART



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LOGISTICS SECTION STAFF

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

- Resources Unit
- Information Systems Branch
 - Communications Unit
 - Computer Systems Unit
- Transportation Unit
- Personnel Unit
- Procurement Unit
- Facilities Unit

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

Logistics Section Coordinator

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

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

Resources Unit

The Resources Unit is responsible for maintaining detailed tracking records of resource allocation and use (resources already in place, resources requested but not yet on scene and estimates of future resource needs); for maintaining logs and invoices to support the documentation process and for resource information displays in the EOC. The Unit cooperates closely with the Operations Section (to determine resources currently in place and resources needed) and with the Planning/Intelligence Section (to provide resource information to the EOC Action Plan).

Information Systems Branch

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

Transportation Unit

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

Personnel Unit

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

Procurement Unit

The Procurement Unit is responsible for obtaining all non-fire and non-law enforcement mutual aid materials, equipment and supplies to support emergency operations and arranging for delivery of those resources.

Facilities Unit

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

LOGISTICS POSITION CHECKLISTS

LOGISTICS SECTION COORDINATOR

GENERAL DUTIES:

- Ensure the logistics function is carried out consistent with SEMS guidelines, including:
 - Resources management and tracking.
 - Managing all radio, data and telephone needs of the EOC.
 - Coordinating transportation needs and issues and the Disaster Route Priority Plan.
 - Managing personnel issues and registering volunteers as Disaster Services Workers.
 - Obtaining all materials, equipment and supplies to support emergency operations in the field and in the EOC. *(LEPG-32)*
 - Coordinating management of facilities used during disaster response and recovery.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Establish additional branches/groups/units as dictated by the situation.
- Exercise overall responsibility for the coordination of branch/group/unit activities within the Section.
- Coordinate the provision of logistical support for the EOC.
- Report to the EOC Director on all matters pertaining to Section activities.

YOUR RESPONSIBILITY:

Support the response effort and oversee the acquisition, transportation and mobilization of 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 Logistics 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 are at the EOC.
- ✓ Confirm that all key Logistics Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
- ✓ Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements:
 - Resource Tracking Unit
 - Information Systems Branch
 - Transportation Unit
 - Personnel Unit
 - Procurement Unit
 - Facilities Unit
- ✓ 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 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 emergency/disaster.
Precise information is essential to meet requirements for possible reimbursement by 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 Planning/Intelligence Section Coordinator, 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.

- ✓ Request additional resources through the appropriate Logistics Unit, as needed.

General Operational Duties

- ✓ Carry out responsibilities of the Logistics Section branches/groups/units that are not currently staffed.
- ✓ 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.
- ✓ Provide briefing to the General Staff on operating procedure for use of telephone, data and radio systems.
- ✓ From Planning/Intelligence Section and field sources, determine status of transportation system into and within the affected area. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to other Sections.
- ✓ 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.
- ✓ Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.
- ✓ Make sure that all contacts with the media are fully 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 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 Operational Duties

- ✓ Meet with Finance/Administration Section Coordinator and review financial and administration support needs and procedures. Determine level of purchasing authority to be delegated to Logistics Section.
- ✓ Following action planning meetings, ensure that orders for additional resources have been placed and are being coordinated within the EOC and field units.

- ✓ Keep the Santa Barbara Operational Area Logistics Coordinator apprized of overall situation and status.

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.
- ✓ Leave forwarding phone number where you can be reached.

RESOURCES UNIT

GENERAL DUTIES: (LEPG-32)

- Prepare and maintain displays, charts and lists that track and reflect the current status and location of controlled resources, transportation and support vehicles.
- Establish a resource reporting system for field and EOC units.
- Prepare and process resource status change information.
- Provide information to assist the Situation Status and Documentation Units of the Planning/Intelligence Section in strategy planning and briefing presentations.

YOUR RESPONSIBILITY:

Maintain detailed tracking records of resource allocation and use (resources already in place, resource requested but not yet on scene and estimates of future resource needs); logs and invoices to support the documentation process and resources information displays in the EOC. Cooperate closely with the Operations Section (to determine resources currently in place and resources needed) and with the Planning/Intelligence Section (to provide resources information to the EOC Action Plan).

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Logistics Section Coordinator.
- ✓ Obtain a briefing on the situation.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Resources Unit/Branch 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 appropriate Logistics Unit, 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.
- ✓ **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 emergency/disaster. Document:
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.
- ✓ Keep the Logistics 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.
- ✓ 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.
- ✓ 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.
- ✓ Participate in the EOC Director's action planning meetings and policy decisions as required.
- ✓ Ensure that all your Branch/Unit 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.

Branch/Unit Operational Duties

- ✓ Develop a system to track resources deployed for disaster response.
- ✓ Establish a reporting procedure for resources at specified locations.
- ✓ Direct the collection, organization and display status of incident resources to include allocation, deployment and staging areas.
- ✓ Maintain a master list of all resources reported.
- ✓ Provide for an authentication system in case of conflicting resources status reports.
- ✓ Provide a resources overview and summary information to the Situation Status Unit of the Planning/Intelligence Section as requested and written status reports on resources allocations as requested by the Section Coordinators.
- ✓ Assist in strategy planning based on the evaluation of the resources allocation, resources enroute and projected resources shortfalls.

- ✓ Ensure that the Operations Section staff does not overlook available resources.
- ✓ Make recommendations to the Logistics Section Coordinator of resources that are not deployed or should be deactivated.

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 Resources Unit position and close out logs when authorized by the Logistics Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

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INFORMATION SYSTEMS UNIT

GENERAL DUTIES: (LEPG-32)

- Notify support agencies and oversee the installation, activation and maintenance of all radio, data and telephone communications services inside of the EOC and between the EOC and outside agencies.
- Determine the appropriate placement of all radio transmitting equipment brought to the EOC to support operations. Approve all radio frequencies to minimize interference conditions.
- Provide necessary communication system operators, and ensure effective continuous 24-hour operation of all communications services.
- Make special assignment of radio, data and telephone services as directed by the EOC Director.
- Organize, place and oversee the operation of amateur radio services (Santa Barbara County Amateur Radio Emergency Services – A.R.E.S.) working in support of the EOC.

YOUR RESPONSIBILITY:

Manage all radio, data, and telephone needs of the EOC staff.

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Logistics Section Coordinator.
- ✓ Obtain a briefing on the situation.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Information Systems Branch Coordinator by putting on the vest with your title.
- ✓ 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.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the appropriate Logistics Unit, 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 emergency/disaster.
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.
- ✓ Keep the Logistics 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 for use of telephone, radio and data systems and provide to other units.
- ✓ 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.
- ✓ 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 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.

Branch/Unit Operational Duties

- ✓ Coordinate with all sections and branches/groups/units on operating procedures for use of telephone, data and radio systems. Receive any priorities or special requests.
- ✓ Monitor operational effectiveness of EOC communications systems. Obtain additional communications capability as needed.
- ✓ Coordinate frequency and network activities with Los Angeles County Operational Area.
- ✓ Provide communications briefings as requested at action planning meetings.

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 Information Systems Branch position and close out logs when authorized by the Logistics Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

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COMMUNICATIONS UNIT

YOUR RESPONSIBILITY: (LEPG-32)

Manage all radio, data and telephone needs of the EOC staff.

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Information Systems Branch Manager.
- ✓ Obtain a briefing on the situation.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Communications 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 appropriate Logistics Unit, 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 emergency/disaster. Document:
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.
- ✓ Keep the Information Systems Branch Manager 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 Branch Manager for updating information to the Planning/Intelligence Section.

- ✓ Establish operating procedure for use of telephone, radio and data systems and provide to the Information Systems Branch Manager.
- ✓ 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 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.

Branch/Unit Operational Duties

- ✓ Develop a communications plan (see ICS forms #216 and #217).
- ✓ Meet with section and Branch/Group/Unit Coordinators and provide a briefing on EOC on-site and external communications needs, capabilities and restrictions and operating procedures for the use of telephones and radio systems.
- ✓ Coordinate all communications activities.
- ✓ Establish a primary and alternate system for communications. Link with utilities and contracting and cooperating agencies to establish communications as soon as possible. Coordinate with all operational units and the EOC to establish a communications plan to minimize communication issues that includes radio, data and telephone needs utilizing established communications, the private sector, amateur radio and volunteers.
- ✓ Coordinate with volunteer and private sector organizations to supplement communications needs.
- ✓ Establish a plan to ensure staffing and repair of communications equipment.
- ✓ Protect equipment from weather, aftershocks, electromagnetic pulse, etc.

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 Communications Unit and close out logs when authorized by the Logistics Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

COMPUTER SYSTEMS

YOUR RESPONSIBILITY: (LEPG-32)

Establish and manage all necessary computer support to the EOC staff and field units.

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Information Systems Branch Manager
- ✓ Obtain a briefing on the situation.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Computer Unit Coordinator by putting on the vest with your title.
- ✓ 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.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the appropriate Logistics Unit, 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 emergency/disaster.
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.
- ✓ Keep the Information Systems Branch Manager 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 Branch Manager for updating information to the Planning/Intelligence Section.

- ✓ 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 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.

Branch/Unit Operational Duties

- ✓ Coordinate needed telephone data lines with the Communications Unit.
- ✓ Support activities for restoration of computer services.

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 Computer Unit and close out logs when authorized by the Logistics Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

TRANSPORTATION UNIT

GENERAL DUTIES: (LEPG-30 & 32)

- Coordinate the transportation of emergency personnel and resources within the County by all available means.
- Coordinate all public transportation resources.

YOUR RESPONSIBILITY:

Transportation of emergency personnel, equipment, and supplies.

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Logistics Section Coordinator.
- ✓ Obtain a briefing on the situation.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Transportation Unit/Branch Coordinator by putting on the vest with your title.
- ✓ 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.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the appropriate Logistics Unit, 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 emergency/disaster. Document:
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.
- ✓ Keep the Logistics 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.
- ✓ 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.
- ✓ Ensure that all your Branch/Unit 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.

Branch/Unit Operational Duties

- ✓ Coordinate with the Planning/Intelligence and Operations Sections to determine which disaster routes are available for emergency use.
- ✓ Coordinate use of disaster routes with the Operations Section.
- ✓ Coordinate with other Sections and Branches/Groups/Units to identify transportation priorities.
- ✓ Establish a transportation plan for movement of:
 - Personnel, supplies and equipment to the EOC, field units, shelters and Casualty Collection Points (CCPs).
 - Individuals to medical facilities.
 - Emergency workers and volunteers to and from risk area.
- ✓ Coordinate with the Operations Section on the movement of disabled and elderly persons.
- ✓ Coordinate transportation of animals as required.
- ✓ Coordinate with local transportation agencies and schools to establish availability of resources for use in evacuations and other operations as needed.
- ✓ Develop and anticipate transportation requirements based on reports received from field units and EOC sections.

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 Transportation Branch/Unit position and close out logs when authorized by the Logistics Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

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PERSONNEL UNIT

GENERAL DUTIES: (LEPG-32)

- Coordinate all personnel support requests received at or within the EOC, including any category of personnel support requested from the EOC functional elements or from County response elements in the field.
- Identify sources and maintain an inventory of personnel support and volunteer resources. Request personnel resources from those agencies as needed.
- Ensure that all Disaster Service Workers and volunteers are registered and integrated into the emergency response system.
- Assign personnel within the EOC as needs are identified.
- Coordinate emergency management mutual aid (EMMA) through the State Regional Emergency Operations Center (REOC) via RIMS (Internet), if RIMS is not available, then all requests and reports are to be sent via OASIS.

YOUR RESPONSIBILITY:

Obtain, coordinate and assign all non-fire and non-law enforcement mutual aid personnel support requests received; register volunteers as Disaster Services Workers and manage EOC personnel issues and requests.

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Logistics Section Coordinator.
- ✓ Obtain a briefing on the situation.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Personnel Unit/Branch Coordinator by putting on the vest with your title.
- ✓ 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.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the appropriate Logistics Unit, 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 emergency/disaster.
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.
- ✓ Keep the Logistics 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.
- ✓ 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 incoming requests for personnel support. Identify number of personnel, special qualifications or training, location where needed and person to report to upon arrival. Secure an estimated time of arrival for relay back to the requesting agency.
- ✓ Track personnel/volunteers processed by the Unit. Maintain sign in/out logs. Control must be established for the accountability of personnel used in the response effort. Personnel/volunteers relieved from assignments will be processed through the Demobilization Unit.
- ✓ Maintain information regarding:
 - Personnel/volunteers processed.
 - Personnel/volunteers allocated and assigned by agency/location.
 - Personnel/volunteers on standby.
 - Special personnel requests by category not filled.

- ✓ Ensure training of assigned response staff and volunteers to perform emergency functions. Coordinate with Safety Officer to ensure that training for personnel includes safety and hazard awareness and is in compliance with OSHA requirements.
- ✓ Obtain crisis counseling for emergency workers. **(LEPG-30)**
- ✓ Coordinate feeding, shelter and care of personnel, employees' families and volunteers with the Procurement and Facilities Unit.
- ✓ Establish a plan for childcare for County employees as needed. Coordinate with Facilities Unit for suitable facilities.
- ✓ Assist and support employees and their families who are also disaster victims.
- ✓ Develop a plan for communicating with those agencies having personnel resources capable of meeting special needs.
- ✓ Ensure the recruitment, registration, mobilization and assignment of volunteers.
- ✓ Establish Disaster Service Worker and Volunteer registration and interview locations. Assign staff to accomplish these functions.
- ✓ Coordinate transportation of personnel and volunteers with the Transportation Unit.
- ✓ If the need for a call for volunteers is anticipated, coordinate with the PIO and provide the specific content of any broadcast item desired.
- ✓ Keep the PIO advised of the volunteer situation. If the system is saturated with volunteers, advise the PIO of that condition and take steps to reduce or redirect the response.
- ✓ Obtain health/medical personnel, e.g., nurses' aides, paramedics, Red Cross personnel and other trained volunteers to meet health/medical needs.
- ✓ Request technical expertise resources not available within the jurisdiction (hazardous materials, environmental impact, structural analysis, geo-technical information, etc.) through established channels and mutual aid.

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 Personnel Unit position and close out logs when authorized by the Logistics Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

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PROCUREMENT UNIT

GENERAL DUTIES: (LEPG-32)

- Coordinate and oversee the procurement, allocation and distribution of resources not normally obtained through existing mutual aid sources, such as food, potable water, sanitation services, petroleum fuels, heavy and special equipment and other supplies and consumables.
- Provide supplies for the EOC, field operations and other necessary facilities.
- Determine if the required items exist within the County supply system.
- Determine the appropriate supply houses, vendors or contractors who can supply the item, product or commodity if County stocks do not exist.
- Purchase items within limits of delegated authority from Finance/Administration Section. Coordinate with the Finance/Administration Section on actions necessary to purchase or contract for items exceeding delegated authority.
- Arrange for the delivery of the items requisitioned, contracted for or purchased.
- Maintain records to ensure a complete accounting of supplies procured and monies expended.
- Support activities for restoration of disrupted services and utilities.

YOUR RESPONSIBILITY:

Obtain all non-fire and non-law enforcement mutual aid material, equipment and supplies to support emergency operations and arrange for delivery of those resources.

PROCUREMENT POLICY:

The procurement of resources will follow the priority outlined below:

1. Resources within the County inventory (County-owned).
2. Other sources that may be obtained without direct cost to the County.
3. Resources that may be leased/purchased within spending authorizations.

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

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

- ✓ Identify yourself as the Procurement Unit/Branch Coordinator by putting on the vest with your title.
- ✓ 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.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Obtain additional resources, 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 emergency/disaster.
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.
- ✓ Keep the Logistics 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.
- ✓ 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.
- ✓ 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 records, equipment time records, and expendable materials 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.

Branch/Unit Operational Duties

- ✓ Meet and coordinate activities with Finance/Administration Coordinator and determine purchasing authority to be delegated to Procurement Unit. Review emergency purchasing and contracting procedures.

- ✓ Review, verify and process requests from other sections for resources.
- ✓ Maintain information regarding;
 - Resources readily available
 - Resources requests
 - Status of shipments
 - Priority resource requirements
 - Shortfalls
- ✓ Coordinate with other Branches/Groups/Units as appropriate on resources requests received from operations forces to ensure there is no duplication of effort or requisition.
- ✓ Determine if needed resources are available from County/Operational Area stocks, mutual aid sources or other sources. Arrange for delivery if available.
- ✓ Determine availability and cost of resources from private vendors.
- ✓ Issue purchase orders for needed items within dollar limits of authority delegated to Unit.
- ✓ Notify Finance/Administration Coordinator of procurement needs that exceed delegated authority. Obtain needed authorizations and paperwork.
- ✓ If contracts are needed for procuring resources, request that the Purchasing Unit of the Finance/Administration Section develop necessary agreements.
- ✓ Arrange for delivery of procured resources. Coordinate with Transportation and Facilities Units.
- ✓ Advise the Logistics Section Coordinator any significant resource request(s), which cannot be met through local action. Suggest alternative methods to solve the problem if possible.
- ✓ Establish contact with the appropriate Operations Section Branches and Red Cross representatives(s) and discuss the food and potable water situation with regard to mass care shelters and mass feeding locations. Coordinate actions.
- ✓ Establish a plan for field and EOC feeding operations. Coordinate with Operations Section to avoid duplication.
- ✓ Be prepared to provide veterinary care and feeding of animals. **(See Part Two – Medical/Health Branch, Animal Control Unit)**
- ✓ Assemble resource documents, which will allow for agency, vendor and contractor contacts; e.g., telephone listings, procurement catalogs, directories and supply locations.
- ✓ Continually update communications availability information with the Information Systems Branch. Revise contact methods with suppliers, as improved communications become available.
- ✓ Review the situation reports as they are received. Determine/anticipate support requirements. Verify information where questions exist.
- ✓ Begin disaster documentation and record tracking of disaster-related requests for expenditures of equipment, supplies, personnel, funds, etc.
- ✓ Provide updated reports on resource status to Resources Unit.
- ✓ Identify and maintain a list of available and accessible equipment and supplies to support response and recovery efforts

- ✓ Arrange for replenishment or replacement of equipment and materials.
- ✓ Provide and coordinate with Operations Section the allocation and distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities, including mass care shelters.
- ✓ Procure and arrange for basic sanitation and health needs at mass care and other facilities (toilets, showers, etc.) as requested by Operations Section.
- ✓ Support activities for restoration of utilities to critical facilities.
- ✓ Procure and coordinate water resources for consumption, sanitation and firefighting.
- ✓ Coordinate resources with relief agencies (American Red Cross, etc.)
- ✓ Obtain and coordinate necessary medical supplies and equipment for special needs persons.
- ✓ Obtain necessary protective respiratory devices, clothing, equipment and antidotes for personnel performing assigned tasks in hazardous, nuclear, biological or chemical environments.
- ✓ Ensure the management of donated goods.
- ✓ Identify supply sources to augment and/or satisfy expanded medical needs during emergency operations.
- ✓ In coordination with Operations Section and County Public Health Department, maintain essential medical supplies in designated Casualty Collection Points (CCPs).

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 Procurement Unit position and close out logs when authorized by the Logistics Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

FACILITIES UNIT

GENERAL DUTIES:

- Coordinate and oversee the management of and support to the EOC and other essential facilities and sites used during disaster operations.
- Coordinate with other EOC branches/groups/units for support required for facilities.
- Support activities for restoration of disrupted services and utilities to facilities.
- Coordinate with Finance/Administration Section on any claims or fiscal matters relating to facilities' operations.
- Close out each facility when no longer needed.

YOUR RESPONSIBILITY:

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

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Logistics Section Coordinator.
- ✓ Obtain a briefing on the situation.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Facilities Unit/Branch Coordinator by putting on the vest with your title.
- ✓ 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.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the appropriate Logistics Unit, 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 emergency/disaster.

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.
- ✓ Keep the Logistics 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.
- ✓ 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 or alternate facilities.
- ✓ 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 expended materials 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.

Branch/Unit Operational Duties

- ✓ Maintain information in the Unit regarding:
 - Facilities opened and operating.
 - Facility managers.
 - Supplies and equipment at the various locations.
 - Specific operations and capabilities of each location.
- ✓ Coordinate the acquisition of required space to include any use permit, agreement or restriction negotiations required. as the need for emergency-use facilities is identified,
- ✓ In coordination with the Operations Section, provide support to facilities used for disaster response and recovery operations; i.e., staging areas, shelters, etc.
- ✓ Identify communications requirements to the Information Systems Branch.
- ✓ Identify equipment, material and supply needs to the Procurement Unit.
- ✓ Identify personnel needs to the Personnel Unit.
- ✓ Identify transportation requirements to the Transportation Unit. Coordinate evacuation schedules and identify locations involved.
- ✓ Identify security requirements to the Law Branch of the Operations Section.

- ✓ Monitor the actions at each facility activated and provide additional support requested in accordance with Unit capabilities and priorities established.
- ✓ Account for personnel, equipment, supplies and materials provided to each facility.
- ✓ Coordinate the receipt of incoming resources to facilities.
- ✓ Ensure that operational capabilities are maintained at facilities.
- ✓ Oversee the distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities.
- ✓ Ensure that basic sanitation and health needs at mass care facilities (toilets, showers, etc.) are met.
- ✓ Ensure that access and other related assistance for residential care and special needs persons are provided in facilities, in accordance with American Disability Acts (ADA) requirements. **(LEPG-16)**
- ✓ Provide facilities for sheltering essential workers, employees' families and volunteers.
- ✓ Be prepared to provide facilities for animal boarding as required. **(See Part Two—Medical/Health Branch, Animal Control Unit)**
- ✓ Coordinate water resources for consumption, sanitation and firefighting at all facilities.

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 Facilities Unit position and close out logs when authorized by the Logistics Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

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PART TWO

FINANCE/ADMINISTRATION 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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FINANCE / ADMINISTRATION SECTION

GENERAL

PURPOSE

To enhance the capability of the Santa Barbara Operational Area to respond to emergencies by providing financial support and coordination to emergency operations and coordinating the recovery of costs as allowed by Federal and State law. It is the policy of this section that the priorities are to be:

- Protect life and property.
- Provide continuity of financial support to the County.
- Cooperate with the other sections of the emergency response team.
- Documentation of costs and recovery of those costs as allowable.
- Maintain a positive image for the County in its dealings with the community.

OVERVIEW

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

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

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

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

OBJECTIVES

The Finance/Administration Section acts in a support role in all disasters/emergencies to ensure that all required records are preserved for future use and State OES and FEMA filing requirements through maintenance of proper and accurate documentation of all actions taken.

Depending on the type of emergency, the Fire, Police or Public Works departments will have the principal role in directing the County's overall response efforts. To carry out its responsibilities, the Finance/Administration Section will accomplish the following objectives during a disaster/emergency:

A. For all disasters/emergencies:

1. Notify the other sections and County departments that the Disaster Accounting System is to be used for the disaster/emergency.
2. Determine the extent to which the computer systems are accessible and/or usable.
3. Determine if the County's bank can continue handling financial transactions.
4. Maintain, as best possible, the financial continuity of the County (payroll, payments and revenue collection).
5. Disseminate information about the Disaster Accounting System to other sections and departments as necessary.
6. Upon declaration of a disaster by the State and/or Federal Government coordinate with disaster agencies to initiate the cost recovery process.
7. Coordinate with the other sections and departments the collection and documentation of costs pertaining to the disaster/emergency.
8. Coordinate with the disaster assistance agencies for the required inspections, documentation, audits and other necessary work in order to recover costs.

B. For disasters/emergencies where the County computer systems and bank are accessible and usable:

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

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

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

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

1. Inform the other sections and departments that disaster accounting procedures will be necessary for the next payroll and all critical payments.
2. Activate other Finance/Administration Section Units as necessary.

3. Continue with objectives A.4. through A.8. above.

CONCEPT OF OPERATIONS

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

- The Standardized Emergency Management System (SEMS) will be followed.
- All existing County departmental fiscal operating procedures will be adhered to unless modified by the Board of Supervisors or EOC Director.
- For disasters/emergencies that leave the accounting systems accessible and usable, normal working hours will be retained for all but the Cost Recovery Documentation Unit. This unit will function on the schedule determined necessary to perform its objectives.
- For disasters/emergencies that render the accounting systems either inaccessible or unusable for any period of time, appropriate personnel in the activated units will be on an operational period determined by the Finance/Administration Section Coordinator. This may be a period of 12 hours. If so, then these periods will normally change at 6:00 a.m. and 6:00 p.m. (0600 and 1800 hours respectively in military time).

SECTION ACTIVATION PROCEDURES

Authorization

The EOC Director or designee is authorized to activate the Finance/Administration Section for response to a disaster/emergency.

When to Activate

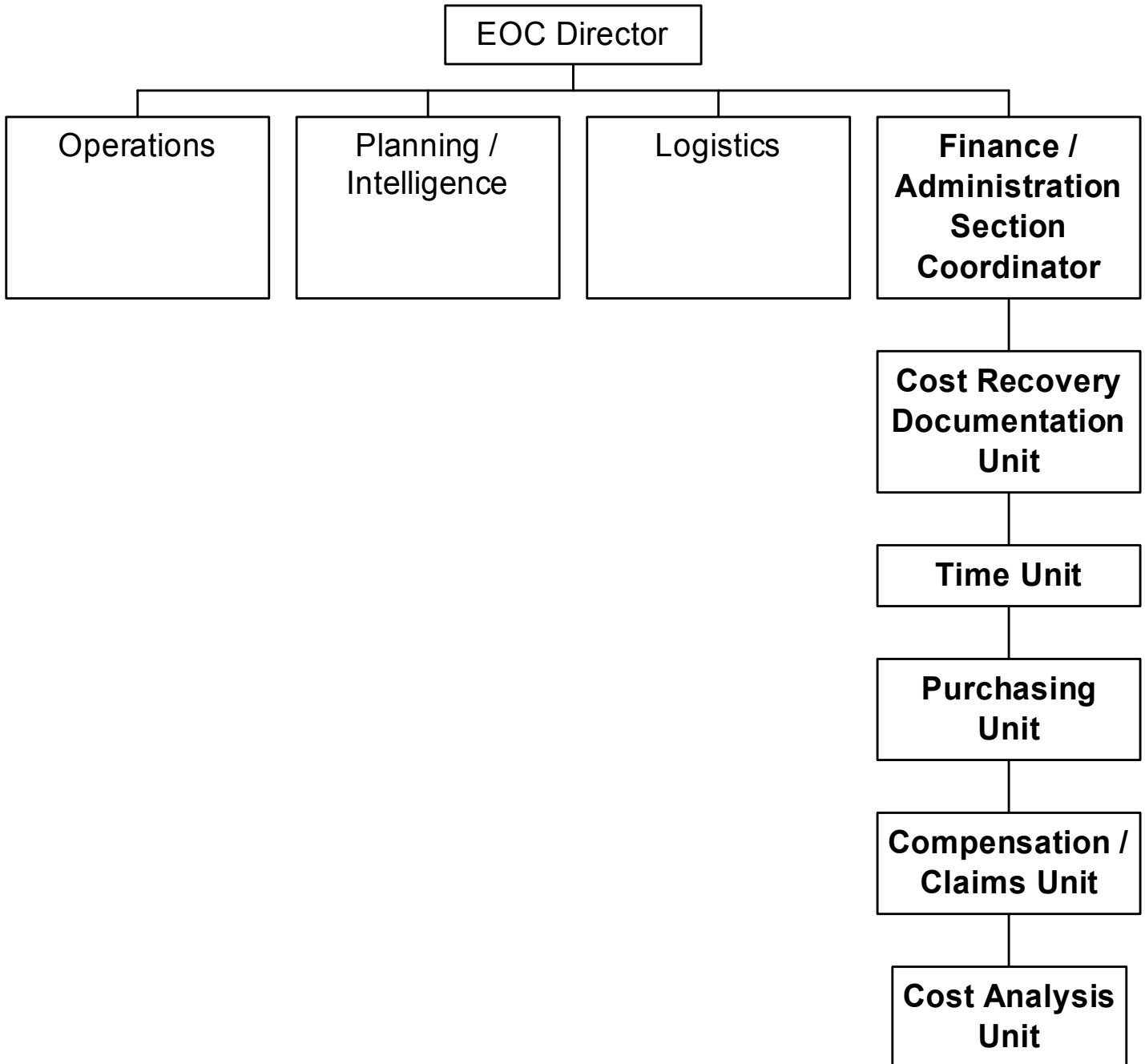
The Finance/Administration Section will be activated during any EOC activation. The Finance/Administration Section's Cost Recovery Documentation Unit may continue to function when the EOC has been deactivated.

In all cases the Cost Recovery Documentation Unit will be activated. Other units will be activated only as conditions necessitate. Invariably, these other conditions will mean that the EOC will also be activated.

The Finance/Administration Section Coordinator will activate the various units of the Finance/Administration Section as the disaster/emergency situation develops. All units will be notified when there is warning of an impending or developing disaster/emergency.

In the event of a major, widespread disaster/emergency that disrupts normal communication channels, all units in the Finance/Administration Section are to assume activation and are to report to their assigned emergency location.

FINANCE/ADMINISTRATION SECTION ORGANIZATION CHART



FINANCE/ADMINISTRATION SECTION STAFF

The Finance/Administration Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized Branches/Groups/Units. In certain of the functional areas such as procurement, a functional unit need not be established if only one person would work in the unit. In that case, the normal procurement officer would be assigned rather than designating a unit. The following may be established as the need arises:

- Cost Recovery Documentation Unit
- Time Unit
- Purchasing Unit
- Compensation/Claims Unit
- Cost Analysis Unit

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

Finance/Administration Section Coordinator

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

Cost Recovery Documentation Unit

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

Time Unit

The Time Unit is responsible for tracking hours worked by paid personnel, volunteers, contract labor, mutual aid and all others and ensuring that daily personnel time recording documents are prepared and compliance to agency's time policy is being met. The Time Unit is responsible for ensuring that time and equipment use records identify scope of work and site-specific work

location consistent with initial safety/damage assessment records, sites and Project Worksheets (PWs) and Damage Survey Reports (DSRs).

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

Purchasing Unit

The Purchasing Unit is responsible for administering all financial matters pertaining to purchases, vendor contracts, leases, fiscal agreements, and tracking expenditures. The Purchasing Unit is responsible for identifying sources of equipment, preparation and signing equipment rental agreements, and processing all administrative paperwork associated with equipment rental and supply contracts, including incoming and outgoing mutual aid resources. The Purchasing Unit is also responsible for ensuring that all records identify scope of work and site-specific work location.

Compensation/Claims Unit

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

Cost Analysis Unit

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

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

FINANCE/ADMINISTRATION POSITION CHECKLISTS

FINANCE/ADMINISTRATION SECTION COORDINATOR

GENERAL DUTIES: (LEPG-33)

- Ensure that the Finance/Administration function is performed consistent with SEMS Guidelines, including:
 - Implementing a Disaster Accounting System.
 - Maintaining financial records of the emergency.
 - Tracking and recording of all agency staff time.
 - Processing purchase orders and contracts in coordination with Logistics Section.
 - Processing worker's compensation claims received at the EOC.
 - Handling travel and expense claims.
 - Providing administrative support to the EOC.
- Supervise the Finance/Administration Section staff.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional Branches/Groups/Units as dictated by the situation.
- Exercise overall responsibility for the coordination of branch/group/unit activities within the Section.
- Ensure that the Section is supporting other EOC sections consistent with priorities established in the EOC Action Plan.
- Keep the EOC Director updated on all significant financial developments.

YOUR RESPONSIBILITY:

Supervise the financial support, response and recovery for the disaster/emergency; ensure that the payroll and revenue collection process continues and activate the Disaster Accounting System.

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 Finance/Administration 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 are at the EOC.
- ✓ Confirm that all key Finance/Administration 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.
 - Cost Recovery Documentation Unit
 - Time Unit
 - Purchasing Unit
 - Compensation and Claims Unit
 - Cost Analysis Unit
- ✓ 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 emergency/disaster.
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 Planning/Intelligence Section Coordinator, 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.
- ✓ Request additional resources through the appropriate Logistics Section Unit, as needed.

General Operational Duties

- ✓ Carry out responsibilities of the Finance/Administration Section Branches/Groups/Units 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 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.
- ✓ Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).
- ✓ Participate in the EOC Director's action planning meetings.
- ✓ Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Section Operational Duties

- ✓ Authorize use of the Disaster Accounting System and establish an appropriate billing code.
- ✓ Ensure that the payroll process continues.
- ✓ Ensure that the revenue collection process continues.
- ✓ Ensure that all Section personnel and equipment time records and records of expendable materials records are provided to the Time and Cost Analysis Unit at the end of each operational period.
- ✓ Ensure that all personnel and equipment time records and record of expendable materials used are received from other Sections and submitted to the Time and Cost Analysis Units at the end of each operational period.
- ✓ Manage the donations of money received during and following an emergency from individual citizens and volunteer groups.
- ✓ Coordinate with the Cost Analysis Unit to make recommendations for cost savings to the General Staff.
- ✓ Meet with assisting and cooperating agency representatives as required.
- ✓ Provide input in all planning sessions on finance and cost analysis matters.
- ✓ Ensure that all obligation documents initiated during the emergency/disaster are properly prepared and completed.
- ✓ Keep the General Staff apprized of overall financial situation.

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.
- ✓ Leave forwarding phone number where you can be reached.

COST RECOVERY DOCUMENTATION UNIT

GENERAL DUTIES: (LEPG-33)

- Document information for reimbursement from the state and federal governments.
- Activate and maintain Disaster Accounting System.
- Coordinate documentation of costs with other sections and departments.
- Coordinate cost recovery with disaster assistance agencies.

YOUR RESPONSIBILITY:

Maintain the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments; act as liaison with the disaster assistance agencies and coordinate the recovery of costs as allowed by law and maintain records in such a manner that will pass audit. **The Cost Recovery Documentation Unit should be activated at the onset of any disaster/emergency. Accurate and timely documentation is essential to financial recovery.**

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Finance/Administration Section Coordinator.
- ✓ Obtain a briefing on the situation.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Cost Recovery Documentation Unit/Branch Manager by putting on the vest with your title.
- ✓ 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.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the appropriate Logistics Section Unit, 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 emergency/disaster.
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.
- ✓ Keep the Finance/Administration 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

- ✓ Activate and maintain the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments.
- ✓ Inform all sections and departments that the Disaster Accounting System is to be used and advise them of billing code for the incident.
- ✓ Coordinate cost documentation and make decisions on costs codes and items to be tracked by the Disaster Accounting System.
- ✓ Act as liaison with the disaster assistance agencies and coordinate the recovery of costs as allowed by law.
- ✓ Prepare all required state and federal documentation as necessary to recover all allowable disaster costs.
- ✓ Coordinate with the Documentation Unit of the Planning/Intelligence Section.

- ✓ Provide analyses, summaries and estimates of costs for the Finance/Administration Section Coordinator, EOC Director and the Santa Barbara County Operational Area as required.
- ✓ Work with EOC sections and appropriate departments to collect all required documentation.
- ✓ Receive and allocate payments.
- ✓ Organize and prepare records for final audit.
- ✓ Prepare recommendations as necessary.

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 Cost Recovery Documentation Unit position and close out logs when authorized by the Finance/Administration Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

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TIME UNIT

GENERAL DUTIES: (LEPG-33)

- Track, record and report staff time for all personnel/volunteers working at the emergency/disaster.
- Establish and maintain a file for all personnel working at the emergency/disaster.
- Ensure that daily personnel time recording documents are prepared and are in compliance with specific County, OES and FEMA time recording policies.
- Track, record and report equipment use and time.

YOUR RESPONSIBILITY:

Track hours worked by paid personnel, volunteers, contract labor, mutual aid and all others and ensure that daily personnel time recording documents are prepared and compliance to agency's time policy is being met. Ensure that time and equipment use records identify scope of work and site-specific work location consistent with initial safety/damage assessment records, sites and Project Worksheets and Damage Survey Reports (DSRs).

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

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Finance/Administration Section Coordinator.
- ✓ Obtain a briefing on the situation.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Time Unit/Branch Manager by putting on the vest with your title.
- ✓ 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.
- ✓ Determine 24-hour staffing requirement and request additional support as required.

- ✓ Request additional resources through the appropriate Logistics Section Unit, 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 emergency/disaster. *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.
- ✓ Keep the Finance/Administration 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.
- ✓ 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—PERSONNEL TIME RECORDER

- ✓ Determine specific requirements for the time recording function.
- ✓ Initiate, gather, or update a time report from all applicable personnel assigned to the emergency/disaster for each operational period.
- ✓ Ensure that all records identify scope of work and site-specific work location.
- ✓ Post personnel travel and work hours, assignment to a specific incident (location by address when possible), transfers, promotions, specific pay provisions, and termination's to personnel time documents.

- ✓ Ensure that daily personnel time recording documents are accurate and prepared in compliance with County policy.
- ✓ Ensure that all employee identification information is verified to be correct on the time report.
- ✓ Ensure that time reports are signed.
- ✓ Establish and maintain a file for employee time records within the first operational period for each person.
- ✓ Maintain records security.
- ✓ Close out time documents prior to personnel leaving emergency assignment.
- ✓ Keep records on each shift.
- ✓ Coordinate with the Personnel Unit of the Logistics Section.

Operational Duties—EQUIPMENT TIME RECORDER

- ✓ Assist sections and Branches/Groups/Units in establishing a system for collecting equipment time reports.
- ✓ Ensure that all records identify scope of work and site-specific work location.
- ✓ Establish and maintain a file of time reports on owned, rented, donated and mutual aid equipment (including charges for fuel, parts, services and operators).
- ✓ Maintain security for all records.

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 Time Unit position and close out logs when authorized by the Finance/Administration Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

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PURCHASING UNIT

GENERAL DUTIES: (LEPG-33)

- Identify sources for equipment, expendable materials and resources.
- Manage all equipment rental agreements.
- Initiate vendor contracts associated with EOC activities within purchase authority limits established by Board of Supervisors or EOC Director.
- Process all administrative paperwork associated with equipment rental and supply contracts.

YOUR RESPONSIBILITY:

Administration of all financial matters pertaining to purchases, vendor contracts, leases, fiscal agreements and tracking expenditures. Identify sources of expendable materials and equipment, prepare and sign equipment rental agreements, and process all administrative paperwork associated with equipment rental and supply contracts, including incoming and outgoing mutual aid resources. **Ensure that all records identify scope of work and site-specific work location.**

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Finance/Administration Section Coordinator.
- ✓ Obtain a briefing on the situation.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Purchasing Unit/Branch Manager by putting on the vest with your title.
- ✓ 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.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the appropriate Logistics Section Unit, 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 emergency/disaster.

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.
- ✓ Keep the Finance/Administration 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.
- ✓ 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

- ✓ Contact appropriate branch/group/unit Coordinators on needs and any special procedures.
- ✓ Review/prepare EOC purchasing procedures.
- ✓ Prepare and sign contracts as needed within established contracting authority.
- ✓ Establish contracts and agreements with supply vendors.
- ✓ Ensure that all records identify scope of work and site-specific locations.
- ✓ Ensure that a system is in place that meets County property management requirements. Ensure proper accounting for all new property.
- ✓ Interpret contracts/agreements and resolve claims or disputes within delegated authority.
- ✓ Coordinate with Compensations/Claims Unit on procedures for handling claims.
- ✓ Finalize all agreements and contracts.
- ✓ Complete final processing and send documents for payment.

- ✓ Verify cost data in pre-established vendor contracts with Cost Analysis Unit.

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 Purchasing Unit position and close out logs when authorized by the Finance/Administration Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

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COMPENSATION/CLAIMS UNIT

GENERAL DUTIES: (LEPG-33)

- Accept as agent for Santa Barbara County claims resulting from an emergency/disaster.
- Collects information for all forms required by Workers Compensation and local agencies.
- Maintain a file of injuries and illness associated with the personnel activity at the EOC and maintains a file of written witness statements on injuries.
- Manage and direct all compensation for injury specialists and claims specialists assigned to the emergency/disaster.
- Provide investigative support in areas of claims for bodily injury and property damage compensation presented to Santa Barbara County.

YOUR RESPONSIBILITY:

Manage the investigation and compensation of physical injuries and property damage claims involving Santa Barbara County arising out of an emergency/disaster, including completing all forms required by worker's compensations programs and local agencies, maintaining a file of injuries and illnesses associated with the incident, providing investigative support of claims and issuing checks upon settlement of claims.

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Finance/Administration Section Coordinator.
- ✓ Obtain a briefing on the situation.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Compensation/Claims Unit/Branch Manager by putting on the vest with your title.
- ✓ 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.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the appropriate Logistics Section Unit, 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 emergency/disaster. Document:
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.
- ✓ Keep the Finance/Administration 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

- ✓ Coordinate with the Safety Officer, Liaison Officer, Agency Representatives, and Personnel Unit of the Logistics Section and ICS Field Level Compensation/Claims Unit Coordinator.
- ✓ Maintain a log of all injuries occurring during the disaster/emergency.
- ✓ Develop and maintain a log of potential and existing claims.

- ✓ Prepare claims relative to damage to County property and notify and file the claims with insurers.
- ✓ Periodically review all logs and forms produced by Unit to ensure:
 - Work is complete
 - Entries are accurate and timely
 - Work is in compliance with County requirements and policies.
- ✓ Determine if there is a need for Compensation-for-Injury and Claims Specialists and order personnel as needed.

- ✓ Ensure that all Compensation-for-Injury and Claims logs and forms are complete and routed to the appropriate department for post-EOC processing.
- ✓ Ensure the investigation of all accidents, if possible.
- ✓ Ensure that the Personnel Unit of the Logistics Section completes claims for any injured personnel or volunteers working at the emergency.
- ✓ Provide report of injuries and coordinate with the Safety Officer for mitigation of hazards.
- ✓ Obtain all witness statements pertaining to claims and review for completeness.

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 Compensation/Claims Unit position and close out logs when authorized by the Finance/Administration Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

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COST ANALYSIS UNIT

GENERAL DUTIES:

- Provide all cost analysis activity associated with EOC operation.
- Obtain and record all cost data for the emergency/disaster.
- Ensure the proper identification of all equipment and personnel requiring payment.
- Analyze and prepare estimates of EOC costs.
- Maintain accurate record of EOC costs.

YOUR RESPONSIBILITY:

Provide cost analysis data for the incident to help the planning and recovery efforts. Ensure that all pieces of equipment and personnel that require payment are properly identified; obtain and record all cost data; analyze and prepare estimates of incident costs and maintain accurate records of incident costs.

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

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- ✓ Check in upon arrival at the EOC.
- ✓ Report to the Finance/Administration Section Coordinator.
- ✓ Obtain a briefing on the situation.
- ✓ Determine your personal operating location and set up as necessary.
- ✓ Review your position responsibilities.
- ✓ Identify yourself as the Cost Analysis Unit/Branch Manager by putting on the vest with your title.
- ✓ 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.
- ✓ Determine 24-hour staffing requirement and request additional support as required.
- ✓ Request additional resources through the appropriate Logistics Section Unit, 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 emergency/disaster.
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.
- ✓ Keep the Finance/Administration 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.
- ✓ Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- ✓ Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- ✓ 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.
- ✓ Ensure that all your Branch/Unit 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.

Branch/Unit Operational Duties

- ✓ Collect and record all cost data.
- ✓ Maintain a fiscal record of all expenditures related to the emergency/disaster.
- ✓ Prepare and provide periodic cost summaries for the Finance/Administration Section Coordinator and the EOC Director.

- ✓ Maintain cumulative emergency/disaster cost records.
- ✓ Ensure that all financial obligation documents are accurately prepared.
- ✓ Prepare resources-use cost estimates.
- ✓ Maintain accurate information on the actual cost for the use of all assigned resources.
- ✓ With the Time Unit, ensure that all pieces of equipment under contract and dedicated Personnel are properly identified.
- ✓ Ensure that all EOC sections maintain proper supporting records and documentation to support claims.
- ✓ Make recommendations for cost savings to the Finance/Administration Section Coordinator.

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 Cost Analysis Unit position and close out logs when authorized by the Finance/Administration Section Coordinator or EOC Director.
- ✓ Leave forwarding phone number where you can be reached.

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