



MASTER EMERGENCY SERVICES PLAN

FRESNO COUNTY

10/31/2017

Fresno County

Operational Area

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Disaster Council

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Fresno County Operational Area Master Emergency Services Plan

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October 31, 2017

Preface

The Fresno County Office of Emergency Services located within the Department of Public Health, has prepared this document to serve as a guide for response to an emergency/disaster in the unincorporated areas of the Fresno County Operational Area, and to coordinate and assist with the disaster response in jurisdictions both within and outside of the Fresno County Operational Area. In addition to the Fresno County Operational Area Master Emergency Services Plan, hazard specific response plans and standard operating procedures (SOP) have been developed or are in the process of development to supplement this master plan with disaster/emergency specific response procedures and information.

The Fresno County Operational Area Master Emergency Services Plan assumes that each agency with principal and support responsibilities has developed its own internal emergency plan and resource inventory. In addition, neither Fresno County nor this master plan assume responsibility for disaster preparedness, planning, response or recovery for other local government agencies within the Fresno County Operational Area, except as authorized through statute, approved mutual aid agreements, and approved mutual aid requests. All local government agencies are responsible for disaster related functions within their jurisdiction.

Multi-agency and Multi-jurisdiction Participation

During a response to significant emergencies, the Fresno County Operational Area (OA) may open its Emergency Operations Center (EOC). The EOC is a location where the OA can coordinate county-wide and multi-agency response to emergencies and disasters.

Staffing of the Fresno County Operational Area (EOC) will be limited to the Fresno County Office of Emergency Services' staff to the extent possible to preserve staff resources, and maintain process efficiency. Representatives of other County departments and agencies will be requested to staff the Fresno County Operational Area EOC only when necessary, due to conditions such as communication system (telephone and radio) difficulties, or the extreme nature or magnitude of a disaster. Communications will be maintained between the EOC and field incident sites, Departmental Operations Centers (DOCs) of County departments and other agencies participating in the disaster to facilitate multi-agency and multi-jurisdictional response coordination, as identified in the Standardized Emergency Management System (SEMS)



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regulations. This plan represents multi-agency and multi-jurisdictional EOC staffing for worst-case scenarios or when good multiagency outcomes are required.

Acknowledgements

The October 31, 2017 Fresno County Operational Area Master Emergency Services Plan was prepared under the guidance of:

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Distribution

The Fresno County Office of Emergency Services will provide a copy of this plan and any subsequently-approved changes to the following organizations:

- Fresno County Administrative Office
- Fresno County Agriculture Department
- Fresno County Assessor-Recorder
- Fresno County Auditor-Controller / Treasurer-Tax Collector
- Fresno County Behavioral Health Department
- Fresno County Child Support Services
- Fresno County Counsel
- Fresno County District Attorney-Public Administrator
- Fresno County Fire Protection District
- Fresno County Human Resources Department
- Fresno County Internal Services Department
- Fresno County Library
- Fresno County Probation Department
- Fresno County Public Health Department
- Fresno County Public Works and Planning Department
- Fresno County Retirement Association
- Fresno County Sheriff-Coroner's Office
- Fresno County Social Services Department

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1.0 Introduction

Some natural and human-caused hazards pose unavoidable risk to people, property, the environment, and the economy in and around Fresno County. One important role of Fresno County is to work with others to understand hazards, reduce vulnerability and prepare for potential hazard impacts.

Emergencies are serious events, but are usually short in duration. The effects of disasters are also serious but may last for years. This plan serves as the primary guide for responding to emergencies and disasters within Fresno County.

Increases in population, aging infrastructure and housing, rising costs, limited resources, environmental changes, and several other factors can contribute to the ability to respond to and recover from emergencies and disasters. Information is also now exchanged much faster and in greater quantity than just a few years ago. To meet these challenges, Fresno County emergency planning seeks to incorporate the principles of Whole Community and Resilience. By adopting Whole Community practices, Fresno County supports broad participation in emergency management efforts. By working toward resilience, Fresno County empowers individuals and organizations to understand, prepare for and bounce-back from emergencies and disasters as best as they can. Employed together, Whole Community and Resilience achieve the fastest, most effective outcomes following emergencies and disasters. They also reserve the limited resources necessary to address the people, infrastructure and environment that are most affected by disaster.

This plan was developed in consultation with a multi-agency team under the direction of the Operational Area. It complies with local ordinance, state law and contemporary emergency planning guidance.

1.1 Purpose

This plan supports the following emergency management program goals for Fresno County:

- Establish a local emergency management program.
- Comply with local, state and federal emergency management and homeland security program requirements.



- Complete a comprehensive emergency management plan.
- Specify policies, roles, resources, and activities necessary to manage a local emergency.
- Adopt the National Incident Management System (NIMS).
- Continue use of the California Standardized Emergency Management System.
- Facilitate collaboration among organizations involved in emergency management.

1.2 Scope

This plan applies to any extraordinary situation, regardless of cause, when conditions may constitute a “State of Emergency” as defined by state law. When this plan is implemented, government agencies are expected to execute this plan with maximum coordination, efficiency, and effect. Agencies and departments identified in this plan should become familiar with and be ready to support the policies and activities described herein.

This plan is designed to be a simple yet comprehensive emergency management plan. It addresses multiple hazards, activities necessary before, during, and after disaster to reduce risks and impacts, and the multi-agency collaboration and coordination necessary to accomplish most activities.

1.3 Objectives

The objectives of the Fresno County Operational Area emergency organization include:

- Saving lives, protecting property and the environment.
- Repairing and restoring essential systems and services.
- Coordinating emergency response activities and resources within the County Operational Area.
- Functioning as a communication and coordination intermediary between the County Operational Area jurisdictions and agencies, and the State Regional Level EOC.
- Gathering, evaluating and disseminating information on disaster intelligence and resources within the County Operational Area and among its jurisdictions and agencies.

1.4 Situation

Fresno County is located approximately 170 miles south of Sacramento. Fresno County is California’s sixth largest county in land area, encompassing over 6,000 square miles stretching



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from the Sierra Nevada to the Coastal Range. Fresno County is a culturally diverse and a rapidly growing area. Fresno County is located in the Central San Joaquin Valley of California and is adjacent to eight other counties. The U. S Census recorded a resident population of (930,450) in 2010, a (14% increase) since 2000. See Figure 1, California Mutual Aid Region Map.

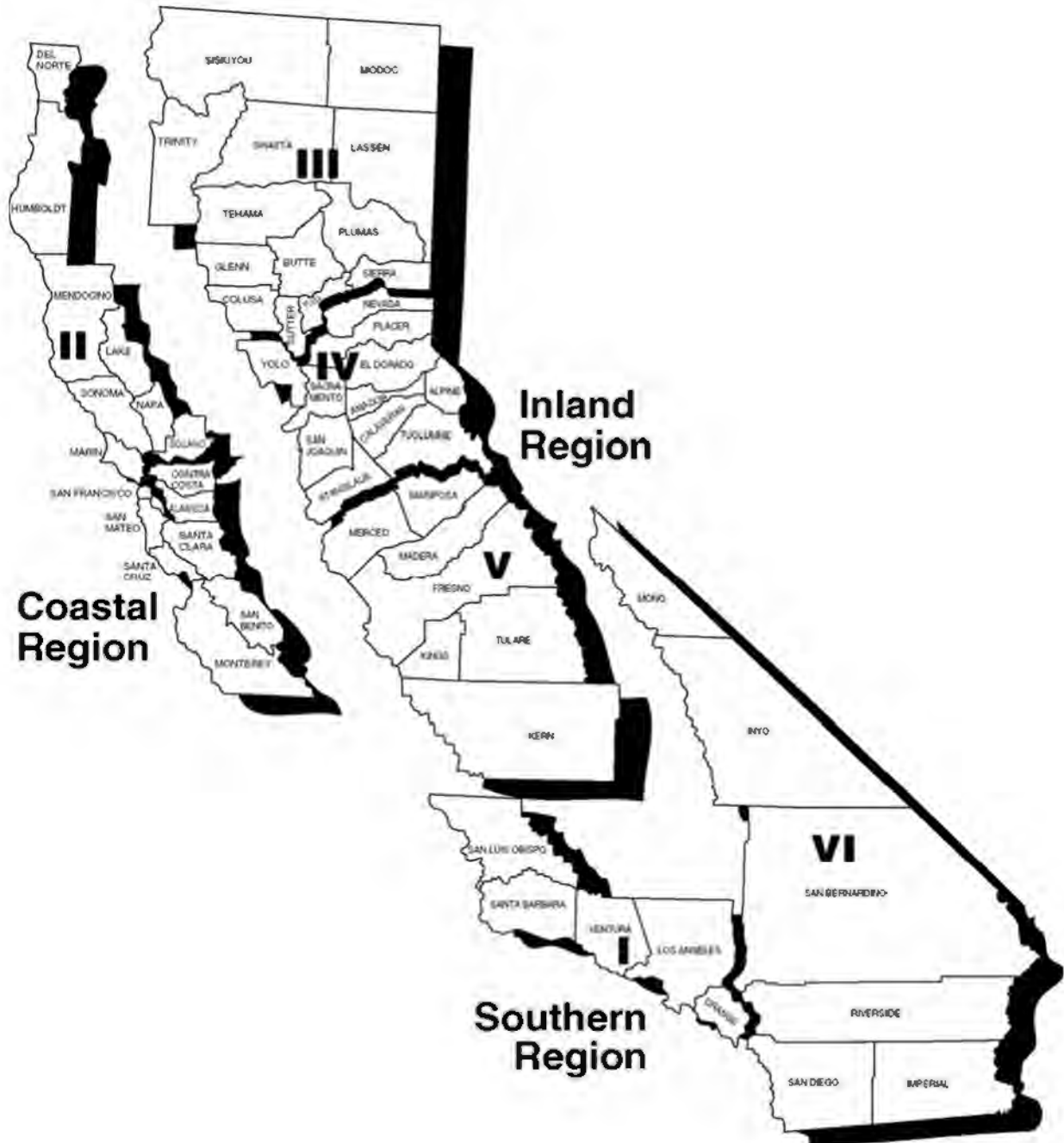
Two major highways run north/south through the County, Interstate 5 and State Highway 99. Six other State Routes 33, 41, 145, 168, 180, 198, and 269 traverse the County. A network of County roads connects the various communities to these major arteries. The Burlington Northern Santa Fe, Union Pacific, and the San Joaquin Valley railroads maintain major rail lines through the County. The Fresno Yosemite International Airport serves several major airlines for both passengers and freight. Other public aviation facilities include Fresno Chandler Executive Downtown airport, Coalinga Municipal airport, Firebaugh airport, William Robert Johnston Municipal airport in Mendota, Reedley Municipal airport, Selma Aerodrome, Sierra Sky Park, and Harris Ranch airport.



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Figure 1 - California Mutual Aid Region Map



Fresno County has 15 incorporated cities (Clovis, Coalinga, Firebaugh, Fowler, Fresno, Huron, Kerman, Kingsburg, Mendota, Orange Cove, Parlier, Reedley, San Joaquin, Sanger, and Selma)



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and a multitude of unincorporated communities. Figure 2 is a map of Fresno County and includes all of the incorporated cities.

Figure 2 - Map of Fresno County



Agriculture is the main industry, with Fresno County being one of the most productive agricultural Counties in America. The County is also a financial, trade, commercial, and education center in Central California. Fresno County has experienced a variety of emergencies that have developed into disasters that are both natural and man-made. The following types of hazards are identified and addressed as potential disasters within the Fresno County Operational Area. Although not every potential disaster is individually addressed, most management and response activities identified in this Plan are similar for all types of disasters. For more details on hazards within Fresno County, consult the Fresno County Multi-Hazard Mitigation Plan.



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Fresno County is most vulnerable to the hazards and threats in Table 1:

Table 1 - Fresno County Hazards and Threats

Hazard/Threat	Vulnerability and Potential Impacts
Flooding	In general, the fifteen incorporated areas within Fresno County operate their own storm drainage and flood control systems. The exceptions are the cities of Fresno and Clovis which are managed by the Fresno Metropolitan Flood Control District (FMFCD). The FMFCD provides a comprehensive storm water management program. Many other cities rely on levee maintenance by the U.S. Army Corps of Engineers and irrigation districts to provide flood protection from certain creeks and rivers. Winter storms with extensive rainfall and/or rapidly melting early spring snow have caused several situations of levee breakage and flooding along the San Joaquin River and Kings River as well as localized and even county-wide flooding conditions.
Wild Land Fire	Wild fires occur frequently in the rural, foothill, and mountainous areas in the west and east areas of Fresno County. In addition to impacts of loss of life and property, there are also impacts of soil erosion, water quality degradation, forest and rangeland vegetation destruction, loss of wildlife habitat, and damage to infrastructure such as power lines. These fires have caused millions of dollars in damages and response costs, destroying livestock and forcing the evacuation of hundreds of residents.



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Hazard/Threat	Vulnerability and Potential Impacts
Extreme Weather	Heavy rains, with strong winds and occasionally lightning and hail, occur primarily during the late fall, winter, and spring. Fresno County averages 11.2 inches of rain per year. Strong winds often accompany winter storms resulting in wind-related damage. Short-term, heavy storms can cause both widespread flooding as well as extensive localized drainage issues. With the increased growth of the area, the lack of adequate drainage systems has become more of an issue. Extreme cold temperatures can cause injuries to people and damage to property and crops. Extreme drought conditions affect the County's citizens, agricultural industry, the local economy, intensifies forest fires, and causes an increase in unemployment. Tule fog may occur from November through March. It affects transportation corridors and can often lead to multi-car accidents and injuries. High winds can occur and cause significant property and crop damage, and can threaten public safety. Extreme heat can pose substantial problems for vulnerable populations and can cause damage to the agricultural industry.
Human Health Hazards	Communicable disease, environmental hazards and many other conditions can pose health hazards to Fresno County residents. Among these hazards are epidemics and pandemics. An epidemic occurs when an infectious disease spreads beyond a local population, lasting longer and reaching people in a wider geographical area. When that disease reaches global proportions, it is considered a pandemic. A pandemic flu occurs when a new influenza virus emerges for which people have little or no immunity, and for which there is no vaccine.



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Hazard/Threat	Vulnerability and Potential Impacts
Earthquake	Although most of Fresno County is situated within an area of relatively low seismic activity, faults and fault systems lie along the eastern and western boundaries and other regional faults have the potential to produce high-magnitude earthquakes. Based on the Alquist-Priolo Earthquake Fault Zone chart, Fresno County would be affected by earthquake activity in the Alcalde Hills northwest of the City of Coalinga and the Ortigalita Peak Faults near the northwest corner of Fresno County.
Agricultural Hazards	Fresno County's farming and agricultural industry is ranked as one of the top producing Counties in the Country. The agricultural industry is responsible for no less than one out of every three jobs in the County. Ag losses occur on an annual basis and are usually associated with severe weather events including heavy rains, floods, hail, freeze, extreme heat and drought. Other agricultural hazards include insect infestations and crop and livestock disease.
Dam Failure	There are many dams in Fresno County constructed for flood control, irrigation storage, electrical generation, recreation, and stock watering purposes. The California Office of Emergency Services (Cal OES) has determined that 23 of these dams present a significant safety risk to downstream populations if one or more were to fail. Site specific dam failure evacuation plans have been developed for these dams and are available at the Fresno County Office of Emergency Services.
Volcano	The U.S. Geological Survey's Volcanic Hazards Program continually monitors for seismic and/or volcanic activity for the Long Valley Caldera region, located in the Mammoth Mountain area, approximately 75 miles northeast of the Fresno-Clovis Metropolitan Area. An eruption in this region could impact Fresno County depending on the time of year and the wind direction.



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Hazard/Threat	Vulnerability and Potential Impacts
Civil Disturbance and Terrorism	The potential for civil disturbances or terrorism is recognized. Terror attacks take several forms (explosive, chemical, biological, etc.) and result in various impacts. Under the federal authority of Presidential Decision Directive-39, the FBI is the lead agency in any act of foreign or domestic terrorism. Fresno County and other local government agencies will respond and coordinate with the FBI during these events.
Cyber Attacks	Cyber-attacks can be directed at government agencies, financial institutions, and commercial organizations. It can disrupt communications such as voice, email, and the Internet.

1.5 Plan Development and Organization

This plan was designed to facilitate easy integration of people and organizations into the Fresno County emergency management program. It consists of two parts: a base plan and appendices. The plan defines the emergency management program, program administration, authorities, roles, concept of operations, and activities. In addition to this Master Emergency Services Plan, various county departments / programs have response plans that contain confidential, sensitive or quickly perishable data so they are maintained separate from this plan.

This plan outlines the policies and procedures created by the Fresno County Operational Area to manage multi-agency emergencies and disasters. The base plan serves as an important public policy document and is presented to the Fresno County Board of Supervisors for review and approval.

The Fresno County Office of Emergency Services serves as custodian of the Fresno County Operational Area Master Emergency Services Plan on behalf of Fresno County. The Fresno County Office of Emergency Services will continually review the Plan and make needed updates upon approval by the County Administrative Officer (CAO) who serves as the Director of Emergency Services. All major changes, as determined by the CAO, will be presented to the Fresno County Board of Supervisors for approval.



1.6 Authorities

The following local, state and federal legal authorities guide emergency activity in Fresno County.

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- Fresno County Ordinance Code (Title 2, Chapter 2.44 Emergency Organization).
- Fresno County Board of Supervisors Resolution Establishing the Fresno County Operational Area and the County-wide Standardized Emergency Management System (November, 1995).

State of California

- California Disaster Assistance Act (California Government Code, Chapter 7.5 of Division 1 of Title 2, Section 8680-8690.7)
- California Disaster and Civil Defense Master Mutual Aid Agreement, November 15, 1950
- California Emergency Services Act (California Government Code, Chapter 7 of Division 1 of Title 2, Section 8550-8668)
- Emergency Management Assistance Compact (2005)(179-179.9)
- Governor of the State of California, Executive Order S-2-05, February 8, 2005
- Standardized Emergency Management System (SEMS) Regulations (Title 19, Title 2, California Code of Regulations, Section 2400-2450)
- Medical Health Operational Area Coordinator (MHOAC) Health & Safety Code Division 2.5, Article 4, Section 1797.153

Federal

- Federal Civil Defense Act of 1950 (Public Law, as amended)
- Homeland Security Presidential Directive 5, 2005, National Incident Management System
- Presidential Policy Directive 8 March 30, 2011, National Preparedness
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended)
- Title 44, Code of Federal Regulations
- U.S. Army Corps of Engineers Flood Fighting (Public Law 84-99)



1.7 Assumptions

The following circumstances were assumed during plan development:

- Organizations (i.e. law enforcement, fire and rescue, public health, public works) will respond to calls for service during an emergency according to their respective authorities, policies and capabilities.
- Emergency activity may exhaust or exceed the capability of one or more organizations. Extraordinary efforts to manage scarce resources, especially among multiple organizations, may be required.
- Fresno County will lead response to emergencies that occur within our area of primary responsibility.
- The State, Federal Government or another local jurisdiction will lead response to incidents that occur within their jurisdiction.
- Unified Command will be established to lead response when multiple jurisdictions are involved.
- Fresno County will provide and request aid during an emergency, pursuant to automatic and mutual aid agreements.
- Fresno County will exhaust or expect to exhaust available resources before asking for assistance from other jurisdictions.

2.0 Concept of Operations

Fresno County Code Chapter 2.44.010 Emergency Organization established the role of the Emergency Services Director and assigned responsibility for emergency management to the County Administrative Officer. The Director of the Department of Public Health functions as the Assistant Director of Emergency Services and administers the program. Day-to-day responsibility for the emergency management program activities are accomplished by the Office of Emergency Services program which is located within the Department of Public Health. The Emergency Management staff works with both internal and external stakeholders to accomplish various mitigation, preparedness, response, and recovery activities.



2.1 Mitigation

Mitigation activities identify hazards and eliminate or reduce vulnerabilities before emergency or disaster impacts can occur. Risk created by a flood hazard, for example, can be described as a function of hazard, vulnerability and impact. Flooding is a hazard. Property constructed in a flood-prone area can be vulnerable to flooding. When flooding occurs, damage to buildings and roads can occur, or necessitate the evacuation of people and animals. By identifying hazards and reducing or eliminating vulnerability before damage occurs, mitigation actions reduce risk and the likelihood of impacts. Mitigation can save people, property and the environment before they become adversely affected by an emergency or disaster.

Fresno County maintains a multi-jurisdictional Local Hazard Mitigation Plan (LHMP) to guide local mitigation activity. The plan identifies hazards, analyzes risk, describes vulnerabilities and potential impacts, presents mitigation alternatives and establishes a plan to systematically reduce risk. Fresno County develops this plan collaboratively with a broad group of community stakeholders and submits it to the Federal Emergency Management Agency (FEMA) through the state's emergency management agency for approval every five years.

2.2 Preparedness

Preparedness activities are designed to anticipate and prepare Fresno County for emergency impacts that cannot be mitigated. This section describes the planning, training, exercising, equipping, and supplying activities associated with preparedness.

2.2.1 Planning

Emergency planning involves the development of policies, plans, procedures, and operational plans and SOP used when responding to or recovering from an emergency or disaster. This plan serves as the primary emergency planning document for Fresno County. It is reviewed and approved by the Fresno County Board of Supervisors and is maintained by the Fresno County Office of Emergency Services. Hazard specific response plans and SOP support this plan and contain either general or detailed information specific to a type of emergency or disaster.

The "Whole Community" must be considered during the planning process for notification, evacuation, transportation, and sheltering of the public during and after a disaster or emergency. Planning must take into consideration those individuals who have developmental or intellectual disabilities, physical disabilities, chronic conditions, injuries, limited English



proficiency or who are non-English speaking, older adults, children, people living in institutionalized settings, or those who are low income, homeless, or transportation disadvantaged, including, but not limited to, those who are dependent on public transit or those who are pregnant.

2.2.2 Training

Training familiarizes people with emergency management policies, plans, tools, and procedures. Because Fresno County considers the knowledge and experience staff gain from training and exercises important to response, Fresno County maintains a Multi-year Training and Exercise Plan (TEP). The TEP provides a guide for Fresno County to follow in accomplishing its training goals and priorities. Each department that has staff designated to serve in emergency roles should provide the appropriate training. Individuals assigned to work in the Fresno County EOC must complete a minimum level of training that includes basic ICS, SEMS, and NIMS courses. . Some EOC positions require additional ICS training. A list of recommended training courses for designated EOC staff is maintained by the Fresno County Office of Emergency Services.

The Fresno County Office of Emergency Services maintains a record of required emergency management training for individuals designated to serve in the EOC. Fresno County departments maintain training certificates in individual personnel files within their respective departments.

2.2.3 Exercising

Exercising is an important complement to training. It allows individuals and organizations to practice what they learn and to develop proficiency when performing certain emergency tasks. Fresno County conducts drills and exercises (i.e. table-top, functional, and full-scale) according to the U.S. Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP offers a standard method for designing, conducting, and evaluating exercises.

Within 90 days following an exercise or real-world disaster event, the Fresno County Office of Emergency Services facilitates a process that results in an After-Action Report/Improvement Plan (AAR/IP). The purpose of the AAR/IP is to note strengths and weaknesses in response, and to identify opportunities for improvement. After completion of AAR/IPs, Fresno County updates



planning documents and retains copies of the reports for a minimum of five years to support subsequent analysis, planning and training.

2.2.4 Equipping and Supplying

Specific equipment and supplies are sometimes needed during an emergency. Equipment can range from small to heavy equipment (i.e. front loaders and dump trucks). Examples of supplies include batteries, food, water, office supplies, fuel, sandbags, and medical material.

Some equipment and supplies needed during emergencies are used day-to-day; others are obtained and stored just for use during emergencies (e.g. cots, shelter supplies, sandbags, and medical supplies). Fresno County works with different agencies to identify and track the locations of key equipment and supplies that might be needed during an emergency. Each organization is responsible for maintaining its own necessary equipment and supplies.

2.3 Response

Response activities follow an emergency or begin when emergency impacts are imminent. Notification of response agencies is the first step in response so that emergency resources can be dispatched quickly. Sharing detailed information with leaders and partner organizations occurs to facilitate coordination and consider additional requirements for support. Emergencies or disasters that meet the definition of a “State of Emergency” can quickly overwhelm local resources. This section details how Fresno County provides necessary communication and coordination during emergencies and disasters.

2.3.1 Standardized Emergency Management System (SEMS)

SEMS was enacted as State of California Law following the Oakland Hills fire in 1992. Fresno County has worked to comply with SEMS since 1996. The Fresno County Board of Supervisors has incorporated SEMS into its emergency organization by establishing the geographic area of Fresno County as the operational area, and designating Fresno County as the Operational Area Lead Agency. The existing Fresno County EOC has been designated the Fresno County Operational Area EOC. The responsibilities for the Fresno County Operational Area EOC and Fresno County Operational Area have been incorporated into this master plan.

The Fresno County Operational Area is comprised of all local government agencies within Fresno County boundaries, and includes Fresno County Departments, incorporated cities,



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school districts, and special districts, 63 of which have elected to join the operational area. Operational area members have adopted the Resolution to participate in the Fresno County Operational Area and the County-wide Standardized Emergency Management System which stipulates that:

- On November 14, 1995, the Fresno County Board of Supervisors adopted the Standardized Emergency Management System (SEMS), designated the geographic area of Fresno County as the Fresno County Operational Area, and designated Fresno County as the Operational Area Lead Agency.
- Members of the Fresno County Operational Area will comply and operate in accordance with SEMS regulations as set forth in the California Emergency Services Act.
- The Fresno County Operational Area and its members, in accordance with SEMS regulations, will perform functions for the county and other governmental entities within the operational area to strengthen mutual aid coordination, provide a focal point and conduit for disaster information, and coordinate the efficient management of resources.
- The Incident Command System (ICS) – The Standardized Emergency Management System is based on the ICS, a standardized form of management consisting of an Incident Command, tactical or field operations, planning, logistics, and finance sections. Emergency incident responders using ICS utilize a common organization and employ common terminology to describe their positions and equipment in order to rapidly enable multi-agency, multi-jurisdictional organizations and resources to work together effectively and efficiently.

2.3.2 Mutual Aid

Mutual Aid –Under the terms of the California Disaster and Civil Defense Master Mutual Aid Agreement developed in 1950 and adopted by all California cities and counties, mutual aid provides a statewide system designed to ensure that adequate resources, facilities, and other support are supplied to jurisdictions whenever their resources are exhausted or have become inadequate to cope with an emergency situation.



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City, county, state and federal governments assist one another by providing voluntary aid and assistance in the form of services and facilities from police, transportation, utilities, public works, communications, medical and health, and fire agencies. Mutual aid agreements are activated in ascending order from the local government level through the operational area level and regional level, culminating at the state and federal governmental levels. The Fresno County Operational Area is one of seven operational areas in Mutual Aid Region V, part of the Governor's Office of Emergency Services Administrative Inland Region. To facilitate mutual aid in the Fresno County Operational Area, Operational Area Mutual Aid Coordinators will receive mutual aid requests, coordinate the provision of resources from within the Fresno County Operational Area, and pass unfilled requests to the regional level. Mutual Aid Coordinators or their designees will be located at the Operational Area EOC once the operational area EOC is activated, unless effective coordination and communication can be accomplished through alternate means, such as telecommunications. Discipline-specific mutual aid coordinators will coordinate with the Operational Area EOC. Listed below are the discipline-specific mutual aid coordinators for the Fresno County Operational Area:

- The Fresno County Sheriff-Coroner will act as the Fresno County Operational Area Law Enforcement Mutual Aid Coordinator to coordinate law enforcement resources.
- The Fresno County Fire Protection District Chief will act as the Fresno County Operational Area Fire Mutual Aid Coordinator to coordinate fire related resources.
- The Fresno County EMS Division Manager or designee will act as the Medical Health Operational Area Coordinator (MHOAC) for the coordination of medical and health resources.
- The Fresno County Emergency Manager will act as the Fresno County Operational Area Mutual Aid Coordinator for all other non-discipline specific resources.

Mutual Aid Coordinators will be responsible for locating resources within the Operational Area boundaries using the Fresno County Operational Area Resource Directory and other documents and directories prior to requesting mutual aid outside the Operational Area. Local government agencies and other organizations within the Operational Area may be utilized to assist in locating and coordinating these resources.



2.3.2.1 Requesting Mutual Aid Outside of the Operational Area

Resources needed and not available within the Operational Area are requested by specific Mutual Aid Coordinators or the Fresno County Operational Area Office of Emergency Services Mutual Aid Coordinator.

Mutual aid requests, except for Fire, Law, and Medical / Health , must be approved by the Fresno County Operational Area Emergency Services Director or his/her designee prior to provision of the mutual aid, unless included in existing mutual aid agreements. Resource requests may be made to the adjoining operational areas of the Fresno County Operational Area without the authorization of the Governor's Office of Emergency Services (OES); however, the Governor's OES must be notified. Mutual aid requests for state or federal resources or for local government resources located outside contiguous operational areas of the Fresno County Operational Area will be made to the Regional Emergency Operations Center (REOC).

Local government agencies may request and provide resources to other local government agencies within the same or adjoining operational areas without prior approval or coordination by the Governor's Office of Emergency Services. However, these local government agencies must notify the operational area mutual aid coordinator(s) to maintain operational area resource inventory status for coordination and prioritization purposes. The Operational Area Mutual Aid Coordinator will in turn notify the REOC of significant mutual aid activities. The proper processing, authorization and approval of mutual aid requests is necessary to insure the most efficient and effective use of resources, and enable maximum cost reimbursement through state and federal public disaster assistance programs.

The provision of mutual aid is voluntary. Mutual aid may be subject to recall or cancellation at any time by the providing agency and no agency may be requested or required to unreasonably deplete their own resources. Mutual aid should not be sent unless it has been authorized through proper channels. Unsolicited aid may not be needed, and usually requires special handling. In addition, unsolicited mutual aid may not be reimbursed. When requesting mutual aid, at a minimum, the following information must be provided:

- Identify the individual(s) requesting and authorizing the request.
- Specify and describe the resources needed including:
 - o The quantity and kind of work and safety equipment.



- o Personal supplies, tools, transportation, clothing and personnel.
- o Identify the training, experience, license or certification, and bilingual skills required.
- Specify how long the resources will be needed, prioritizing multiple resource requests.
- Identify exactly what work personnel will be performing.
- How, where and by whom will personnel lodgings and meals be provided or arranged?
- How should personnel record their time and document their activities?
- How will resources be recalled?
- Identify where, when and to whom the requested resources are to arrive or report, providing information on the appropriate means of transportation and routes of travel.
- Specify how and if the responding agency will be reimbursed for any resources or personnel provided.

2.3.2.2 Incoming Mutual Aid Requests from Outside the Operational Area

Except for law, fire, and medical / health, incoming mutual aid requests for resources not included in existing mutual aid agreements must be approved by the Fresno County Operational Area Emergency Services Director or his/her authorized designee before providing resources to outside jurisdictions. Requests received must be specific and provide the details previously listed, which are to be included for both incoming and outgoing mutual aid requests.

The Inland Region of the Governor's Office of Emergency Services will be notified of any resources requested and any pertinent details of the request and transfer of resources. All Fresno County Operational Area jurisdictions providing mutual aid will coordinate this activity through the Fresno County Operational Area. The Fresno County Operational Area will be notified of mutual aid transactions involving mutual aid agreements to assist with planning and intelligence regarding overall operational area resource status.

All resources received or provided will be properly documented on appropriate personnel, equipment and supply use logs in accordance with the Fresno County Auditor-Controller/Treasurer-Tax Collector reimbursement procedures. This documentation for Fresno



County is required regardless of any additional documentation required by the Governor's Office of Emergency Services, or the requesting or providing jurisdiction.

2.3.2.3 Mutual Aid Personnel Jurisdictional Accountability

The responsible local official in whose jurisdiction an incident requiring mutual aid has occurred will remain in charge and retain overall direction of personnel and equipment provided through mutual aid. State agencies will retain operational control of their personnel and equipment when sent to support other state agencies or local jurisdictions. However, state agencies may respond to broad mission objectives identified by local emergency officials.

2.3.3 National Preparedness Goal

The National Preparedness Goal defines what it means for the whole community to be prepared for all types of disasters and emergencies. The goal itself is succinct:

"A secure and resilient nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk."

It is built on scalable and adaptable concepts, including the National Incident Management System (NIMS) and aligns key roles and responsibilities across the country. The framework now includes five planning frameworks to serve as guides, one for each federally-defined mission area: prevention, protection, mitigation, response, and recovery. NIMS was enacted by Homeland Security Policy Directive (HSPD) 5 in 2003. It created a single, comprehensive, nationwide incident management system that incorporates the principles of the Incident Command System (ICS). ICS provides common terminology, standardized processes and tools to make incident response more efficient and allows organizations to collaborate more effectively.

Fresno County adopted NIMS on December 10, 2013 to facilitate better coordination with internal and external organizations, and to meet important federal grant program requirements.

NIMS identifies fifteen Emergency Support Functions (ESF's) used to provide structure for responding to emergencies. The California State Emergency Plan has established eighteen



California Emergency Support Functions (CA-ESFs) to address emergency management needs. Fresno County will be using the appropriate emergency support functions when needed to provide County departmental support, coordination, and response to emergencies.

Federal ESF's and CA-ESF's are very similar and are organized by function, e.g. Firefighting, Transportation, Communication, Public Works and Engineering, Emergency Management etc. See Table 2 for a comparison of Federal ESF's and CA-ESF's. County departments that are responsible as the lead for an emergency support function may have a statutory responsibility to perform that function or may be assigned the lead based on subject matter expertise. Table 3 lists the primary county department as well as their responsibilities for each emergency function. Other departments may be assigned a support role based on subject matter and expertise as well.

Table 2- Comparison of Emergency Support Functions

Federal Emergency Support Functions (ESF)	California Emergency Support Functions (CA-ESF)
Transportation (ESF1)	Transportation (CA-ESF1)
Communications (ESF2)	Communication (CA-ESF2)
Public Works & Planning (ESF3)	Construction & Engineering (ESF3)
Firefighting (ESF4)	Fire & Rescue (CA-ESF4)
Emergency Management (ESF5)	Management (CA-ESF5)
Mass Care(ESF6)	Care & Shelter (CA-ESF6)
Resource Support (ESF7)	Resources (CA-ESF7)
Public Health and Medical Services (ESF8)	Public Health & Medical (CA-ESF8)
Search and Rescue (ESF9)	Search & Rescue (CA-ESF9)
Oil & Hazardous Materials Response (ESF10)	Hazardous Materials (CA-ESF10)
Agriculture & Natural Disasters (ESF11)	Agriculture (CA-ESF11)
Energy (ESF12)	Utilities (CA-ESF12)
Public Safety (ESF13)	Law Enforcement (CA-ESF13)
Long Term Community Recovery (ESF14)	Long-Term Recovery CA-(ESF14)
External Affairs (ESF15)	Public Information (CA-ESF15)
N/A	Evacuation (CA-ESF16)



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Federal Emergency Support Functions (ESF)	California Emergency Support Functions (CA-ESF)
N/A	Volunteer & Donations Management (CA-ESF17)
N/A	Cyber Security (CA-ESF18)

Emergency Support Function Operational Plans are developed and maintained by organizations that have primary responsibility for these activities. Disaster Plan and Emergency Functions primary and support roles are listed in Table 4.



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Table 3 - Assignment of CA Emergency Support Functions

CA Emergency Support Functions	Responsibilities	Primary County Department
Transportation CA-ESF-1	Provide support and coordination for transportation related issues. Maintain status, inventory, and location of available equipment. Provide transportation for workers, evacuees, and equipment and supplies if needed. Determine the availability of fuel supplies and coordinate the ordering of additional fuel supplies.	Internal Services / Fleet
Communications CA-ESF-2	Provide support and coordination for communication related issues. Establish links of communication with all response agencies and Emergency Operations Centers. Check communications equipment to ensure proper maintenance and operation.	Internal Services / Communications
Construction and Engineering CA-ESF-3	Provide support and coordination including technical assistance, engineering, and construction management during and after an emergency or disaster.	Public Works and Planning
Fire and Rescue CA-ESF-4	Monitors the status of fires, requests and provides mutual aid, provides support and coordination for fire and rescue activities. Maintains required records and documentation of personnel and equipment used during the disaster.	Fresno County Fire Protection District
Management CA-ESF-5	Provides support and coordination of incident management. Oversees scheduled EOC briefings, briefs Board of Supervisors, reviews resource requests, determines need for emergency proclamations. Develops strategy for EOC's response to the emergency or disaster.	County Administrative Office
Care and Shelter CA-ESF-6	Provide support to the American Red Cross regarding the sheltering of the public during disasters. Provide coordination and support for human services, disaster housing, mass care, mental health, access and functional needs issues, family reunification, and recovery for those who were affected or displaced by a disaster.	Social Services
Purchasing and Supply CA-ESF-7	Coordinate activities to locate, procure, and stage resources needed during disaster response. Prepare and process paperwork associated with obtaining needed resources.	Internal Services / Purchasing and Human Resources



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CA Emergency Support Functions	Responsibilities	Primary County Department
Public Health and Medical CA-ESF-8	Support and coordinate public health activities during a disaster. Support activities include; emergency medical assistance, shelter support, resource needs, mental health needs, food safety, water safety, animal control, and public information.	Public Health
Search and Rescue CA-ESF-9	Provide support and coordination activities related to life saving assistance and search and rescue operations.	Sheriff-Coroner
Hazardous Materials CA-ESF-10	Provide support and coordination to response agencies that assess, mitigate, and respond to threats to the public and the environment regarding actual or potential hazardous materials releases.	Sheriff-Coroner
Agriculture CA-ESF-11	Provide support and coordinate activities related to agricultural disasters or emergencies regarding food safety and security, animal and plant disease, crop loss, and livestock evacuations. Provide recovery assistance to industry following a disaster.	Agricultural Commissioner
Utilities CA-ESF-12	Provide resources and support to agencies and industry regarding utility infrastructure assessment, repair, and restoration.	Public Works and Planning
Law Enforcement CA-ESF-13	Provide support and coordination of resources regarding public safety in response to a disaster.	Sheriff-Coroner
Long-Term Recovery CA-ESF-14	Supports and enables economic recovery of County and Cities from the long term consequences of emergencies and disasters.	Public Works and Planning Auditor - Controller
Public Information CA-ESF-15	Supports the accurate, coordinated, and timely conveyance of information to the public, media, and local population during an emergency or disaster.	CAO
Evacuation CA-ESF-16	Notifies the public regarding evacuation warnings and orders. Provides support and coordination for the evacuation of the public as well as animals and livestock from hazardous areas during an emergency or disaster. Maintains a list of transportation resources that are compliant with the Federal Americans with Disabilities Act for those individuals dependent on public transportation.	Sheriff-Coroner
Volunteer & Donations Management CA-ESF-17	Provides support and coordination for volunteers and donations during an emergency or disaster.	Human Resources



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CA Emergency Support Functions	Responsibilities	Primary County Department
Cyber Security CA-ESF-18	Provide support and coordination to identify and respond to critical threats to the County network.	Internal Services



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Table 4, DISASTER PLAN and EMERGENCY FUNCTIONS ASSIGNMENTS FOR COUNTY DEPARTMENTS

P-Denotes primary responsibility
S-Denotes supporting responsibility

County Departments	Public Information (CA-ESF 15)	Legal Counsel	Agriculture (CA-ESF 11)	Access & Functional Needs Advisor	Recovery (CA-ESF 14)	Alerting and Warning	Access Control	Law Enforcement (CA-ESF 13)	Evacuation (CA-ESF 16)	Search and Rescue (CA-ESF 9)	Fire and Rescue (CA-ESF 4)	Hazardous Materials (CA-ESF 10)	Emergency Medical (CA-ESF 8)	Public Health (Medical, and Mental Health CA-ESF 8)	Cost Accounting & DSL Record Keeping	Coroner	Care and Shelter (CA-ESF 6)	Construction and Engineering (CA-ESF 3)	Utilities & Debris Management (CA-ESF 12)	Situation Analysis and Assessment	Preliminary Damage Assessment	Damage Survey & Assessment	Documentation	Purchasing and Supply (CA-ESF 7)	Personal (CA-ESF 2)	Transportation (CA-ESF 1)	Facilities	EOC Support	Information Services (CA-ESF 2)	Compensation, Claims and Risk Management Communications & Information Services (CA-ESF 2)	Volunteer Management (CA-ESF 17)
County Admin. Office	S				S										S													S			
Public Info. Officer	P				S	S			S																			S			
County Counsel		P			S															S								S			
Sheriff-Coroner	S					P	P	P	P	P	S	P		S		S	S			S	S	S	S				S		S		
Coroner							S	S		S	S		S	S		P				S	S										
Probation							S	S												S	S	S	S								
Fresno County Fire Protection	S					S		S	S	S	P	S	S				S	S		S	S	S	S								
Public Health	S			S	S								S	P		S	S		S	S	S	S							S		
Environmental Health			S										S	S			S		S	S	S								S		
Emergency Medical Services									S	S	S	S	P	S		S			S	S						S					
Office of Emergency Services	S				S	S		S									S	S		S	P	S	P	S	S	S		S	P	S	
Behavioral Health				S										S			S			S											
Social Services				P													P			S						S					
Human Resources																				S					P		S				P
Internal Services																	S			S				S		S		S	S	S	
Fleet Services					S			S												S						P		S			
Facilities Services				S													S			S							P		S		
Purchasing															S					S					P				S		
Security							S	S									S				S								S		
ITSD																			P	P	S	S	S						S	P	
Public Works & Planning				S	P	S												P	P	P	P	P	S			S			S		
Agriculture			P									S		S					P	P	S	S	S						S		
District Attorney		S						S												S	S	S	S								
Assessor-Recorder																				S	S	S	S								
Auditor - Controller					P										P					S	S	S	S		S						
Library																					S	S				S		S			S
Retirement Association																										S		S			
Child Support Services																										S		S			



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2.3.4 Essential Facilities

Fresno County manages emergencies from Fresno County's Emergency Operations Center (EOC). The EOC provides executive-level policy, information sharing and coordination. The EOC may provide this support to one or more Incident Command Posts (ICP) established by response agencies. ICPs and their leaders (incident commanders) are delegated authority to command and control field response. The EOC does not direct response but rather ensures that all ICPs are supported well, coordinating and operating in conformance with Fresno County policy.

The EOC will gather and disseminate information within the operational area, coordinate with the California Office of Emergency Services, Regional Emergency Operations Center (REOC) and report information to the Region V Cal OES staff. The following facilities support emergency management activities. These facilities include:

Essential Emergency Facility	Purpose
Emergency Operations Center	To provide support and coordination to first responders within the County and Cities of the Fresno County Operational Area.
Sheriff-Coroner's Dispatch Center	Receive emergency calls and respond as needed.

2.3.5 Alerts, Notifications, Warnings, and Evacuations

Successful emergency and disaster management requires around-the-clock awareness of emergency conditions, the ability to quickly communicate emergency information to key individuals and organizations, and the capability to respond. Fresno County has designated the Sheriff-Coroner's Dispatch Center as such a location to operate continually (24 hours per day/7 days per week/365 days per year). Upon notification by the Sheriff-Coroner or other official source of an imminent or actual emergency / disaster, the Fresno County Office of Emergency Services (OES) gathers information related to the incident and notifies and consults with the Director of Emergency Services for instructions on immediate action needed. OES initiates the appropriate disaster response coordination activities.



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The Fresno County Office of Emergency Services, Fresno County Sheriff-Coroner's Office, or the activated Fresno County Operational Area EOC staff will, after evaluation of a warning or alert, notify appropriate agencies, the media, and the public. Methods of notification may include any of the following:

- Emergency Alerting System (EAS)
- Cellular phone, text messages
- Media releases
- Telephone (voice or fax)
- Email
- Assistive Technology
- Interpreters / Translators
- Satellite Information System
- Radio Amateur Civil Emergency Services (RACES)
- Direct in person notification (door to door)

Providing effective communication to those persons with access and functional needs is essential during emergencies, evacuation warnings, evacuation orders, and notifications. The County will use and integrate assistive technologies, interpreters, translators, and direct (in person) notifications when needed. All necessary forms of communication will be used during notification, evacuation, sheltering, and recovery.

First responders, emergency and shelter personnel should continually assess affected individuals to assure that they have everything that is needed to communicate effectively and then make all reasonable efforts to provide those resources. Input from those persons needing communication aids will help identify the type of resources needed and any available alternatives that could be used. Examples of assistive technology may include assistive listening systems, TTY/TDD phones, captioned phones, etc. or any device that helps a person with an access and functional need complete an everyday task.

Documentation logs should be started as soon as notification is received, and notification contacts should be recorded.



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The EAS is a communications system which permits designated federal, state, and local government officials and the National Weather Service (NWS) to issue emergency information, instructions, and warnings to the general public through local broadcasters. The activation point is located at the Sheriff-Coroner's Office headquarters, a 24 hour facility. The Sheriff-Coroner's Watch Commander is the authorized EAS activation point for emergencies occurring within Fresno County. Local, State, and Federal agencies with disaster response jurisdiction within Fresno County should notify the Operational Area as soon as possible of their involvement and responsibilities regarding disasters occurring within their jurisdictions. The NWS will issue alerts and warnings regarding weather related events within Fresno County and the surrounding communities.

2.3.5.1 Evacuation

The Fresno County Sheriff-Coroner's Office determines the need for evacuations and notifies the public regarding evacuation warnings and orders. The Sheriff-Coroner's Office coordinates the evacuation of the public as well as animals and livestock from hazardous areas during an emergency or disaster. Transportation resources will be compliant with the Federal Americans with Disabilities Act for those individuals dependent on public transportation. Examples of transportation resources may include buses, cars, medical transport vehicles, and vehicles designed to transport persons with disabilities.

2.3.6 Public Shelter Resources

Fresno County has historically utilized and continues to use public junior high (intermediate) school and high school facilities throughout the County as the primary resource for public shelters during disasters. Section 32282 of the State Education Code requires school districts to "grant the use of school buildings, grounds and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters. The public school administrators and staff within Fresno County have historically worked quickly, efficiently, and cooperatively in past disasters to provide shelter facilities to the affected public. High school



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and junior high school facilities will be utilized as disaster shelters in limited disaster events when relatively small populations are evacuated and these facilities are located in the vicinity of the affected disaster area. Public schools, county fairgrounds, community centers, community colleges, auditoriums, armories, churches, and some commercial and industrial buildings are also possible shelter sites, and may be selected for shelter purposes by the County for large evacuated populations and when junior high and high schools are not available. The American Red Cross of Central California provides shelter management for County area shelters. All shelters operated for the County under Red Cross supervision are considered American Red Cross shelters. County staff may assist the Red Cross with shelter management and in providing social services, nursing, mental, and medical/public health services at the shelters.

Fresno County and Red Cross representatives have identified and inspected primary shelters to verify that they are compliant with the Americans with Disabilities Act (ADA). If the primary shelters are not available, the County and the Red Cross will make sure that all alternate shelters will be compliant with ADA requirements. Alternate shelters will be modified as needed to meet ADA requirements and showers and bathrooms will be fully accessible. Portable showers, bathrooms, and hand wash stations that meet ADA requirements will be provided only if modifications are not feasible. The entire shelter population will be evaluated by shelter staff and staff from the County Department of Social Services to determine if those individuals have any needs or concerns. Any resources that are needed will be obtained by the County or requested from local agencies that can provide the needed resources. Social Services may utilize individuals from local agencies who have received Functional Assessment Service Team (FAST) training to assist with assessment of the needs of the shelter population.



2.3.7 Activation Levels

Depending on the circumstances of an emergency, the County Administrative Officer or his/her designee may activate the EOC to provide leadership, support, and coordination during an emergency. The Fresno County Office of Emergency Services is responsible for ensuring readiness of the EOC. Activation of the facility will occur at one of the following levels:

Level 1 Activation – Provision of minimum staffing when the EOC is monitoring a situation. This level of activation may also occur at a remote location (e.g. when a duty officer is working at another location or on-call from home). At this level of activation, only one or two individuals are typically activated as EOC staff.

Level 2 Activation – Provision of an intermediate number of staff to operate the EOC when an emergency is imminent or otherwise less than severe or catastrophic. This level of activation typically involves assignment of ICS Command and General Section staff (approximately 2-10 individuals).

Level 3 Activation – Implementation of full EOC capability and the full use of Fresno County resources. All ICS positions are filled (typically 11 or more people). Alternate EOC teams may be assembled to relieve one another during 24-hour, multi-day activations.

The criteria for activation of the Operational Area EOC are based on the Standard Emergency Management System (SEMS). The Operational Area EOC should be activated when any of the following conditions exist.

- A local government within the operational area has activated its EOC and requested activation of the operational area EOC to support their emergency operations.
- Two or more cities within the operational area have proclaimed a local emergency.
- The county and one or more cities have proclaimed a local emergency.
- A city, city and county, or county has requested a governor's proclamation of a state of emergency, as defined in Government Code s8558(b).
- A state of emergency is proclaimed by the governor for the county or two or more cities within the operational area.



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- The Operational Area is requesting resources from outside its boundaries, except those resources used in normal day-to-day operations which are obtained through existing agreements providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis as provided for under the Master Mutual Aid Agreement.
- The Operational Area has received resource requests from outside its boundaries, except those resources used in normal day-to-day operations which are obtained through existing agreements providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis as provided for under the Master Mutual Aid Agreement.

Regardless of the level of EOC activation, persons are assigned to EOC positions. Operational periods (EOC shifts) typically span 12 hours (except during a Level 1 Activation, when the period is typically 8 hours). EOC Action Plans are developed for each operational period.

The EOC organization includes the Director of Emergency Services, Assistant Director of Emergency Services, EOC Manager, Public Information Officer, Safety Officer, County Counsel, Access and Functional Needs Advisor, Management Advisory Group, and Liaison Officer, who collectively comprise the EOC Command / Management Staff. EOC General Staff consist of Section Chiefs who from various departments lead the Operations, Planning and Intelligence, Logistics, and Finance Sections. The Fresno County EOC organization chart is illustrated in Figure 3.



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Figure 3- Fresno County EOC Organization





2.3.8 Proclamation of Emergency

When a condition of extreme peril threatens the safety of populations and property within the Fresno County Operational Area, and the condition is beyond the capability of local forces to control effectively, the local governing body (city, or county), or an official designated by ordinance adopted by the governing body, may proclaim a local emergency. A local emergency may be proclaimed due to a specific situation, such as a flood, fire, storm, earthquake, epidemic, drought, sudden and severe energy shortage, or other condition. The type of disaster, date of occurrence, and area affected will be identified. The proclamation and/or resolution will be forwarded to the Governor's Office of Emergency Services. A special district experiencing a disaster condition must petition the Fresno County Board of Supervisors to make a proclamation of local emergency on its behalf.

In the event that public real property has been damaged or destroyed, and assistance is needed for repair and restoration, the local governing body may elect to request the Governor's Office of Emergency Services Director to concur with the existence of the Local Emergency and request California Disaster Assistance Act (CDAA) funding. A Local Proclamation must be made within 10 days of the occurrence to qualify for assistance under CDAA and must be sent directly to the Governor's Office of Emergency Services.

The local governing body will review the need for continuing the local emergency at its regularly scheduled meetings, and terminate it at the earliest possible date. In no event will a review take place more than 30 days after the previous review.

2.3.9 Communications

Communication activities are one of the two categories that most affect emergency management outcomes. Coordination is the other. To ensure effective communications, the Fresno County EOC maintains the following forms of communications: telephone, cellular phones, email, radios, satellite phone, and the internet.



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2.3.10 Roles, Responsibilities, and Assignments

The following positions have responsibility for and direction of the Fresno County Operational Area emergency organization during an imminent or actual disaster.

- The County Administrative Officer shall serve as the Director of Emergency Services and act as the lead operational area administrator.
- The County Administrative Officer may appoint an Assistant Director of Emergency Services. The Assistant Director of Emergency Services will act as the vice-chairman of the disaster council. (See Fresno County Ordinance Code (FCOC) sections 2.44.030 and 2.44.050).
- The Emergency Manager will manage day to day operations of the Fresno County Office of Emergency Services program.
- The Management Advisory Group is composed of the Sheriff-Coroner, Chief of the Fresno County Fire Protection District, Internal Services Director, Public Works & Planning Director, Public Health Director, and the Agricultural Commissioner. The role of the Management Advisory Group is to assess the emergency and provide assistance in the development of policy decisions. The Management Advisory Group is designated as members of the Fresno County Disaster Council. (FCOC 2.44.030)

The Director of Emergency Services, or in the director's absence or unavailability the director's designee, has emergency powers consisting of the following:

Proclamation of a Local Emergency – The Fresno County Board of Supervisors (Board) or the Fresno County Director of Emergency Services (County Administrative Officer) is authorized to Proclaim a Local Emergency, to request the Governor to Proclaim a State of Emergency, and to request the Governor to request a Presidential Declaration of Emergency. A Local Proclamation of Emergency issued by the Director of Emergency Services requires ratification by the Board of Supervisors within seven consecutive calendar days. The Board is required to review a Local Proclamation of Emergency. No review is to exceed 30 days from the last review and the proclamation should be terminated as soon as possible. Govt. Code Section 8630 (C),(d).



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Command and Control- The Director of Emergency Services is authorized to control and direct the effort of the emergency organization of Fresno County, and to resolve questions of authority and responsibility that may arise within the emergency organization (FCOC Title 2, Ch. 2.44.60 (C), (D), Director of Emergency Services Powers and Duties).

Emergency Orders and Regulations – In a proclaimed emergency, the Board of Supervisors or the Director of Emergency Services may make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such an emergency (FCOC Title 2, Ch. 2.44.060 (F)(1)).

Resources – In a proclaimed emergency, the Director of Emergency Services may obtain supplies, equipment, and other property found lacking and needed for the protection of life and property. The Director may also require the emergency services of any Fresno County officer or employee, and command the aid of as many citizens as deemed necessary to respond to an emergency or disaster. (FCOC, Title 2, Ch. 2.44060 F (2), (3)).

The Director of Emergency Services assigns individuals to EOC positions according to operational need, experience and availability.

Each individual assigned to the EOC will be a member of one of two shifts. The EOC day shift will be the first to activate the EOC. The EOC night shift will staff the other 12-hour operational period or serve as the relief team. Individuals assigned to each EOC shift will be notified by their county department if they are activated to report to the EOC. The names of the individuals assigned to the EOC are maintained by their respective departments and the Fresno County Office of Emergency Services. The roles and duties of each position are described further in Appendix A.



2.3.11 Emergency Operations Center Concept of Operations

In the event of an imminent or actual emergency/disaster, the first agency responder to the incident or the appropriate response agency may assume the position of initial Incident Commander. The Incident Commander is to notify the Fresno County Sheriff-Coroner's Department. The Sheriff-Coroner's Department is to notify the Fresno County OES who will collect and evaluate information, determine if the situation requires additional resources, and advise the Director of Emergency Services. The Director of Emergency Services assesses the situation and determines the need to activate the EOC.

The Fresno County Operational Area Emergency Operations Center (EOC) will initially be opened by Fresno County Office of Emergency Services staff. Depending on the type and size of the event, additional county staff from appropriate departments and representatives of other agencies and organizations will be tasked to report and staff the EOC. This plan represents a multi-agency and multi-jurisdictional EOC staffing in a full-scale EOC activation.

Upon activation of the Operational Area Emergency Operations Center (EOC), the Director of Emergency Services, or in his/her absence or unavailability, the Assistant Director of Emergency Services shall serve as the Emergency Services Director of the EOC.

The EOC director will oversee the EOC functions and determine the organization, staffing and positions necessary for the EOC operations and activities. See the EOC Director position checklist in Appendix A.

The OES Emergency Manager or his/her designee will serve as the EOC Manager. The EOC Manager facilitates the activation of the EOC.

"Deputies" and "assistants" may be appointed by EOC management staff or section chiefs to support positions in the EOC. "Deputies" are typically a fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. "Assistants" are typically subordinates of the Management staff



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positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions.

Communications are maintained between the EOC and field incident sites, Departmental Operations Centers (DOCs) of County departments, and other agencies participating in the disaster to facilitate multi-agency and multi-jurisdictional response coordination.



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2.3.11.1 Management Section

The Fresno County Emergency Services Director, as the lead administrator of the operational area, will be responsible for overall emergency policy and coordination, and will work in conjunction with governmental agencies and private organizations.

The EOC Director may establish public information and liaison functions as the circumstances of the emergency warrant. Potential liaison positions, within the management section of the EOC, may include representatives from local governments, school districts, volunteer and private agencies. State and federal agencies that may be asked to provide liaison representatives in the EOC could include the Governor's Office of Emergency Services, the California Highway Patrol (CHP), the California Department of Forestry (CDF), The California Department of Water Resources, the U.S. Forest Service (USFS), the U.S. Army Corps of Engineers (USACE), and the U.S. Bureau of Land Management (BLM). Should a public information function be established, the Fresno County Public Information Officer (PIO) will act as the Public Information Coordinator for the Operational Area EOC.

2.3.11.2 Operations Section

The Fresno County Sheriff-Coroner will act as the Operations Section Chief for the Operational Area EOC, and will be responsible for coordinating support to local government's emergency response, coordinating inter-jurisdictional responses, and coordinating countywide operations activities through the implementation of this plan, the Fresno County Operational Area Master Emergency Services Plan.

2.3.11.3 Planning/Intelligence Section

A representative from the Fresno County Public Works and Planning Department will act as the Planning/Intelligence Section Chief for the Operational Area EOC, and will be responsible for gathering, evaluating and exchanging disaster information. In addition, the Chief will be responsible for developing the operational area incident action plan in coordination with other EOC functions, and maintaining documentation and preparing recovery planning.



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2.3.11.4 Logistics Section

A representative from the Fresno County Internal Services Department will act as the Logistics Section Chief for the Operational Area EOC, and will be responsible for providing facilities, services, personnel, equipment and materials to support the emergency response.

2.3.11.5 Administration/Finance Section

A representative from the Fresno County Auditor-Controller/Treasurer-Tax Collector will act as the Administration/Finance Section Chief for the Operational Area EOC, and will be responsible for all financial and cost analysis aspects of the disaster, including reimbursement coordination.

2.3.12 EOC Activity

The overall operation of the EOC involves three primary functions:

1. Managing emergency policy (e.g. proclaims emergencies, support first responders, prioritize limited resources).
2. Collecting, analyzing and sharing information with emergency organizations, elected leaders and the public.
3. Brokering resources (e.g. requesting outside assistance and directing it to incidents).

Each of these EOC functions is described in the following subsections.

2.3.12.1 Managing Policy

Field-level command and control of incident response does not typically occur at the EOC. However, the EOC plays a critical role in managing emergencies and disasters. Sharing information, coordinating resources, issuing formal proclamations of emergency, and determining jurisdiction-wide priorities are all activities within the purview of the EOC.



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Fresno County

Generally, the EOC first establishes priorities and objectives during an action planning process. Typically, EOC priorities are to protect:

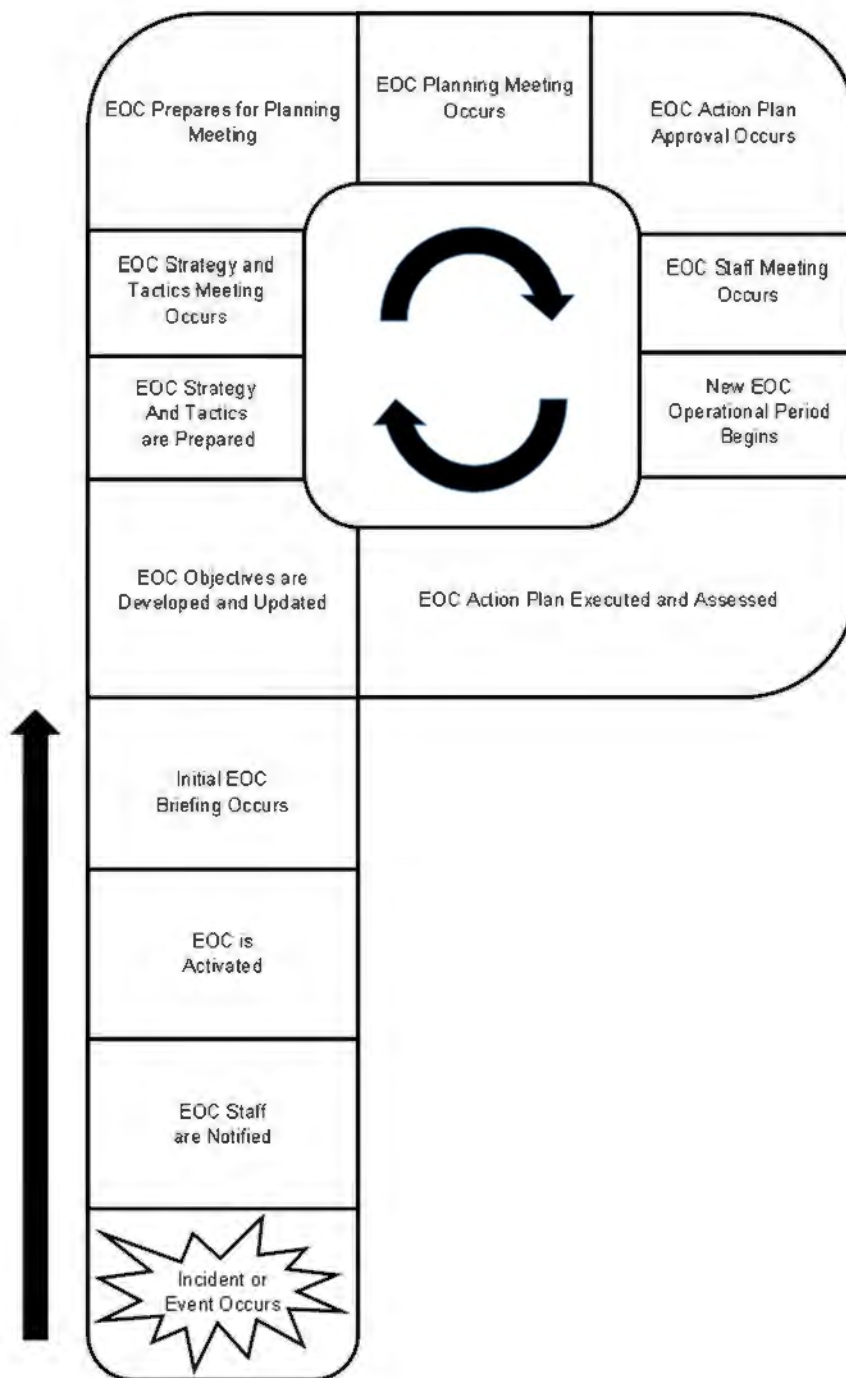
1. Life
2. Health and Safety
3. Property
4. The Environment
5. The Local Economy

The action planning process culminates in an EOC Incident Action Plan (IAP) for each operational period. The process follows NIMS and is often described as the “Planning P” as shown in Figure 4.



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Figure 4 - Planning "P"





2.3.12.2 Sharing Information

The second of the three important EOC roles is sharing information about an emergency with agencies, government leaders and the public. Conveyance of information to the public occurs most often through media outlets. To effectively share information, the EOC maintains robust communication capabilities described earlier in Section 2.3.9 of this plan. The EOC also uses traditional paper message forms (i.e. ICS 213) and information technology, including Web EOC to share critical information about an incident.

Collecting accurate, timely information from responders is necessary for the EOC to meet response agency requirements for support. Sharing this information with other agencies, especially those able to provide resources to support an emergency, is essential to obtaining additional help. Continuously collecting, confirming and sharing intelligence is vital to the safety, efficiency and overall effectiveness of response activities. A Public Information Officer is assigned to the EOC to develop and coordinate information sharing with the media and, ultimately, the public.

2.3.12.3 Resource Management

The third of the three important EOC roles is to broker resources. An emergency may require a dispatch of specific, necessary resources. Depending on the circumstances, but especially if the needed resources are scarce, the EOC may have to carefully allocate resources to several emergency scenes or from one department to another. At other times, the EOC may facilitate movement of resources to or from Fresno County (e.g. facilitating support between two incidents or cities). In these cases, the EOC serves as the conduit for resource requests.

2.4 Recovery

Recovery is the process of returning to normal an area affected by an emergency or disaster. Recovery sometimes occurs within hours—for example, restoration of electricity and telephone service. After major disasters, recovery activities may span years. Good recovery depends on development of a recovery plan before an emergency occurs and beginning recovery as soon as



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possible after an emergency. Recovery activities begin with damage assessment which provides information for both short-term and long-term recovery activities. These three recovery activities are described in the subsections below.

2.4.1 Damage Assessment

Damage assessment activities involve identifying, recording, compiling, and analyzing damage information in order to determine the type of recovery assistance needed. Following major disasters, a process known as a Preliminary Damage Assessment (PDA) is used to assess damage and determine to what extent state and federal assistance may be available. The process typically begins with a local proclamation of emergency, communicating the extent of damage and requesting state and/or federal assistance.

When the local proclamation of emergency is submitted to Cal OES' Regional Operations, the package should include an Initial Damage Estimate (IDE). An IDE is the local government's identification of the impacts and local response and recovery activities. The IDE assists Cal OES to understand the jurisdiction's damages and prioritize Preliminary Damage Assessment (PDA) efforts, which in turn can lead to a state or federal disaster declaration. An Operational Area must include all its affected governing bodies (cities, towns, etc.), special districts (school districts, water districts, community services districts, etc.), and private non-profit organizations within the IDE.

An IDE should include:

- Type and extent of public and private sector damage.
- Estimates of damages and emergency response costs.
- Any acute public health or environmental issues.

Several resources are available to support damage assessment. The American Red Cross often conducts cursory assessments (sometimes called windshield surveys). These assessments are performed by driving through neighborhoods and quickly collecting information from inside a vehicle. Other Support is available from local building departments that employ engineers and building inspectors. When additional help is needed, mutual aid is also available.



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Damage assessments must occur quickly and accurately in order to obtain timely assistance from state and federal agencies. The Situation Analysis and Planning Branch of the EOC Planning and Intelligence Section is responsible to coordinate quick and effective damage assessments. Tools and processes used for conducting this work are described in Appendix B.

2.4.2 Short-Term Recovery

Establishing priorities is just as important in recovery as in response to ensure a timely and orderly restoration. Short-term recovery objectives are typically established in the EOC while response is underway. Recovery objectives usually include:

- Opening transportation routes
- Restoring utility service
- Securing damaged areas
- Removing hazardous materials and debris
- Providing temporary housing
- Implementing immediate environmental protection measures
- Recovering costs
- Establishing long-term recovery objectives

2.4.3 Long-Term Recovery

Attainment of long-term recovery objectives generally does not occur until long after closure of an EOC. Long-term recovery activities include:

- Performing complex environmental assessments and restoration
- Rebuilding infrastructure (e.g., highways, bridges)
- Rebuilding homes
- Resuming industry and commerce



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Fresno County carefully considers mitigation planning when planning and conducting recovery activities. Accomplishing emergency or disaster recovery in a way that eliminates or reduces future risk is an important program objective.

2.4.4 Deactivation of County EOC

The Fresno County Emergency Manager or other designated staff will continually assess disaster response and coordination activities, and the continued restoration of the community to normal, pre-disaster conditions, keeping the Emergency Services Director and Assistant Director of Emergency Services, informed of the status of mitigation activities. The Emergency Services Director or Assistant Director will consult with the Emergency Manager to determine the appropriate time to deactivate the EOC. County departments with identified recovery responsibilities will continue their activities as necessary until completed or as determined by the Emergency Services Director.

3.0 Program Continuity

Emergencies can also threaten to destroy or delay the ability of government to carry out executive functions and provide essential services. This section summarizes the Continuity of Government and Continuity of Operations planning for Fresno County.

3.1 Continuity of Government

State law requires appointment of a standby officer for each member of a governing body. This practice also applies to individuals who lead departments responsible for maintaining law and order, or that provide public services relating to health and safety. The law requires procedures to ensure continued operation of political subdivisions in the event the governing bodies, including stand-by officers, are unavailable to serve. Each county department is responsible for developing and maintaining continuity of operations protocols for their department.

Emergencies or disasters can occur at any time. Government officials could become incapacitated during an event and be unable to perform their duties.



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Governments at all levels are responsible for providing continuity of effective leadership and authority, as well as the direction of emergency response and recovery functions. The California Government Code and the Constitution of California provide the authority for state and local governments to reconstitute itself in the event incumbents are unable to serve pursuant to Government Code, Title 2, Article 15, commencing with section 8635.F.

Government Code 8635-8644 provides the authority, as well as the procedures to be employed to ensure continued functioning of political subdivisions within the State of California. Local government should be prepared to provide continued public services during a disaster or emergency. Each political subdivision may provide for the succession of governing body officers and individuals who lead departments that are responsible for maintaining law and order or providing public services relating to health and safety.

3.2 Preservation of Vital Records

A vital record is the recorded information that is essential for the continuation or reconstruction of an agency or government. During or following a disaster it is important that records be maintained so this information can be used to help with reconstruction of the community following a disaster. Each agency or department within the Fresno County Operational Area should analyze its own operations and records to determine which records are vital to preserve and maintain government operations. Vital records are defined as those records that are essential to:

- Protect and preserve the rights and interests of individuals, governments, corporations, and other entities. Examples include vital statistics, land and tax records.
- Conduct emergency response and recovery operations. Records of this type include utility system maps, locations of emergency supplies and equipment, emergency management plans, personnel rosters, computer records, etc.
- Re-establish normal governmental functions and protect the rights, decisions, findings, ordinances, regulations, legal records, official proceedings, financial records, and interests of government.



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4.0 Plan Maintenance

This plan will be maintained by the Fresno County Office of Emergency Services. The Fresno County Disaster Council will recommend plan adoption or ratification by the Fresno County Board of Supervisors. As changes are needed to plan appendices, the Fresno County Office of Emergency Services will work with responsible departments and organizations to facilitate these changes, and communicate this work to stakeholders.

Appendices

- A. Emergency Operation Center Standard Operating Procedures
- B. Recovery Operations



Appendix A

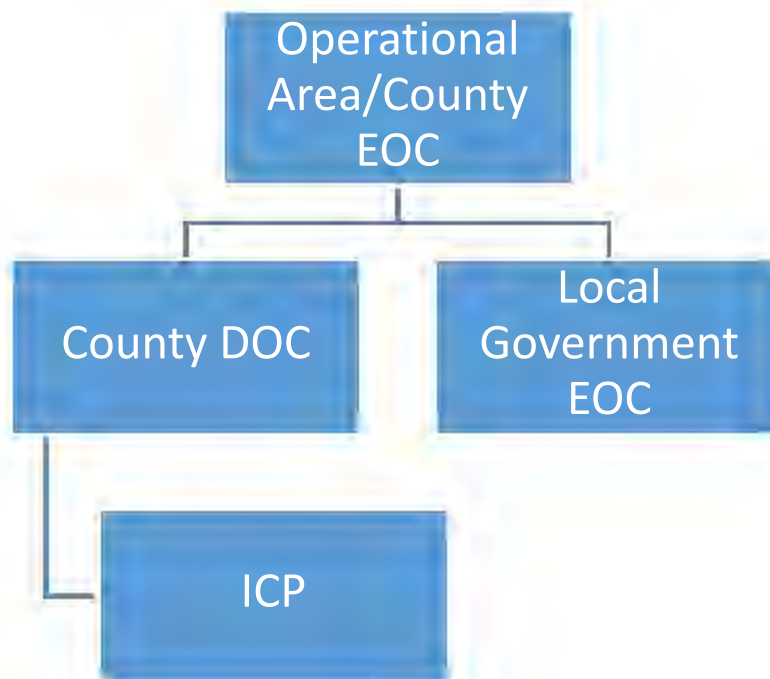
Emergency Operation Center Standard Operating Procedures



Emergency Operations Center Standard Operating Procedures Fresno County

This emergency plan appendix describes how the Fresno County Emergency Operations Center (EOC) will operate. The EOC is activated during emergencies to coordinate the highest levels of decision-making, information sharing, and resource coordination within Fresno County. Typically, the EOC does not provide command and control or support for field response. The latter is provided by department operations centers (DOCs) who support incident command posts (ICP) and field response. Instead, the EOC creates a location where a unified, multi-agency team can support department operations, integrate executive management decision-making and allow the Fresno County to operate as a cohesive organization during an emergency. Figure 1 illustrates the relationship between EOC's, DOC's, and ICP's. Figure 2 illustrates the organization of the EOC.

Figure 1





Emergency Operations Center Standard Operating Procedures Fresno County

Figure 2 - Organization of Fresno County Operational Area EOC



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Activation The EOC is activated when:

Policy

- A local government within the operational area has activated its EOC and requested activation of the operational area EOC to support their emergency operations.
- Two or more cities within the operational area have proclaimed a local emergency.
- The county and one or more cities have proclaimed a local emergency.
- A city, city and county, or county has requested a governor's proclamation of a state of emergency, as defined in Government Code 8558(b).
- A state of emergency is proclaimed by the governor for the county or two or more cities within the operational area.
- The operational area is requesting resources from outside its boundaries, except those resources used in normal day-to-day operations which are obtained through existing agreements providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis as provided for under the Master Mutual Aid Agreement.
- The operational area has received resource requests from outside its boundaries, except those resources used in normal day-to-day operations which are obtained through existing agreements providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis as provided for under the Master Mutual Aid Agreement.



Emergency Operations Center Standard Operating Procedures Fresno County

Activation The EOC may be activated at one of three levels:

Levels

- Level 1 - Provision of minimum staffing when the EOC is monitoring a situation. This level of activation may also occur at a remote location (e.g. when a duty officer is working at another location or on-call from home). At this level of activation, only one or two individuals are typically activated as EOC staff.
- Level 2 - Provision of an intermediate number of staff to operate the EOC when an emergency is imminent or otherwise less than severe or catastrophic. This level of activation typically involves assignment of ICS Command and General Section staff (approximately 2-10 individuals).
- Level 3 - Implementation of full EOC capability and the full use of Fresno County resources. All ICS positions are filled (typically 11 or more people). Alternate EOC teams may be assembled to relieve one another during 24-hour, multi-day activations.

Activation Only the following individuals may activate the EOC:

Procedures

- The CAO who serves as the Director of Emergency Services
- The Public Health Director who serves as Assistant Director of Emergency Services
- The County Emergency Manager.

Once a decision is made to activate the EOC, the following process is used to mobilize EOC staff:

- The Emergency Manager will contact Office of Emergency Services (OES) staff to report to the EOC. OES staff will call pre-identified county department contacts whose employees have EOC positions. The county employees will be told when and where to report by their department contact person.



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EOC Locations The primary Fresno County EOC is located at:

Public Health Department
1221 Fulton Mall
Fresno CA 93721

If the primary EOC becomes inaccessible or inoperable, a secondary EOC will be activated at :

Agriculture Department
1730 S Maple Ave
Fresno CA 93702

NIMS Functions All EOC activity is conducted by one of five Incident Command System functions:

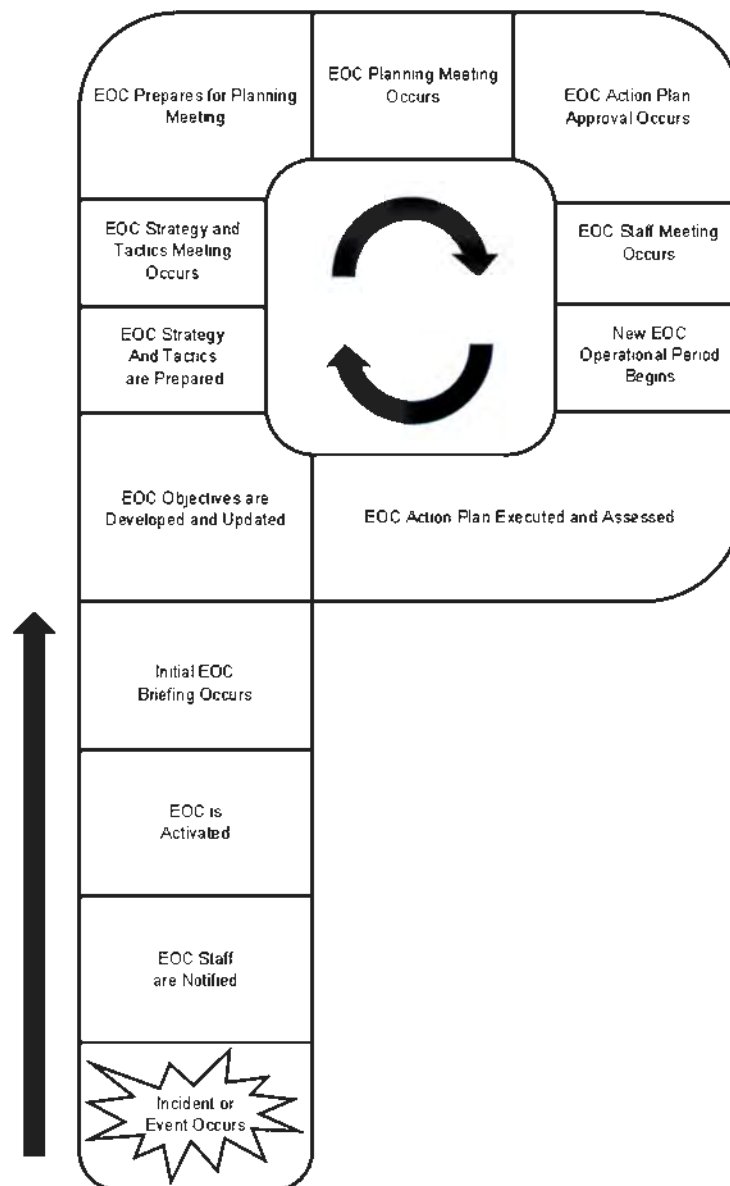
- Management personnel are responsible for policy, public information, safety, and legal and liaison activities. Management also establishes overall response priorities, approves action planning and directs the work of other functions.
- Operations personnel provide support and coordination to local government's emergency response and coordinate countywide operations activities through the implementation of the Fresno County Operational Area Master Emergency Services Plan. Operations provide EOC response objectives consistent with management priorities.
- Planning and Intelligence personnel collect, analyze, report, and retain emergency response information. The function also facilitates EOC action planning.
- Logistics personnel provide facilities, people, equipment, supplies, technology, and other support for EOC activities. Logistics may also be involved to support mutual aid requests.
- Finance and Administration personnel manage contracts, accounting and other associated activities in support of the EOC.



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Action Planning Continuous EOC activation occurs in two shifts: day-shift and night-shift. Each shift develops and implements an EOC Action Plan. Figure 3 illustrates the action planning process. Each action plan consists of the ICS forms listed in Exhibit 2.

Figure 3





Emergency Operations Center Standard Operating Procedures Fresno County

General Activation Instructions for All EOC Staff

1. Check-in with the EOC Logistics Section (Personnel Branch), sign-in using the ICS 211 form provided or Web EOC and receive instructions.
2. Report to assigned section chief and receive instructions.
3. Perform work as assigned, keep a detailed position log using the ICS 214 form, maintain a safe and orderly workspace, and retain a copy of all documents for archiving.
4. When relieved, transfer all ongoing activity and relevant information to the next assigned person.
5. When finished with assignment, complete the demobilization process by returning all equipment, submitting all records of information, participate in the after-action process, and sign-out using the ICS 211 and ICS 221 forms or WebEOC.

Floor Plan

EOC functions (i.e. Operations, Logistics, etc.) are assigned to various rooms in the Public Health Department. EOC floor plans can be found in the Emergency Operations Setup Manual located at the Office of Emergency Services.

Management Advisory Group of Emergency Operations

The role of the Management Advisory Group is to assess the emergency and provide assistance in the development of policy decisions. Members of this group include:

- County Administrative Officer (Director of Emergency Services)
- Director of Public Health (Assistant Director of Emergency Services)
- Sheriff-Coroner
- Chief, Fresno County Fire Protection District
- Director of Internal Services
- Director of Public Works and Planning
- Agricultural Commissioner



Emergency Operations Center Standard Operating Procedures Fresno County

Individual EOC Roles EOC titles and roles, and the sections to which they are assigned are summarized in the following table. EOC position checklists are detailed in Exhibit 1. Individuals assigned to roles receive training and gain exercise experience that is recorded by their county department.

Note: The number of individual roles filled during an EOC activation will depend on the extent of emergency need, staff availability, and level of EOC activation.



**Emergency Operations Center Standard Operating Procedures
Fresno County**

Title	Function/Section	Role	Performed By
EOC Director	Management	Assumes overall management and coordination of EOC activities.	County Administrative Officer
Assistant Director	Management	Assists the Director and manages EOC activity in the Director's absence	Public Health Director
Emergency Manager	Management	Provides overall coordination and support to EOC Director	Office of Emergency Services
County Counsel	Management	Acts as legal advisor to the Emergency Services Director and other incident staff, and maintains legal information, records and reports relative to the emergency. Drafts proclamations and legal orders.	County Counsel
Liaison Officer	Management	Oversees all liaison activities at the EOC, including coordination of agency representatives.	Office of Emergency Services
Public Information Officer	Management	Formulates and releases information about the incident to news media and other appropriate agencies. Provides rumor control and responds to public inquiries.	County Administrative Office
Safety Officer	Management	Ensures safety of the Emergency Operations Center, personnel, and provides safety advice for response activities as needed.	Human Resources
Access and Functional Needs Advisor	Management	Coordinates with all sections of the EOC to facilitate the consideration of access and functional needs of the whole community during response and recovery planning.	Social Services Department



Emergency Operations Center Standard Operating Procedures Fresno County

Title	Function/Section	Role	Performed By
Operations Section Chief	Operations	Coordinates emergency operations branches: Law, Fire, Medical/Health, Care and Shelter, Utilities, Construction and Engineering, and Coroner.	Sheriff-Coroner's Office
Law Enforcement Branch Director	Operations	Collect and maintain status information regarding law enforcement field response. Keep EOC staff apprised of these activities. As appropriate, provide support to law enforcement response activities.	Sheriff-Coroner's Office
Fire and Rescue Branch Director	Operations	Collect and maintain status information regarding field response. Keep EOC staff apprised of these activities. As appropriate, provide support to fire response agencies.	Fresno County Fire Protection District
Medical / Health Branch Director	Operations	Support and coordinate public health activities during a disaster. Support activities include; emergency medical assistance, shelter support, resource needs, mental health needs, food safety, water safety, animal control, and public information.	Public Health Department
Care and Shelter Branch Director	Operations	Provide support to the American Red Cross regarding the sheltering of the public during disasters. Provide coordination and support for human services, disaster housing, mass care, mental health, access and functional needs issues, family reunification, and recovery for those who were affected or displaced by a disaster.	Social Services Department



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Title	Function/Section	Role	Performed By
Utility Branch Director	Operations	Provide resources and support to agencies and industry regarding utility infrastructure assessment, repair, and restoration.	Public Works and Planning Department
Construction and Engineering Branch Director	Operations	Provide support and coordination including technical assistance, flood fight, building safety assessments, public infrastructure restoration and debris removal during and after an emergency or disaster.	Public Works and Planning Department
Coroner	Operations	Gather information regarding Coroner activities in the field, Keep EOC staff updated and provide support to field activities as needed.	Sheriff-Coroner's Office
Planning and Intelligence Section Chief	Planning and Intelligence	Coordinate Planning and Intelligence Section Branches: Situation Analysis and Planning, Damage Assessment, Technical Specialist, Documentation	Public Works and Planning Department
*Situational Analysis and Planning Branch Director	Planning and Intelligence	Collects and analyzes information regarding the status of the disaster. Prepares action, advance, and recovery plans for the management of the disaster. Prepares, distributes, and displays disaster related reports.	<i>Sheriff-Coroner's Office</i>
*Damage Assessment Branch Director	Planning and Intelligence	Collects, evaluates, and disseminates information relative to damage assessment.	<i>Fresno County Fire Protection District</i>
*Documentation Branch Director	Planning and Intelligence	Creates and maintains complete documentation of Fresno County's response and recovery efforts associated with the emergency for legal, archival, and future research purposes.	<i>Auditor-Controller / Treasurer-Tax Collector</i>
The above positions marked with an asterisk () may be assigned to any of the above italicized support agencies dependent upon the nature and severity of the emergency.			



Emergency Operations Center Standard Operating Procedures

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Title	Function/Section	Role	Performed By
Technical Specialist	Planning and Intelligence	Act as a resource to EOC staff in matters relative to technical specialty areas (e.g., geology, hazardous materials, terrorism).	Public Health Environmental Health Division
Logistic Section Chief	Logistics	Coordinates Logistics Section Branches: Transportation Services, Personnel, Purchasing and Supply, Facilities, Information Services and Communication, and EOC Support.	Internal Services Department
Transportation Services Branch Director	Logistics	Provide and maintain vehicles for evacuations, transporting emergency resources, and the movement of disaster workers to and from incident sites.	Internal Services Department
Personnel Branch Director	Logistics	Coordinate disaster service workers necessary for response and recovery efforts by Fresno County, (County employees and/or registered volunteers), and arrange for the registration of volunteers in unincorporated areas. Coordinate personnel resources acquired through mutual aid as needed.	Human Resources Department
Purchasing and Supply Branch Director	Logistics	Coordinates the procurement and distribution of resources (equipment, supplies, services) necessary for response and recovery efforts by the County, including utilizing mutual aid systems when necessary.	Internal Services Department



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Title	Function/Section	Role	Performed By
Facilities Branch Director	Logistics	Provides locations, support facilities and services to be used in an emergency to facilitate emergency response and recovery efforts. Provide maintenance of County facilities being used during an emergency, and maintain a list of available County facilities for tracking their use.	Internal Services Department
Information Services and Communication Branch Director	Logistics	Provide computer, radio, and telephone support services for EOC, field, and other locations as needed.	Internal Services Department
Finance and Administration Section Chief	Finance and Administration	Coordinates the Finance Section Branches: Compensation, Claims and Risk Management, DSR Record Keeping	Auditor-Controller/Treasurer-Tax Collector
Compensation, Claims and Risk Management Branch Director	Finance and Administration	Collects necessary records for processing requests for compensation and claims against the County during the emergency (including worker's compensation reports and receipts for commandeered property.	Human Resources
Cost Accounting and DSR Record Keeping Branch Director	Finance and Administration	Collects data on County damage repair costs and expenditures for response and recovery efforts. Provides cost estimates and cost saving recommendations, and if applicable apply for state and federal disaster assistance.	Auditor-Controller/Treasurer-Tax Collector



Emergency Operations Center Standard Operating Procedures Fresno County

EXHIBITS

1. EOC Position Checklists
2. Emergency Forms List



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Exhibit 1, EOC Position Checklists

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Emergency Operations Center Standard Operating Procedures Fresno County

EOC Action Checklist: **DIRECTOR**

Your Responsibility: Assume overall management and coordination of emergency operations center (EOC) activities.

What you should do:

1. Read this entire checklist.
2. Initiate event log of your actions taken, beginning with your notification that an emergency exists.
3. Sign in and identify yourself as the Director on the organization chart in the EOC.
4. If you are replacing a staff member in the EOC, obtain an initial briefing from that person.
5. Obtain briefing from the Emergency Manager, Management Advisory Group, and EOC Section Chiefs.
6. When EOC is first activated, appoint section chiefs and other staff as needed:
 - ☐ Operations Section Chief ☐ Planning/Intelligence Section Chief
 - ☐ Logistics Section Chief ☐ Finance Section Chief
7. Upon EOC activation, develop strategy with the Emergency Manager, management section staff, and section chiefs:
 - ☐ Assess the situation
 - ☐ Define the problem
 - ☐ Establish priorities
 - ☐ Overall strategy (offensive/defensive)
 - ☐ Need for evacuation
 - ☐ Estimate of incident duration
 - ☐ "Local Emergency" proclamation
 - ☐ Request Governor's and Presidential declarations as necessary
8. Ensure the development of EOC action plans.
9. Confer with the Board of Supervisors, keeping them informed of the situation.
10. Direct EOC staff to perform their checklist functions.
11. Coordinate activities of section chiefs.



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12. Establish liaison and communication as needed:
☐ Local ☐ Other counties ☐ State ☐ Federal ☐ Other
13. Review and approve requests for outside (purchased) resources and mutual aid.
14. If County resources are available, be prepared to provide mutual aid to other jurisdictions impacted by the emergency.
15. Evaluate progress of emergency efforts every twelve hours, or more often if needed.
16. Direct Plans Chief to develop demobilization plan, when needed, and release personnel from EOC as planned.
17. Directs Section Chiefs to maintain required records and documentation of personnel and equipment used during the disaster. Precise information is essential to meet requirements for reimbursement by state and federal governments.
18. Ensure copies of all event logs generated during the operation are submitted to the Planning and Intelligence Section.
19. When EOC deactivation is approved, contact agencies and/or persons worked with and notify them:
 - ☐ When deactivation will take place.
 - ☐ Whom they should contact (include phone number) for the completion of ongoing actions or new requirements.
20. Ensure that the Section Chiefs have completed the following:
 - ☐ Complete final reports which include an After Action Report.
 - ☐ Close-out of section activity log.
 - ☐ Transfer of ongoing missions and/or actions to appropriate full time staff.
21. Re-check this checklist periodically, and refer to the text of this emergency plan.



EOC Action Checklist: **EMERGENCY MANAGER**

Your Responsibility: Support the command and general staff in the performance of overall disaster response and coordination.

What you should do:

1. Read this entire checklist.
2. Initiate event log of your actions taken, beginning with your notification that an emergency exists.
3. Upon Director of Emergency Services determination to activate the EOC, facilitate the activation by arranging for the set-up of facilities, notification and arrival of necessary EOC staff, and provision of other resources necessary to operate the EOC.
4. Sign in and identify yourself as the Emergency Manager (on the organization chart in the EOC).
5. If you are replacing a staff member in the EOC, obtain an initial briefing from that person.
6. Ensure that all appropriate staff are in the EOC.
7. Upon EOC activation develop strategy with the Director, management section staff, and section chiefs.
 - Assess the situation
 - Define the problem
 - Establish priorities
 - Overall strategy (offensive/defensive)
 - Need for evacuation
 - Estimate of incident duration
 - "Local Emergency" proclamation
8. Perform duties as assigned by the Director.
9. Evaluate progress of emergency efforts every twelve hours, or more often if needed.
10. Maintain required records and documentation of personnel and equipment used during the disaster. Precise information is essential to meet requirements for reimbursement by state and federal governments.
11. Advise and support Director on preparation of emergency proclamations.

**Emergency Operations Center Standard Operating Procedures
Fresno County**



12. Ensure copies of all event logs and other documents generated during the operation are submitted to the Planning/Intelligence Section.
13. Direct Plans Chief to develop demobilization plan, when needed, and release personnel from EOC as planned.
14. When EOC deactivation is approved, contact agencies and/or persons worked with and notify them:
 - When deactivation will take place.
 - Whom they should contact (include phone number) for the completion of ongoing actions or new requirements.
15. Ensure that the section has completed the following:
 - Filling out of final reports to include After Action Report
 - Close-out of section activity log
 - Transfer of ongoing missions and/or actions to appropriate full time staff.
16. Recheck this checklist periodically, and refer to the text of this emergency plan.
17. Ensure security is provided for the Emergency Operations Center
18. Establish EOC staffing shift duration and timing, and inform EOC staff.
19. Ensure that Section Chiefs arrange for the staffing needs of their sections. Have Documentation Branch begin to gather data and other documentation for reports that will be required after deactivation.
20. Assist the Logistics Section with the coordination and prioritization of non-discipline specific mutual aid activities within the operational area as necessary.



EOC Action Checklist: **MANAGEMENT ADVISORY GROUP**

Membership: The Management Advisory Group is composed of the following positions:

- Sheriff-Coroner
- Chief, Fresno County Fire Protection District
- Internal Services Department Director
- Public Works & Planning Department Director
- Public Health Director
- Agricultural Commissioner
- Other county departments*

*Other county departments may be added to the Management Advisory Group depending on the nature or type of emergency or disaster.

Your Responsibility: Working as a team, assess the emergency and provide assistance in the development of policy decision. Provide assistance to Emergency Services Director.

What you should do:

1. Read this entire checklist.
2. Initiate event log of your actions taken, beginning with your notification that an emergency exists.
3. Sign in and identify yourself as a member of the Management Advisory Group (on the organization chart in the EOC).
4. If you are replacing a staff member in the EOC, obtain an initial briefing from that person.
5. Attend scheduled EOC briefings and provide information related to Management Advisory Group activities.
6. Obtain briefing from the Director and Emergency Manager



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7. Upon EOC activation develop strategy with the Director, Emergency Manager, management section staff and section chiefs:
 - ☐ Assess the situation
 - ☐ Define the problem
 - ☐ Establish priorities
 - ☐ Overall strategy (offensive/defensive)
 - ☐ Need for evacuation
 - ☐ Estimate of incident duration
 - ☐ "Local Emergency" proclamation
8. Advise the management staff on matters relating to the development of policy decisions.
9. Evaluate progress of emergency efforts every 12 hours, or more often if necessary.
10. Maintain required records and documentation of personnel and equipment used during the disaster. Precise information is essential to meet requirements for reimbursement by state and federal governments.
11. Ensure copies of all event logs and other documents generated during the operation are submitted to the Planning/Intelligence Section.
12. When deactivation is approved, contact agencies and/or persons worked with and notify them of:
 - ☐ When deactivation will take place.
 - ☐ Whom they should contact (include phone number) for the completion of ongoing actions or new requirements.
13. Ensure that the section has completed the following:
 - ☐ Filling out of final reports to include After Action Report
 - ☐ Close-out of section activity log
 - ☐ Transfer of ongoing missions and/or actions to appropriate full time staff.
14. Recheck this checklist periodically, and refer to the text of this emergency plan.



EOC Action Checklist: **PUBLIC INFORMATION OFFICER**

Your Responsibility: Formulate and release information about the incident to news media and other appropriate agencies, provide rumor control and respond to public inquiries.

What you should do:

1. Read this entire checklist.
2. Initiate event log of your actions taken, beginning with your notification that an emergency exists.
3. Sign in and identify yourself as the PIO (on the organization chart in the EOC).
4. If you are replacing a staff member in the EOC, obtain an initial briefing from that person.
5. Attend scheduled EOC briefings and provide information related to Public Information Officer activities.
6. Obtain briefing from the Director and Emergency Manager.
7. Upon EOC activation develop strategy with the Director, Emergency Manager, management section staff, and section chiefs:
 - ☐ Assess the situation ☐ Define the problem ☐ Establish priorities
 - ☐ Overall strategy (offensive/defensive) ☐ Need for evacuation
 - ☐ Estimate of incident duration ☐ "Local Emergency" proclamation
8. Appoint, brief, and supervise PIO team.
9. Collect and provide PIO information to the Planning Section for action planning.
10. Check on information policy and restrictions with the Director.
11. Obtain approval for the release of all information from the Director.
12. Prepare an initial information summary as soon as possible after arrival.
13. Establish PIO liaison and assist with the coordination of the news media in the field.
14. Establish a Joint Information Center (JIC) and coordinate, as needed, with your counterparts for uniformity in news releases between:
 - ☐ Cities ☐ Special districts ☐ Adjacent counties ☐ Cal EMA ☐ FEMA
 - ☐ Other government and volunteer agencies
15. Conduct press conferences, and provide news releases as needed.

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16. Gather and disseminate public instructions, warnings and announcements. Include warnings about unsafe areas, structures and/or facilities.
17. Monitor television, radio, and social media broadcast transmissions.
18. Respond to special requests for information.
19. Publicize an official list of disaster application centers and shelter sites.
20. Ensure that announcements and information are translated for special populations.
21. If needed, support the use of the Emergency Alerting System (EAS) for preparing and issuing disaster warnings and alerts.
22. Prepare post-incident releases and/or summary information for media.
23. Evaluate progress of emergency every 12 hours, or more often if needed.
24. Maintain required records and documentation of personnel and equipment used during the disaster. Precise information is essential to meet requirements for reimbursement by state and federal governments.
25. Ensure copies of all event logs and other documents generated during the operation are submitted to the Planning/Intelligence Section.
26. When EOC deactivation is approved, contact agencies and/or persons worked with and notify them:
 - When EOC deactivation will take place.
 - Whom they should contact (include phone number) for the completion of ongoing actions or new requirements.
27. Ensure that the section has completed the following:
 - Filling out of final reports to include After Action Report.
 - Close-out of section activity log.
 - Transfer of ongoing missions and/or actions to appropriate full time staff.
28. Recheck this checklist periodically, and refer to the text of this emergency plan.



EOC Action Checklist: **COUNTY COUNSEL**

Your Responsibility: Act as legal advisor to the Director of Emergency Services and other incident staff and maintain legal information, records and reports relative to the emergency. Draft proclamations and legal orders.

What you should do:

1. Read this entire checklist.
2. Initiate event log of your actions taken, beginning with your notification that an emergency exists.
3. Sign in and identify yourself as County Counsel representative (on the organization chart in the EOC).
4. If you are replacing a staff member in the EOC, obtain an initial briefing from that person.
5. Attend scheduled EOC briefings and advise staff on the legality and/or legal implications of contemplated emergency actions and policies.
6. Obtain briefing from the Director and Emergency Manager.
7. Upon EOC activation develop strategy with the Director, Emergency Manager, management section staff, and section chiefs:
 - ☐ Assess the situation
 - ☐ Define the problem
 - ☐ Establish priorities
 - ☐ Overall strategy (offensive/defensive)
 - ☐ Need for evacuation
 - ☐ Estimate of incident duration
 - ☐ "Local Emergency" proclamation
8. Appoint and brief County Counsel staff, if needed.
9. Prepare or review proclamations and any orders/regulations promulgated by the County/Operational Area during the emergency, and pertinent state and federal emergency laws and regulations as necessary, including evacuation orders, and laws required for acquisition and/or control of critical resources.
10. Establish liaison, as needed, with your counterparts in:



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- ☐ Cities
 - ☐ Special districts
 - ☐ Adjacent counties
 - ☐ State agencies
 - ☐ Federal agencies
 - ☐ Other agencies/organizations
11. Develop emergency rules, regulations and ordinances required for acquisition and/or control of critical resources.
 12. Coordinate with Law Enforcement and the District Attorney to commence such civil and criminal proceedings as are necessary and appropriate to implement and enforce emergency actions.
 13. Evaluate progress of emergency every 12 hours, or more often if needed.
 14. Maintain required records and documentation of personnel and equipment used during the disaster. Precise information is essential to meet requirements for reimbursement by state and federal governments.
 15. Ensure copies of all event logs and other documents generated during the operation are submitted to the Planning/Intelligence section.
 16. When EOC deactivation is approved, contact agencies and/or persons worked with and notify them:
 - ☐ When deactivation will take place.
 - ☐ Whom they should contact (include phone number) for the completion of ongoing actions or new requirements.
 17. Ensure that the section has completed the following:
 - ☐ Fill out final reports to include After Action Report.
 - ☐ Close-out of section activity log.
 - ☐ Transfer of ongoing missions and/or actions to appropriate full time staff.
 18. Re-check this checklist periodically, and refer to the text of this emergency plan.



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EOC Action Checklist: **LIAISON OFFICER**

Your Responsibility: Oversee all liaison activities at the EOC, including coordination of agency representatives and visiting elected officials at the operational area EOC, and requests from other agencies for sending liaison personnel to other EOCs.

What you should do:

1. Read the entire checklist
2. Initiate event log of your actions taken, beginning with your notification that an emergency exists.
3. Sign in and identify yourself as Liaison Officer (on the organization chart in the EOC).
4. If you are replacing a staff member in the EOC, obtain an initial briefing from that person.
5. Attend scheduled EOC briefings and provide information related to Liaison Officer activities.
6. Obtain briefing from Management Staff.
7. Upon EOC activation develop strategy with the Director, Management Section staff, and section chiefs:
 - ☐ Assess the situation ☐ Define the problem ☐ Establish priorities
 - ☐ Overall strategy (offensive/defensive) ☐ Need for evacuation
 - ☐ Estimate of incident duration ☐ "Local Emergency" proclamation
8. Appoint and brief liaison staff as needed.
9. Assess the situation and facilitate the following:
 - ☐ The support needs of Operational Area Representatives and/or Agency Representatives which are at the EOC.
 - ☐ The support needs of elected officials or dignitaries at the EOC or visiting the affected area.
10. Determine communications capability and restrictions for both on-site and external communications (telephone, fax, OASIS, e-mail, radio).
11. Contact all on-site and incoming Agency Representatives to ensure:
 - ☐ They have signed into the EOC.
 - ☐ They understand their role in the EOC and know their work location.
 - ☐ They understand the EOC organization and floor plan.

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12. Coordinate any request for County representation to outside agencies.
13. Serve as coordinator and point of contact for all elected official and dignitary visits.
14. Request Agency Representatives contact their agency, determine level of activation of agency facilities, and obtain any intelligence or situation information that may be useful to the EOC.
15. Determine if there are any communication problems in contacting external agencies.
16. Know the working location for any Agency Representative assigned directly to an EOC Section.
17. Compile list of Agency Representatives and make available to the Planning Section for inclusion in the EOC Action Plan (agency, name, EOC phone).
18. Respond to requests from EOC Staff for agency information and direct those requesting information to appropriate Agency Representatives.
19. Ensure appropriate EOC developed guidelines, directives, action plans and situation information is disseminated to Agency Representatives.
20. Evaluate progress of emergency every 12 hours, or more often if needed.
21. Maintain required records and documentation of personnel and equipment used during the disaster. Precise information is essential to meet requirements for reimbursement by state and federal governments.
22. Ensure copies of all event logs and other documents generated during the operation are submitted to the Planning/Intelligence Section.
23. When EOC deactivation is approved, contact agencies and/or persons worked with and notify them:
 - When deactivation will take place.
 - Whom they should contact (include phone number) for the completion of ongoing actions or new requirements.
24. Ensure that the section has completed the following:
 - Filling out of final reports to include After Action Report.
 - Close-out of section activity log.
 - Transfer of ongoing missions and/or actions to appropriate full time staff.
25. Recheck this checklist periodically, and refer to the text of this emergency plan.



EOC Action Checklist: **SAFETY OFFICER**

Your Responsibility: Ensure safety of the Emergency Operation Center activities and provide safety advice for response activities as needed. Stop or modify all unsafe operations.

What you should do:

1. Read the entire checklist.
2. Initiate an event log of your actions taken, beginning with your notification that an emergency exists.
3. Sign in and identify yourself as the Safety Officer (on the organization chart in the EOC).
4. If you are replacing a staff member in the EOC, obtain an initial briefing from that person.
5. Attend scheduled EOC briefings and provide information related to your activities as appropriate.
6. Obtain a briefing from the Management Staff.
7. Tour the entire EOC facility area and determine the scope of on-going operations.
8. Study the EOC facility to learn the location of all fire extinguishers, emergency manual pull alarm stations, and first aid kits.
9. Be familiar with particularly hazardous conditions in the EOC facility and mitigate these conditions where possible.
10. Evaluate conditions and advise the Emergency Manager of any conditions and actions which might result in liability.
11. If the event which caused EOC activation is an earthquake, provide guidance regarding actions to be taken in preparation for after- shocks.
12. As needed, confer with Logistics for assistance in mitigating safety problems.
13. Monitor EOC staff and determine if breaks or medical attention is needed.
14. Coordinate activities and information with Compensation and Claims/Risk Management branch of Finance Section.
15. Evaluate progress of emergency every 12 hours, or more often if needed.

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16. Participate in briefings and meetings. Provide safety advice as appropriate regarding safety issues for both EOC staff and response activities.
17. Maintain required records and documentation of personnel and equipment used during the disaster. Precise information is essential to meet requirements for reimbursement by state and federal governments.
18. Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.
19. When EOC deactivation is approved, contact agencies and/or persons worked with and notify them:
 - When deactivation will take place.
 - Whom they should contact (include phone number) for the completion of ongoing actions or new requirements.
20. Ensure that the section has completed the following:
 - Filling out of final reports to include After Action Report.
 - Close-out of section activity log.
 - Transfer of ongoing missions and/or actions to appropriate full time staff.
21. Recheck this checklist periodically, and refer to the text of this emergency plan.



EOC Action Checklist: **ACCESS AND FUNCTIONAL NEEDS ADVISOR**

Your Responsibility: Report directly to the Emergency Manager. Advise command staff regarding access and functional needs concerns. Coordinate with all sections of the EOC to facilitate the consideration of access, functional, and special needs of the whole community during the response and recovery planning. Serve as the chief liaison to access and functional needs service providers and organizations.

What you should do:

1. Read the entire checklist
2. Initiate event log of your actions taken, beginning with your notification that an emergency exists.
3. Sign in and identify yourself as Access and Functional Needs Advisor (on the organization chart in the EOC).
4. If you are replacing a staff member in the EOC, obtain an initial briefing from that person.
5. Attend scheduled EOC briefings and provide information related to Access and Functional Needs Advisor activities.
6. Obtain briefing from Management Staff.
7. Upon EOC activation develop strategy with the Director, and Emergency Manager, Management Section staff, and section chiefs:
 - Assess the situation
 - Current conditions
 - Establish priorities
 - Any information known regarding impacts on individuals with access & functional needs.
 - Needs for evacuation and sheltering of populations with access & functional needs.
 - Resources requested
 - Any immediate tasks for the Access and Functional Needs Advisor.
8. Work closely with the Care and Shelter Branch and recommend additional staff as needed.



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9. Assess the situation and support the needs of the Care and Shelter Branch within the EOC. Coordinate with the PIO information regarding access and functional populations.
10. Coordinate with outside agencies regarding access and functional needs populations during response and recovery operations.
11. Determine if there are any communication problems regarding access and functional needs populations and identify solutions to address the problems.
12. Respond to requests from EOC Staff for information and direct those requesting information to appropriate agency representatives.
13. Ensure copies of all event logs and other documents generated during the operation are submitted to the Planning/Intelligence Section.
14. When EOC deactivation is approved, contact agencies and/or persons worked with and notify them:
 - When deactivation will take place.
 - Whom they should contact (include phone number) for the completion of ongoing actions or new requirements.
15. Ensure that the section has completed the following:
 - Filling out of final reports to include After Action Report.
 - Close-out of section activity log.
 - Transfer of ongoing missions and/or actions to appropriate full time staff.
16. Recheck this checklist periodically, and refer to the text of this emergency plan.



EOC Action Checklist: **OPERATIONS SECTION CHIEF**

Your Responsibility: Coordinate emergency operations branches: Fire, Law Enforcement, Medical / Health, Coroner, Care and Shelter, Construction and Engineering, and Utilities.

What you should do:

1. Read this entire checklist.
2. Initiate event log of your actions taken, beginning with your notification that an emergency exists.
3. Sign in and identify yourself as the Operations Section Chief (on the organization chart in the EOC).
4. If you are replacing a staff member in the EOC, obtain an initial briefing from that person.
5. Attend scheduled EOC briefings and provide information related to your Operations activities.
6. Obtain briefing from the Director and Emergency Manager.
7. Upon EOC activation develop strategy with the Director, Emergency Manager, Management Section staff, and Section Chiefs:
 - ☐ Assess the situation
 - ☐ Define the problem
 - ☐ Establish priorities
 - ☐ Overall strategy (offensive/defensive)
 - ☐ Need for evacuation
 - ☐ Estimate of incident duration
 - ☐ "Local Emergency" proclamation
8. Appoint and brief Operations Staff as needed.
9. Collect and provide Operations Section Chief information to the Planning Section for action and recovery planning.
10. Coordinate activities of all departments and agencies involved in operations.
11. Review resource list and initiate deployment as needed by Operations.



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12. Establish communications with affected areas.
13. Receive, evaluate, and disseminate emergency operational information.
14. Maintain liaison with other jurisdictions.
15. Determine needs and request resources (through Logistics Section Chief).
16. Provide emergency information to the Public Information Officer.
17. As directed by the Emergency Manager, secure operations staffing needs for scheduled shift changes.
18. Evaluate progress of emergency efforts every 12 hours, or more often if needed.
19. Maintain required records and documentation of personnel and equipment used during the emergency/disaster. Precise information is essential to meet requirements for reimbursement by state and federal governments.
20. Ensure copies of all event logs and other documents generated during the operation are submitted to the Planning/Intelligence Section.
21. When EOC deactivation is approved, contact agencies and/or persons worked with and notify them:
 - When deactivation will take place.
 - Whom they should contact (include phone number) for the completion of ongoing actions or new requirements.
22. Ensure that the section has completed the following:
 - Filling out of final reports to include After Action Report.
 - Close-out of section activity log.
 - Transfer of ongoing missions and/or actions to appropriate full time staff.
23. Recheck this checklist periodically and refer to the text of this emergency plan.



EOC Action Checklist: **LAW ENFORCEMENT BRANCH DIRECTOR**

Your Responsibility: Collect and maintain status information regarding law enforcement field response. Keep EOC staff apprised of these activities. Provide support to law enforcement activities, as appropriate.

What you should do:

1. Read this entire checklist.
2. Initiate event log of your actions taken, beginning with your notification that an emergency exists.
3. Sign in and identify yourself as Law Enforcement Branch Director (on the organization chart in the EOC).
4. If you are replacing a staff member in the EOC, obtain an initial briefing from that person.
5. Attend scheduled EOC briefings and provide information related to Law Enforcement activity.
6. Obtain briefing from Operations Section Chief.
7. Appoint and brief Law Enforcement staff as needed.
8. Supervise the Law Enforcement Branch of the Operations section.
9. Collect and provide Law Enforcement Branch information to the Planning Section for action and recovery planning.
10. Establish communications link with the Sheriff-Coroner's Department Watch Commander, law enforcement command posts, and Coroner's Office.
11. Determine need for and availability of:
 - ☐ Incident staffing ☐ EOC/relief staffing
 - ☐ Mutual aid ☐ Special equipment
12. Prepare to provide or request mutual aid through the California Law Enforcement Mutual Aid system.
13. Establish liaison, as needed, with your counterparts in:
 - ☐ Cities ☐ Special districts
 - ☐ Other counties ☐ State OES



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14. Establish emergency traffic routes in coordination with County Public Works, Cal Trans, CHP, and City Public Works.
15. Coordinate activities with other Operation's Branches.
16. Evaluate progress of emergency efforts every 12 hours, or more often if necessary.
17. Maintain required records and documentation of personnel and equipment used during the disaster. Precise information is essential to meet requirements for reimbursement by state and federal governments.
18. Ensure copies of all event logs and other documents generated during the operation are submitted to the Planning/Intelligence Section.
19. When EOC deactivation is approved, contact agencies and/or persons worked with and notify them:
 - When deactivation will take place.
 - Whom they should contact (include phone number) for the completion of ongoing actions or new requirements.
20. Ensure that the section has completed the following:
 - Filling out of final reports to include After Action Report.
 - Close-out of section activity log.
 - Transfer of ongoing missions and/or actions to appropriate full time staff.
21. Recheck this checklist periodically, and refer to the text of this emergency plan.



EOC Action Checklist: **FIRE AND RESCUE BRANCH DIRECTOR**

Your Responsibility: Collect and maintain status information regarding fire and rescue field response. Keep EOC staff apprised of these activities. Provide support to fire response agencies as appropriate.

What you should do:

1. Read this entire checklist.
2. Initiate event log of your actions taken, beginning with your notification that an emergency exists.
3. Sign in and identify yourself as Fire/Rescue Branch Director (on the organization chart in the EOC).
4. If you are replacing a staff member in the EOC, obtain an initial briefing from that person.
5. Attend scheduled EOC briefings and provide information related to fire and rescue activities.
6. Obtain briefing from Operations Section Chief.
7. Appoint and brief Fire and Rescue staff as needed.
8. Supervise the Fire and Rescue branch of the Operations Section.
9. Collect and provide Fire and Rescue Branch information to the Planning Section for action and recovery planning.
10. Establish communications link with Fire Department Operations Center and fire command posts in the Operational Area.
11. Determine need for and availability of:
 - ☐ Incident staffing ☐ EOC/relief staffing
 - ☐ Mutual aid ☐ Special equipment
12. Request mutual-aid through the California Fire Mutual Aid System.
13. If there is little or no damage in your jurisdiction, be prepared to provide assistance to other mutual-aid jurisdictions.



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14. Establish liaison, as needed, with your counterparts in:
 - ☐ Cities
 - ☐ Special districts
 - ☐ Other agencies
15. Coordinate activities with other Operations Branches.
16. Evaluate progress of emergency efforts every 12 hours, or more often if needed.
17. Maintain required records and documentation of personnel and equipment used during the disaster. Precise information is essential to meet requirements for reimbursement by state and federal governments.
18. Ensure copies of all event logs and other documents generated during the operation are submitted to the Planning and Intelligence Section.
19. When EOC deactivation is approved, contact agencies and/or persons worked with and notify them:
 - ☐ When deactivation will take place.
 - ☐ Whom they should contact (include phone number) for the completion of ongoing actions or new requirements submitted to the Planning/Intelligence section.
20. Ensure that the section has completed the following:
 - ☐ Filling out of final reports to include After Action Report.
 - ☐ Close-out of section activity log.
 - ☐ Transfer of ongoing missions and/or actions to appropriate full time staff.
21. Recheck this checklist periodically and refer to the text of this emergency plan.



EOC Action Checklist: **MEDICAL / HEALTH BRANCH DIRECTOR**

Your Responsibility: Supervise Medical/Health Branch Activities.

In collaboration with the Medical Health Operational Area Coordinator Program (MHOAC) support and coordinate medical/health response during a disaster. Support and coordination activities include; immediate medical needs, medical/health resource needs, mental health needs, inpatient and outpatient providers, EMS, Local Health Department, food safety, water safety, vector control, liquid, solid, hazardous wastes, and public information.

What you should do:

1. Receive Assignment.
2. Sign in and identify yourself as Medical/Health Branch Director on the organization chart in the EOC.
3. Initiate event log of your actions taken, beginning with your notification that an emergency exists.
4. Obtain briefing from Operations Section Chief or EOC Director
5. Read this entire checklist
6. If you are replacing a staff member in the EOC, obtain an initial briefing from that person.
7. Assess immediate medical/health needs.
8. Establish and maintain communications with medical/health DOC's/ICP's as needed.
9. Obtain situational reports from medical/health DOC's/ICP's.
10. Determine if additional medical/health groups are needed.
11. Appoint/brief staff as needed.
12. Notify and maintain communications with the MHOAC.
13. Request or provide medical/health mutual aid through the MHOAC in accordance with the California Public Health and Medical Emergency Operations Manual (EOM).
14. Request through the MHOAC to coordinate with the RDHMC Program and County Office of Emergency Services (OES) for state or federal disaster medical/health mutual aid resources as needed.



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15. Work with the MHOAC to coordinate the delivery and acquisition of all disaster related medical/health resources requested or provided within the Operational Area, in collaboration with the RDMHC Program and County OES.
16. Provide a situation report to the MHOAC Program, EOC Operations Section Chief/EOC Situation Unit, within two hours of the incident. Update as necessary.
17. Attend scheduled EOC briefings and provide information related to Branch activity.
18. Coordinate activities with other operations branches.
19. Collect and provide Branch information to the Planning Section for action and recovery planning.
20. Maintain required records and documentation of personnel and equipment used during the disaster. Precise information is essential to meet requirements for reimbursement by state and federal governments.
21. Ensure copies of all event logs and other documents generated during the operation are submitted to the Planning/Intelligence Section.
22. When EOC deactivation is approved, contact agencies and/or persons worked with and notify them:
 - ___ When deactivation will take place.
 - ___ Whom they should contact (include phone number) for the completion of ongoing actions or new requirements.
23. Ensure that the section has completed the following:
 - ___ Filling out of final reports to include After Action Report.
 - ___ Close-out of section activity log.
 - ___ Transfer of ongoing missions and/or actions to appropriate full time staff.
24. Recheck this checklist periodically, and refer to the text of this emergency plan.



EOC Action Checklist: **CORONER BRANCH DIRECTOR**

Your Responsibility: Gather information regarding Coroner activities in the field.
Keep EOC staff updated and provide support to field activities as needed.

What you should do:

1. Read this entire checklist.
2. Initiate event log of your actions taken, beginning with your notification that an emergency exists.
3. Sign in and identify yourself as Coroner Branch Director (on the organization chart in the EOC).
4. If you are replacing a staff member in the EOC, obtain an initial briefing from that person.
5. Attend scheduled EOC briefings and provide information related to Coroner's activities.
6. Obtain briefing from Operations Section Chief.
7. Appoint and brief Coroner staff as needed.
8. Supervise Coroner Branch of Operations Section.
9. Collect and provide Coroner information to the Planning Section for action and recovery planning.
10. Establish communications link with law enforcement, fire and rescue, and Emergency Medical Services.
11. Determine need for and availability of:
 - ☐ Programs and services ☐ Incident staffing ☐ EOC/relief staffing
 - ☐ Mutual aid ☐ Special equipment
12. Request or provide mutual aid in coordination with the Logistics Section Chief.
13. Establish liaison, as needed, with your counterparts in:
 - ☐ Other counties ☐ Other agencies
14. Coordinate activities with other Operations units.
15. Evaluate progress of emergency efforts every 12 hours, or more often if needed.
16. Maintain required records and documentation of personnel and equipment used



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- during the disaster. Precise information is essential to meet requirements for reimbursement by state and federal governments.
17. Ensure copies of all event logs and other documents generated during the operation are submitted to the Planning/Intelligence Section.
 18. When EOC deactivation is approved, contact agencies and/or persons worked with and notify them:
 - When deactivation will take place.
 - Whom they should contact (include phone number) for the completion of ongoing actions or new requirements.
 19. Ensure that the section has completed the following:
 - Filling out of final reports to include After Action Report.
 - Close-out of section activity log.
 - Transfer of ongoing missions and/or actions to appropriate full time staff.
 20. Recheck this checklist periodically, and refer to the text of this emergency plan.



EOC Action Checklist: **CARE AND SHELTER BRANCH DIRECTOR**

Your Responsibility: Provide support to the American Red Cross regarding the sheltering of the public during disasters. Provide coordination and support for human services, disaster housing, mass care, mental health, access and functional needs issues, family reunification, and recovery for those who were affected or displaced by a disaster.

What you should do:

1. Read this entire checklist.
2. Initiate event log of your actions taken, beginning with your notification that an emergency exists.
3. Sign in and identify yourself as Care and Shelter Branch Director (on the organization chart in the EOC).
4. If you are replacing a staff member in the EOC, obtain an initial briefing from that person.
5. Attend scheduled EOC briefings and provide information related to Care and Shelter activities.
6. Obtain briefing from Operations Section Chief.
7. Appoint and brief EOC Care and Shelter staff as needed.
8. Supervise Care and Shelter Branch of Operations Section.
9. Collect and provide Care and Shelter information to the Planning Section for action and recovery planning.
10. Ensure that necessary communication (i.e., telephone, RACES, etc.) is provided at the shelter sites.
11. Determine need for and availability of:
 ☐ Shelter staffing ☐ EOC/relief staffing ☐ Care and shelter
12. Identify individuals with special medical/health needs, i.e., disabled, long term care patients, chronically ill, aged, who may need care and/or shelter. Assign field staff to work with Red Cross shelter managers to assess overall shelter operation and assist with addressing any identified needs.



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13. Coordinate with the Access and Functional Needs Advisor and the Logistics Section to obtain any needed resources for individuals with special medical/health needs.
14. In coordination with State Long Term Care Ombudsmen, from the State Department of Aging, and the Department of Rehabilitation, identify, contact, and process individuals with special medical/health needs, (these positions identify Individuals with special needs and Independent Living Centers based on a regularly maintained inventory of residents).
15. Assign field staff to work with Red Cross shelter managers to assess overall shelter operation and assist with addressing any identified needs.
16. If requested by Red Cross, assist with the acquisition of public health nurses in coordination with the EOC Medical Health Branch.
17. In coordination with the Operations Section Chief, Law Enforcement Branch Chief, and/or Logistics Section Chief, assist with the transportation to shelters for those people identified with special medical/health needs.
18. Request or provide mutual aid in coordination with the Logistics Section Chief.
19. Establish liaison, as needed, with your counterparts in:
 ☐ Cities ☐ Special districts/schools ☐ Adjacent counties ☐ Cal OES
20. Coordinate activities with other Operations branches.
21. Coordinate with the Access and Functional Needs Advisor to determine if resources are needed.
22. Coordinate activities with American Red Cross and other emergency service community-based organizations. (e.g., Salvation Army, church groups etc.)
23. Coordinate with Red Cross for a central registration and inquiry system.
24. Coordinate with Logistics Section Chief for necessary support services.
25. Coordinate with Transportation Branch to transport evacuees to and from shelters if needed.
26. Evaluate progress of emergency efforts every 12 hours, or more often if needed.
27. Maintain required records and documentation of personnel and equipment used during the disaster. Precise information is essential to meet requirements for reimbursement by state and federal governments.
28. Ensure copies of all event logs and other documents generated during the operation are submitted to the Planning/Intelligence Section.



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29. When EOC deactivation is approved, contact agencies and/or persons worked with and notify them:
 - When deactivation will take place.
 - Whom they should contact (include phone number) for the completion of ongoing actions or new requirements.
30. Ensure that the section has completed the following:
 - Filling out of final reports to include After Action Report.
 - Close-out of section activity log.
 - Transfer of ongoing missions and/or actions to appropriate full time staff.
31. Recheck this checklist periodically, and refer to the text of this emergency plan.



EOC Action Checklist: **CONSTRUCTION AND ENGINEERING
BRANCH DIRECTOR**

Your Responsibility: Provide support and coordination including technical assistance, flood fight, building safety assessments, public infrastructure restoration and debris removal during and after an emergency or disaster.

What you should do:

1. Read this entire checklist.
2. Initiate event log of your actions taken, beginning with your notification that an emergency exists.
3. Sign in and identify yourself as Construction and Engineering Branch Director (on the organization chart in the EOC).
4. If you are replacing a staff member in the EOC, obtain an initial briefing from that person.
5. Attend scheduled EOC briefings and provide information related to Construction and Engineering Branch Director activities.
6. Obtain briefing from Operations Section Chief.
7. Appoint and brief Construction and Engineering EOC staff as needed.
8. Supervise Construction and Engineering Branch of Operations Section.
9. Collect and provide Construction and Engineering information to the Planning Section for action and recovery planning.
10. Establish communications link with Public Works and Internal Services Departments.
11. Determine need for and availability of:
 - ☐ Incident staffing ☐ EOC/relief staffing
 - ☐ Special equipment
12. Request or provide mutual aid in coordination with the Logistics Section Chief.
13. Establish liaison, as needed, with your counterparts in:
 - ☐ Cities ☐ Special districts/utilities ☐ Adjacent counties ☐ Other agencies



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14. Coordinate activities with other Operations branches and other public works agencies.
15. Establish liaison with private heavy-equipment operators for assistance as needed. Coordinate fuel/equipment needs with the Logistics Section.
16. Assist the Law Enforcement branch in establishing barricades and access routes to and from affected areas.
17. Develop priority list for recovery of damaged or closed highways, streets, and roads, and provide coordination and direction to agencies that are responsible for repairs.
18. Assist with the restoration and maintenance of essential facilities.
19. Evaluate progress of emergency efforts every 12 hours, or more often if necessary.
20. Maintain required records and documentation of personnel and equipment used during the disaster. Precise information is essential to meet requirements for reimbursement by state and federal governments.
21. Ensure copies of all event logs and other documents generated during the operation are submitted to the Planning/Intelligence Section.
22. When EOC deactivation is approved, contact agencies and/or persons worked with and notify them:
 - When deactivation will take place.
 - Whom they should contact (include phone number) for the completion of ongoing actions or new requirements.
23. Ensure that the section has completed the following:
 - Filling out of final reports to include After Action Report.
 - Close-out of section activity log.
 - Transfer of ongoing missions and/or actions to appropriate full time staff.
24. Recheck this checklist periodically, and refer to the text of this emergency plan.



EOC Action Checklist: **UTILITIES BRANCH DIRECTOR**

Your Responsibility: Provide resources and support to agencies and industry regarding utility infrastructure assessment, repair, and restoration.

What you should do:

1. Read this entire checklist.
2. Initiate event log of your actions taken, beginning with your notification that an emergency exists.
3. Sign in and identify yourself as Utilities Branch Director (on the organization chart in the EOC).
4. If you are replacing a staff member in the EOC, obtain an initial briefing from that person.
5. Attend scheduled EOC briefings and provide information related to Utilities Operations activities.
6. Obtain briefing from Operations Section Chief.
7. Appoint and brief EOC Utilities Branch staff as needed.
8. Supervise Utilities Branch of Operations Section.
9. Collect and provide utilities information to the Planning Section for action and recovery planning.
10. Establish communications link with local utility companies (gas, electric, water, sewer, garbage, and telecommunications).
11. Determine need for and availability of:
 - ☐ Incident staffing ☐ EOC/relief staffing
 - ☐ Mutual aid ☐ Special equipment
12. Request or provide mutual aid in coordination with the Logistics Section Chief.
13. Establish liaison, as needed, with your counterparts in:
 - ☐ Cities ☐ Special districts
 - ☐ Other counties ☐ Cal EMA



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14. Coordinate activities with Construction and Engineering and Medical / Health Branches.
15. Evaluate progress of emergency efforts every 12 hours, or more often if needed.
16. Maintain required records and documentation of personnel and equipment used during the disaster. Precise information is essential to meet requirements for reimbursement by state and federal governments.
17. Ensure copies of all event logs and other documents generated during the operation are submitted to the Planning/Intelligence Section.
18. When EOC deactivation is approved, contact agencies and/or persons worked with and notify them:
 - When deactivation will take place.
 - Whom they should contact (include phone number) for the completion of ongoing actions or new requirements.
19. Ensure that the section has completed the following:
 - Filling out of final reports to include After Action Report.
 - Close-out of section activity log.
 - Transfer of ongoing missions and/or actions to appropriate full time staff.
20. Recheck this checklist periodically, and refer to the text of this emergency plan.



EOC Action Checklist: **PLANNING AND INTELLIGENCE SECTION CHIEF**

Your Responsibility: Coordinate Planning and Intelligence Section Branches: Situation/Analysis and Planning, Damage Assessment, Technical Specialist and Documentation.

What you should do:

1. Read this entire checklist.
2. Initiate event log of your actions taken, beginning with your notification that an emergency exists.
3. Sign in and identify yourself as the Planning and Intelligence Section Chief/~~Facilitator~~ (on the organization chart in the EOC).
4. If you are replacing a staff member in the EOC, obtain an initial briefing from that person.
5. Attend scheduled EOC briefings and provide information related to Planning and Intelligence activities.
6. Obtain briefing from the EOC Director.
7. Upon EOC activation develop strategy with the EOC Director, EOC Manager, Management Section staff, and Section Chiefs:
 - ☐ Assess the situation
 - ☐ Define the problem
 - ☐ Establish priorities
 - ☐ Overall strategy (offensive/defensive)
 - ☐ Need for evacuation
 - ☐ Estimate of incident duration
 - ☐ "Local Emergency" proclamation
8. Appoint and brief Planning and Intelligence Section personnel.
9. Coordinate activities of all Planning and Intelligence branches.
10. Collect, analyze, display and disseminate incident data relating to hazards, damage, and situation status.



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11. Prepare EOC Action Plan and develop situation Reports and ensure all documentation is maintained.
12. Ensure collection, distribution and display of critical information.
13. As directed by the EOC Manager, secure Planning and Intelligence section staffing needs for scheduled shift changes.
14. Maintain required records and documentation of personnel and equipment used during the disaster. Precise information is essential to meet requirements for reimbursement by state and federal governments.
15. Ensure copies of all event logs and other documents generated during the operation are submitted to the Documentation branch.
16. Ensure that the section has completed the following:
 - Filling out of final reports to include After Action Report.
 - Close-out of section activity log.
 - Transfer of ongoing missions and/or actions to appropriate full time staff.
17. Recheck this checklist periodically, and refer to the text of this emergency plan.
18. Begin compiling a situation report, and forward to Cal OES within 4 hours of the disaster. Ensure ongoing preparation and distribution of situation analysis and reports.
19. Ensure that ongoing damage assessments are being performed as necessary.
20. Fill out mission request form to obtain resources from Cal OES if needed.
21. When EOC deactivation is approved, contact agencies and/or persons worked with and notify them:
 - When deactivation will take place.
 - Whom they should contact (include phone number) for the completion of ongoing actions or new requirements.



EOC Action Checklist: **SITUATION ANALYSIS AND PLANNING**
BRANCH DIRECTOR

Your Responsibility: Collect and analyze information regarding the status of the disaster. Prepare action, advance and recovery plans for the management of the disaster. Prepare, distribute and display disaster related reports.

What you should do:

1. Read this entire checklist.
2. Initiate event log of your actions taken, beginning with your notification that an emergency exists.
3. Sign in and identify yourself as Situation Analysis and Planning Branch Director (on the organization chart in the EOC).
4. If you are replacing a staff member in the EOC, obtain an initial briefing from that person.
5. Attend scheduled EOC briefings and provide information related to Situation Analysis and Planning activities.
6. Obtain briefing from Planning/Intelligence Section Chief.
7. Appoint and brief Situation Analysis and Planning Branch staff as needed.
8. Supervise Situation Analysis and Planning branch of Planning/Intelligence section.
9. Collect data and information necessary to develop action plans from the EOC sections and other appropriate sources. Information could include any or all of the following:

- | | | |
|---|---|---|
| ☐ Situation reports | ☐ Mission requests | ☐ Press releases/media log |
| ☐ Road closures | ☐ EOC messages | ☐ Damage assessment records |
| ☐ EOC sign-in/out logs | ☐ EOC staff updates | ☐ Incident mapping |
| ☐ EOC briefing minutes | ☐ WebEOC reports | ☐ Emergency resource dispatch logs |
| ☐ Copies of all proclamations | ☐ Other documentation and declarations | |
| ☐ Weather conditions (current and upcoming) | | |
| ☐ Newspapers/magazines/other publications describing the event | | |
| ☐ Photos, videotape, and/or audio recordings of event. | | |



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10. Determine status regarding impact of the disaster on the following:
 - ☐ Unincorporated areas
 - ☐ Cities
 - ☐ Special districts
 - ☐ School districts
 - ☐ County agencies and facilities
 - ☐ Specific incidents
11. Review and analyze information.
12. Determine credibility of data.
13. Prepare Action and Advance plans to include:
 - ☐ Identify significant events and critical needs.
 - ☐ Prioritize response efforts.
 - ☐ Assemble information on alternative strategies.
 - ☐ Identify the need for the use of special resources.
 - ☐ Provide periodic prediction on the potential impact of the emergency.
14. Prepare and maintain status displays in the EOC and make sure all pertinent information is posted promptly.
15. Prepare situation map and other maps as necessary.
16. Establish liaison, as needed, with your counterparts in:
 - ☐ Cities
 - ☐ Special districts
 - ☐ Cal OES
 - ☐ Public school districts
 - ☐ FEMA
 - ☐ FOAD organizations
17. Prepare and submit reports to Cal OES.
18. Provide situation reports to EOC staff, PIO team, BOS members, County department heads, and other agencies as appropriate.
19. Prepare Recovery Plans:
 - ☐ Identify public and private disaster related needs of affected agencies and populations.
 - ☐ Determine disaster assistance agencies and organizations available to meet the public and private assistance needs identified.
 - ☐ Develop proposal to implement provision of public and private disaster assistance programs including:
 - ☐ Disaster assistance centers (individual assistance)



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- Damage survey reports (public assistance)
 - Hazard mitigation grant applications (public assistance) (See Recovery Plan, Appendix B)
- 20. Coordinate and integrate demobilization plan into ongoing planning.
- 21. Maintain required records and documentation of personnel and equipment used during the disaster. Precise information is essential to meet requirements for reimbursement by state and federal governments.
- 22. Ensure copies of all event logs and other documents generated during the operation are submitted to the Planning/Intelligence Section.
- 23. When EOC deactivation is approved, contact agencies and/or persons worked with and notify them:
 - When deactivation will take place.
 - Whom they should contact (include phone number) for the completion of ongoing actions or new requirements.
- 24. Ensure that the section has completed the following:
 - Filling out of final reports to include After Action Report.
 - Close-out of section activity log.
 - Transfer of ongoing missions and/or actions to appropriate full time staff.
- 25. Recheck this checklist periodically, and refer to the text of this emergency plan.



EOC Action Checklist: **DAMAGE ASSESSMENT BRANCH DIRECTOR**

Your Responsibility: Collect, evaluate, and disseminate information relative to damage assessment.

What you should do:

1. Read this entire checklist.
2. Initiate an event log of your actions taken, beginning with your notification that an emergency exists.
3. Sign in and identify yourself as Damage Assessment Branch Director (on the organization chart in the EOC).
4. If you are replacing a staff member in the EOC, obtain an initial briefing from that person.
5. Attend scheduled EOC briefings and provide information related to Damage Assessment activities.
6. Obtain briefing from Planning/Intelligence Section Chief.
7. Appoint and brief Damage Assessment branch staff as needed.
8. Supervise Damage Assessment branch staff.
9. Prepare to utilize building inspectors, structural engineers, property tax assessors, and housing inspectors to ensure proper deployment as well as a comprehensive coverage of the damaged area. (Additional inspectors may be obtained under Mutual Aid.)
10. Prepare to receive information from fire, police and public works representatives.
11. Inspect and post critically damaged structures for occupancy or condemnation.
12. Inspect damaged areas and report locations, type, and value of damaged structures, utilities, roads, signaled intersections, and facilities.
13. Identify hazards in areas such as government facilities, schools, utilities, and other special facilities.
14. Coordinate with utility companies to determine status of damaged utility facilities.
15. Report damage assessment findings to Situation Analysis and Planning Branch.



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16. Maintain required records and documentation of personnel and equipment used during the disaster. Precise information is essential to meet requirements for reimbursement by state and federal governments.
17. Ensure copies of all event logs and other documents generated during the operation are submitted to the Planning/Intelligence Section.
18. When EOC deactivation is approved, contact agencies and/or persons worked with and notify them:
 - When deactivation will take place.
 - Whom they should contact (include phone number) for the completion of ongoing actions or new requirements.
19. Ensure that the section has completed the following:
 - Filling out of final reports to include After Action Report.
 - Close-out of section activity log.
 - Transfer of ongoing missions and/or actions to appropriate full-time staff.
20. Recheck this checklist periodically, and refer to the text of this emergency plan.



EOC Action Checklist: **TECHNICAL SPECIALIST**

Your Responsibility: Act as a resource to members of the EOC staff in matters relative to technical specialty areas (e.g., geology, hazardous materials, terrorism,).

What you should do:

1. Read this entire checklist.
2. Initiate an event log of your actions taken, beginning with your notification that an emergency exists.
3. Sign in and identify yourself as Technical Specialist (on the organization chart in the EOC).
4. If you are replacing a staff member in the EOC, obtain an initial briefing from that person.
5. Attend scheduled EOC briefings and provide information related to Technical Specialist activities.
6. Obtain briefing from Planning/Intelligence Section Chief.
7. Assess the current emergency and advise EOC staff based on technical expertise relative to disaster conditions.
8. Provide information to the Planning/Intelligence Section Chief relative to projected impact of the emergency.
9. Provide information to the Logistics Section Chief relative to special equipment needs.
10. Request any special publications from the EOC Planning Section Chief.
11. Maintain required records and documentation of personnel and equipment used during the disaster. Precise information is essential to meet requirements for reimbursement by state and federal governments.
12. Ensure copies of all event logs and other documents generated during the operation are submitted to the Planning/Intelligence section.



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13. When EOC deactivation is approved, contact agencies and/or persons worked with and notify them:
 - When deactivation will take place.
 - Whom they should contact (include phone number) for the completion of ongoing actions or new requirements.
14. Ensure that the section has completed the following:
 - Filling out of final reports to include After Action Report.
 - Close-out of section activity log.
 - Transfer of ongoing missions and/or actions to appropriate full time staff.
15. Recheck this checklist periodically, and refer to the text of this emergency plan.



EOC Action Checklist: **DOCUMENTATION BRANCH DIRECTOR**

Your Responsibility: Create and maintain complete documentation of Fresno County's response and recovery efforts associated with the emergency for legal, archival, and future research purposes.

What you should do:

1. Read this entire checklist.
2. Initiate event log of your actions taken, beginning with your notification that an emergency exists.
3. Sign in and identify yourself as Documentation Branch Director (on the organization chart in the EOC).
4. If you are replacing a staff member in the EOC, obtain an initial briefing from that person.
6. Attend scheduled EOC briefings and provide information related to Documentation Branch activities.
5. Obtain briefing from Planning and Intelligence Section Chief.
7. Appoint and brief Documentation Branch staff as needed.
8. Supervise Documentation Branch of Planning and Intelligence Section.
9. Assure that EOC staff have the necessary forms to document the incident response and recovery efforts:
 - ☐ EOC message forms ☐ Cost and damage reporting forms
 - ☐ Action plan worksheets ☐ EOC activity logs ☐ Post-event questionnaires
 - ☐ EOC sign-in/out logs ☐ Situation reporting forms
 - ☐ Declaration and proclamation forms ☐ Emergency resource dispatch logs
 - ☐ Mutual aid request forms ☐ WebEOC forms ☐ Other
10. Collect and file documentation from EOC staff, including, but not limited to:
 - ☐ Completed forms listed ☐ Press releases and forms and logs in item 9
 - ☐ Damage assessment records ☐ EOC briefing minutes
 - ☐ Newspapers/magazines/other publications describing the event
 - ☐ Photos, videotape, and/or audio recordings of event



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11. Check the accuracy and completeness of records submitted for file.
12. Correct any errors by checking with appropriate EOC personnel.
13. Establish duplication services and provide as required (duplicate official forms, etc.).
14. Organize and deliver completed documentation files to the EOC Manager.
15. Evaluate progress of emergency efforts every 12 hours, or more often if needed.
16. Maintain required records and documentation of personnel and equipment used during the disaster. Precise information is essential to meet requirements for reimbursement by state and federal governments.
17. Ensure copies of all event logs and other documents generated during the operation are submitted to the Planning/Intelligence Section.
18. When EOC deactivation is approved, contact agencies and/or persons worked with and notify them:
 - When deactivation will take place.
 - Whom they should contact (include phone number) for the completion of ongoing actions or new requirements.
19. Ensure that the section has completed the following:
 - Filling out final reports to include After Action Report.
 - Close-out of section activity log.
 - Transfer of ongoing missions and/or actions to appropriate full time staff.
20. Recheck this checklist periodically, and refer to the text of this emergency plan.



EOC Action Checklist: **LOGISTICS SECTION CHIEF**

Your Responsibility: Coordinate Logistics Section Branches: Transportation Services, Personnel, Purchasing and Supply, Facilities, and Information Services & Communications.

What you should do:

1. Read this entire checklist.
2. Initiate event log of your actions taken, beginning with your notification that an emergency exists.
3. Sign in and identify yourself as the Logistics Section Chief (on the organization chart in the EOC).
4. If you are replacing a staff member in the EOC, obtain an initial briefing from that person.
5. Attend scheduled EOC briefings and provide information related to Logistics Section activities.
6. Obtain briefing from the EOC Director.
7. Upon EOC activation develop strategy with the EOC Director, Emergency Manager, Management Section staff, and Section Chiefs:
 - ☐ Assess the situation
 - ☐ Define the problem
 - ☐ Establish priorities
 - ☐ Overall strategy (offensive/defensive)
 - ☐ Need for evacuation
 - ☐ Estimate of incident duration
 - ☐ "Local Emergency" proclamation
8. Appoint and brief Logistics section staff as needed.
9. Coordinate activities of all departments and agencies involved in logistics.
10. Coordinate and process requests for resources.
11. Prepare preliminary resource status report, update it as necessary, and brief Director, Emergency Manager and other Section Chiefs.



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12. Review the action plan and estimate resource needs for the next operational period.
13. Review substantial expenditures with Logistics branch leaders.
14. As directed by the Director or Emergency Manager, secure Logistics Section staffing needs for scheduled shift changes.
15. Evaluate progress of emergency efforts every 12 hours, or more often if needed.
16. Ensure copies of all event logs and other documents generated during the operation are submitted to the Planning/Intelligence Section.
17. Maintain required records and documentation of personnel and equipment used during the disaster. Precise information is essential to meet requirements for reimbursement by state and federal governments.
18. In conjunction with the Emergency Manager coordinate with the State Regional Emergency Operations Center for additional resources as deemed necessary. (Except fire, law enforcement and medical mutual aid.)
19. Monitor discipline specific mutual aid activity status.
20. When EOC deactivation is approved, contact agencies and/or persons worked with and notify them:
 - When deactivation will take place.
 - Whom they should contact (include phone number) for the completion of ongoing actions or new requirements.
21. Ensure that the section has completed the following:
 - Filling out of final reports to include After Action Report.
 - Close-out of section activity log.
 - Transfer of ongoing missions and/or actions to appropriate full time staff.
22. Recheck this checklist periodically, and refer to the text of this emergency plan.



EOC Action Checklist: **TRANSPORTATION SERVICES BRANCH** **DIRECTOR**

Your Responsibility: Coordinate the provision of vehicles for evacuations, transporting emergency resources, and the movement of disaster workers to and from incident sites.

What you should do:

1. Read this entire checklist.
2. Initiate event log of your actions taken, beginning with your notification that an emergency exists.
3. Sign in and identify yourself as Transportation Services Branch Director (on the organization chart in the EOC).
4. If you are replacing a staff member in the EOC, obtain an initial briefing from that person.
5. Attend scheduled EOC briefings and provide information related to transportation service activities.
6. Obtain briefing from Logistics Section Chief.
7. Appoint and brief Transportation Services Branch staff as needed.
8. Supervise Transportation Services Branch staff.
9. Establish communication links with law enforcement, fire/rescue, and EMS.
10. Establish communication links with counterparts in:
 - ☐ Cities ☐ Public school districts
 - ☐ Special districts ☐ Cal OES
11. Maintain status, inventory, and location of available equipment.
12. Check with Fleet Services to ensure that vehicles are maintained, fueled, and protected.
13. Determine the availability of fuel supplies and coordinate ordering of additional supplies with the Purchasing and Supply branch.
14. Establish a staging area for vehicles.



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15. Provide transportation as needed for emergency workers, evacuees, equipment and supplies.
16. Provide instruction on use of equipment as necessary.
17. Request or provide mutual aid in coordination with the Logistics Section Chief.
18. Evaluate progress of emergency efforts every 12 hours, or more often if needed.
19. Maintain required records and documentation of personnel and equipment used during the disaster. Precise information is essential to meet requirements for reimbursement by state and federal governments.
20. Ensure copies of all event logs and other documents generated during the operation are submitted to the Planning/Intelligence Section.
21. When EOC deactivation is approved, contact agencies and/or persons worked with and notify them:
 - When deactivation will take place.
 - Whom they should contact (include phone number) for the completion of ongoing actions or new requirements.
22. Ensure that the section has completed the following:
 - Filling out of final reports to include After Action Report.
 - Close-out of section activity log.
 - Transfer of ongoing missions and/or actions to appropriate full time staff.
23. Recheck this checklist periodically, and refer to the text of this emergency plan.



EOC Action Checklist: **INFORMATION SERVICES &
COMMUNICATIONS BRANCH DIRECTOR**

Your Responsibility: Provide computer, radio, and telephone support services for EOC, field, and other locations as needed.

What you should do:

1. Read this entire checklist.
2. Initiate event log of your actions taken, beginning with your notification that an emergency exists.
3. Sign in and identify yourself as Information Services & Communications Branch Director (on the organization chart in the EOC).
4. If you are replacing a staff member in the EOC, obtain an initial briefing from that person.
5. Attend scheduled EOC briefings and provide information related Communications Services activities.
6. Obtain briefing from Logistics Section Chief.
7. Appoint and brief Information Services and Communications Services Branch staff as needed.
8. Supervise Information Services and Communications Services Branch staff.
9. Establish communication links with law enforcement, fire/rescue, and EMS.
10. Establish communication links with counterparts in:
 - ☐ Cities ☐ Public school districts
 - ☐ Special districts ☐ Cal OES
11. Maintain status, inventory, and location of available equipment.
12. Check communications equipment to ensure maintenance and proper operation.
13. Check and maintain computers, radios, telephones, and equipment in EOC to ensure proper operation.
14. Provide and track additional/temporary communications as needed (telephones, fax, cellular phones, pagers and radios).
15. Assign and coordinate radio frequencies to sections as needed.



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16. Activate RACES organization as necessary through Fresno County RACES Officer.
17. Provide instruction on use of equipment as necessary.
18. Provide technical information as required on:
 - ☐ Adequacy of communications system currently in operation.
 - ☐ Equipment capabilities ☐ Amount and types of equipment available.
 - ☐ Anticipated problems in the use of communications equipment.
19. Ensure the communications equipment in the Emergency Operations Center is established and functioning.
20. Recover communications equipment not being used at the end of each shift and return to proper location.
21. Trouble-shoot computer problems and make necessary repairs.
22. Move and connect additional equipment as needed.
23. Add and update software programs as necessary.
24. Instruct users on how to utilize unfamiliar hardware and software.
25. Request or provide mutual aid in coordination with the Logistics Section Chief.
26. Evaluate progress of emergency efforts every 12 hours, or more often if needed.
27. Maintain required records and documentation of personnel and equipment used during the disaster. Precise information is essential to meet requirements for reimbursement by state and federal governments.
28. Ensure copies of all event logs and other documents generated during the operation are submitted to the Planning/Intelligence Section.
29. When EOC deactivation is approved, contact agencies and/or persons worked with and notify them:
 - ☐ When deactivation will take place.
 - ☐ Whom they should contact (include phone number) for the completion of ongoing actions or new requirements.
30. Ensure that the section has completed the following:
 - ☐ Filling out of final reports to include After Action Report.
 - ☐ Close-out of section activity log.
 - ☐ Transfer of ongoing missions and/or actions to appropriate full time staff.
31. Recheck this checklist periodically, and refer to the text of this emergency plan.



EOC Action Checklist: **PERSONNEL BRANCH DIRECTOR**

Your Responsibility: Coordinate disaster service workers necessary for response and recovery efforts by Fresno County, (County employees and/or registered volunteers), and arrange for the registration of volunteers in unincorporated areas. Coordinate personnel resources acquired through mutual aid as needed.

What you should do:

1. Read this entire checklist.
2. Initiate event log of your actions taken, beginning with your notification that an emergency exists.
3. Sign in and identify yourself as Personnel Branch Director (on the organization chart in the EOC).
4. If you are replacing a staff member in the EOC, obtain an initial briefing from that person.
5. Attend scheduled EOC briefings and provide information related to Personnel activities.
6. Obtain briefing from Logistics Section Chief.
7. Appoint and brief Personnel branch staff, as needed.
8. Supervise Personnel branch staff.
9. Establish liaison, as needed, with your counterparts in:
 - ☐ Cities/special districts ☐ State OES/FEMA
 - ☐ Volunteer centers (including Red Cross) ☐ Community-based organizations
 - ☐ Public school districts ☐ State Employment Development Department
 - ☐ Compensation and Claims/Risk Management Branch
10. Determine status of the following:
 - ☐ Current EOC and Incident staffing and relief needs
 - ☐ Need for County employee call-backs
 - ☐ Need for establishing Disaster Service Worker registration sites
11. Procure personnel resources requested by EOC sections and County departments.



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12. Ensure that care and shelter needs for field staff, EOC staff, and volunteers are being met.
13. Establish emergency volunteer centers for the purpose of registration and assignment of volunteers. Brief the Public Information Officer regarding the registration of volunteers.
14. Register Disaster Service Workers. Maintain a record of assignment.
15. Coordinate with the Operations Section for deployment of registered Disaster Service Workers.
16. Develop a relief plan and coordinate with all section chiefs. (Shifts should not exceed 12 hours.)
17. Request or provide mutual aid in coordination with the Logistics Section Chief.
18. Evaluate progress of emergency efforts every 12 hours, or more often if needed.
19. Maintain required records and documentation of personnel and equipment used during the disaster. Precise information is essential to meet requirements for reimbursement by state and federal governments.
20. Ensure copies of all event logs and other documents generated during the operation are submitted to the Planning/Intelligence Section.
21. When EOC deactivation is approved, contact agencies and/or persons worked with and notify them:
 - When deactivation will take place.
 - Whom they should contact (include phone number) for the completion of ongoing actions or new requirements.
22. Ensure that the section has completed the following:
 - Filling out of final reports to include After Action Report.
 - Close-out of section activity log.
 - Transfer of ongoing missions and/or actions to appropriate full time staff.
23. Recheck this checklist periodically, and refer to the text of this emergency plan.



EOC Action Checklist: **PURCHASING AND SUPPLY BRANCH DIRECTOR**

Your Responsibility: Coordinate the procurement and distribution of resources (equipment, supplies, services) necessary for response and recovery efforts by the County, including utilizing mutual aid systems when necessary.

What you should do:

1. Read this entire checklist.
2. Initiate event log of your actions taken, beginning with your notification that an emergency exists.
3. Sign on and identify yourself as Purchasing and Supply Branch Director (on the organization chart in the EOC).
4. If you are replacing a staff member in the EOC, obtain an initial briefing from that person.
5. Attend scheduled EOC briefings and provide information related to Purchasing and Supply activities.
6. Obtain briefing from Logistics Section Chief.
7. Appoint and brief Purchasing and Supply branch staff as needed.
8. Supervise Purchasing and Supply branch staff.
9. Establish liaison, as needed, with your counterparts in:
☐ Cities ☐ Special districts ☐ Cal OES ☐ Public school districts
☐ Other counties
10. Determine status of the following:
☐ County warehouse ☐ County vendor supplies ☐ Other appropriate sources
11. Obtain Purchasing Agent approval for emergency purchases.
12. Expedite purchases and rentals during the disaster.
13. Procure and oversee the warehousing and distribution of emergency supplies in coordination with the County Clerk and Internal Services/ Fleet Services.
14. Procure emergency resources requested by EOC sections and County departments.
Confirm substantial expenditures with Logistics Section Chief.



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15. Coordinate with the Finance Section for the administration of financial matters pertaining to vendor contracts and open purchase orders.
16. Prepare and process administrative paperwork associated with rental and supply contacts. Forward this information to the Finance Section.
17. Provide actual or estimated costs of resource procurement to Cost Accounting Branch.
18. Maintain records and receipts of all purchases.
19. Request or provide mutual aid in coordination with the Logistics Section Chief.
20. Evaluate progress of emergency efforts every 12 hours, or more often if needed.
21. Maintain required records and documentation of personnel and equipment used during the disaster. Precise information is essential to meet requirements for reimbursement by state and federal governments.
22. Ensure copies of all event logs and other documents generated during the operation are submitted to the Planning/Intelligence section.
23. When EOC deactivation is approved, contact agencies and/or persons worked with and notify them:
 - When deactivation will take place.
 - Whom they should contact (include phone number) for the completion of ongoing actions or new requirements.
24. Ensure that the section has completed the following:
 - Filling out of final reports to include After Action Report.
 - Close-out of section activity log.
 - Transfer of ongoing missions and/or actions to appropriate full time staff.
25. Recheck this checklist periodically, and refer to the text of this emergency plan.



EOC Action Checklist: **FACILITIES BRANCH DIRECTOR**

Your Responsibility: Provide locations, support facilities and services to be used in an emergency to facilitate emergency response and recovery efforts; provide maintenance of County facilities being used during an emergency, and maintain a list of available County facilities for tracking their use.

What you should do:

1. Read this entire checklist.
2. Initiate event log of your actions taken, beginning with your notification that an emergency exists.
3. Sign in and identify yourself as Facilities Coordinator (on the organization chart in the EOC).
4. If you are replacing a staff member in the EOC, obtain an initial briefing from that person.
5. Attend scheduled EOC briefings and provide information related to Facilities Coordinator activities.
6. Obtain briefing from Logistics Section Chief.
7. Appoint and brief Facilities branch staff as needed.
8. Supervise Facilities branch staff.
9. Identify and arrange for locations and support facilities and services, including utilities and furnishings for:
 - ☐ Shelters ☐ Disaster Application Centers (DAC) ☐ Mass feeding sites
 - ☐ Staging sites ☐ Other facilities as necessary
10. Arrange for the maintenance of facilities/locations used in County disaster response.
11. Establish liaisons with counterparts in:
 - ☐ Cities ☐ Public school districts ☐ County parks
 - ☐ Red Cross ☐ Cal EMA ☐ FEMA
12. Request or provide mutual aid in coordination with the Logistics Section Chief.
13. Evaluate progress of emergency efforts every 12 hours, or more often if needed.



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14. Maintain required records and documentation of personnel and equipment used during the disaster. Precise information is essential to meet requirements for reimbursement by state and federal governments.
15. Ensure copies of all event logs and other documents generated during the operation are submitted to the Planning/Intelligence Section.
16. When EOC deactivation is approved, contact agencies and/or persons worked with and notify them:
 - When deactivation will take place.
 - Whom they should contact (include phone number) for the completion of ongoing actions or new requirements.
17. Ensure that the section has completed the following:
 - Filling out of final reports to include After Action Report.
 - Close-out of section activity log.
 - Transfer of ongoing missions and/or actions to appropriate full time staff.
18. Recheck this checklist periodically, and refer to the text of this emergency plan.



EOC Action Checklist: **FINANCE AND ADMINISTRATION SECTION** **CHIEF**

Your Responsibility: Coordinate Finance Section Branches: Compensation, Claims and Risk Management, and Cost Accounting and DSR Record Keeping.

What you should do:

1. Read this entire checklist.
2. Initiate event log of your actions taken, beginning with your notification that an emergency exists.
3. Sign in and identify yourself as the Finance and Administration Section Chief (on the organization chart in the EOC).
4. If you are replacing a staff member in the EOC, obtain an initial briefing from that person.
5. Attend scheduled EOC briefings and provide information related to Finance and Administration Section Chief/Facilitator activities.
6. Obtain briefing from the Director.
7. Upon EOC activation develop strategy with the Director, Emergency Manager, Management Section Staff, and Section Chiefs:
 - ☐ Assess the situation
 - ☐ Define the problem
 - ☐ Establish priorities
 - ☐ Overall strategy (offensive/defensive)
 - ☐ Need for evacuation
 - ☐ Estimate of incident duration
 - ☐ "Local Emergency" proclamation
8. Appoint and brief Finance Section staff as needed.
9. Supervise activities of Finance and Administration Section Branches.
10. Monitor and analyze damage estimates and response costs and advise the Director, Emergency Manager, Management Staff and other Section Chiefs on financial considerations and budgetary impact for the County.



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11. Assign a Disaster Project Code and notify all departments to properly document all disaster related costs and resource usage for maximum reimbursement of funds through state and federal assistance programs.
12. Coordinating with the Cost Accounting Branch, make recommendations for cost savings to the management staff.
13. As directed by the Director and Emergency Manager, secure Finance and Administration Section staffing needs for scheduled shift changes.
14. Evaluate progress of emergency efforts every 12 hours, or more often if needed.
15. Maintain required records and documentation of personnel and equipment used during the disaster. Precise information is essential to meet requirements for reimbursement by state and federal governments.
16. Ensure copies of all event logs and other documents generated during the operation are submitted to the Planning/Intelligence Section.
17. When EOC deactivation is approved, contact agencies and/or persons worked with and notify them:
 - When deactivation will take place.
 - Whom they should contact (include phone number) for the completion of ongoing actions or new requirements.
18. Ensure that the section has completed the following:
 - Filling out of final reports to include After Action Report.
 - Close-out of section activity log.
 - Transfer of ongoing missions and/or actions to appropriate full time staff.
19. Recheck this checklist periodically, and refer to the text of this emergency plan.



EOC Action Checklist: **COMPENSATION, CLAIMS AND RISK
MANAGEMENT BRANCH DIRECTOR**

Your Responsibility: Collect necessary records for processing requests for compensation and claims against the County during the emergency (including workers' compensation reports and receipts for commandeered property).

What you should do:

1. Read this entire checklist.
2. Initiate event log of your actions taken, beginning with your notification that an emergency exists.
3. Sign in and identify yourself as Compensation, Claims and Risk Management Branch Director (on the organization chart in the EOC).
4. If you are replacing a staff member in the EOC, obtain an initial briefing from that person.
5. Attend scheduled EOC briefings and provide information related to Compensation, Claims and Risk Management activities.
6. Obtain briefing from Finance and Administration Section Chief.
7. Appoint and brief Compensation, Claims and Risk Management Branch staff as needed.
8. Supervise Compensation, Claims and Risk Management Branch staff.
9. Establish liaison with your counterparts, if needed, in the following:
 - ☐ Cities/special districts
 - ☐ Workers' Compensation Administrator
 - ☐ State Compensation Insurance Fund
 - ☐ Cal EMA
10. Establish contact with Personnel and Damage Assessment branches.
11. Ensure the investigation of all accidents as necessary.
12. Make certain that injured emergency workers have claims completed by Personnel Branch, and processed through appropriate insurers.



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13. Coordinate with Safety Officer to prevent injuries and arrange safety training as necessary.
14. Evaluate progress of emergency efforts every 12 hours, or more often if needed.
15. Maintain required records and documentation of personnel and equipment used during the disaster. Precise information is essential to meet requirements for reimbursement by state and federal governments.
16. Ensure copies of all event logs and other documents generated during the operation are submitted to the Planning/Intelligence Section.
17. When EOC deactivation is approved, contact agencies and/or persons worked with and notify them:
 - When deactivation will take place.
 - Whom they should contact (include phone number) for the completion of ongoing actions or new requirements.
18. Ensure that the section has completed the following:
 - Filling out of final reports to include After Action Report.
 - Close-out of section activity log.
 - Transfer of ongoing missions and/or actions to appropriate full time staff.
19. Recheck this checklist periodically, and refer to the text of this emergency plan.



EOC Action Checklist: **COST ACCOUNTING AND DAMAGE SURVEY
REPORT (DSR) RECORD KEEPING BRANCH
DIRECTOR**

Your Responsibility: Collect data on County damage repair costs and expenditures for response and recovery efforts. Provide cost estimates and cost saving recommendations, and if applicable apply for state and federal disaster assistance.

What you should do:

1. Read this entire checklist.
2. Initiate event log of your actions taken, beginning with your notification that an emergency exists.
3. Sign in and identify yourself as Cost Accounting and DSR Record Keeping Branch Director (on the organization chart in the EOC).
4. If you are replacing a staff member in the EOC, obtain an initial briefing from that person.
5. Attend scheduled EOC briefings and provide information related to Cost Accounting and DSR Record Keeping activities.
6. Obtain briefing from Finance and Administration Section Chief.
7. Appoint and brief Cost Accounting and DSR Record Keeping branch staff as needed.
8. Supervise Cost Accounting and DSR Record Keeping Branch staff.
9. Obtain and record all cost data, including personnel, equipment, supplies, etc. used in the emergency.
10. Maintain cumulative emergency cost records.
11. Provide periodic cost summaries to the Finance Section Chief.
12. Ensure financial obligation documents initiated at the emergency are properly prepared and accurately identified.
13. Ensure that pieces of equipment under contract are properly identified. Maintain record of time reports on equipment.
14. Make recommendations for cost savings to the Finance Section Chief



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15. Prepare appropriate documents, and apply for state and federal disaster assistance for the County.
16. Coordinate County department DSR inspections and reimbursement process to completion.
17. Evaluate progress of emergency efforts every 12 hours, or more often if needed.
18. Maintain required records and documentation of personnel and equipment used during the disaster. Precise information is essential to meet requirements for reimbursement by state and federal governments.
19. Ensure copies of all event logs and other documents generated during the operation are submitted to the Planning/Intelligence Section.
20. When EOC deactivation is approved, contact agencies and/or persons worked with and notify them:
 - When deactivation will take place.
 - Whom they should contact (include phone number) for the completion of ongoing actions or new requirements.
21. Ensure that the section has completed the following:
 - Filling out of final reports to include After Action Report.
 - Close-out of section activity log.
 - Transfer of ongoing missions and/or actions to appropriate full time staff.
22. Recheck this checklist periodically, and refer to the text of this emergency plan.



Exhibit 2- Emergency Forms List

The following forms and document templates are used within the EOC and are maintained by the Office of Emergency Services.

- ICS 201 - Incident Briefing
- ICS 202 - Incident Objectives
- ICS 203 - Organization Assignment List
- ICS 204 - Assignment List
- ICS 205 - Incident Radio Communications Plan
- ICS 205A - Communications List
- ICS 206 - Medical Plan Medical Unit Leader
- ICS 207 - Incident Organization
- ICS 208 - Safety Message/Plan
- ICS 209 - Incident Status Summary
- ICS 210 - Resource Status Change
- ICS 211 - Incident Check-In List
- ICS 213 - General Message
- ICS 214 - Activity Log
- ICS 215 - Operational Planning
- ICS 215A - Incident Action Plan
- ICS 218 - Support Vehicle/Equipment Inventory
- ICS 219 - Resource Status Cards (T-Card)
- ICS 220 - Air Operations Summary Worksheet
- ICS 221 - Demobilization Check-Out
- ICS 225 - Incident Personnel Performance Rating
- Proclamation of Emergency



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Appendix B

Recovery Operations



RECOVERY OPERATIONS

Recovery facilitates the process to help communities affected by disaster return to pre-disaster conditions. Recovery includes the restoration of essential utilities, removal of debris, repair of housing and infrastructure, and completion of other necessary, post-disaster response activities. As in all other phases of emergency management, local government retains primary responsibility for disaster recovery. But unlike other phases, local government relies heavily on state and federal agencies to provide recovery resources. Only about 1% of local disasters receive state and federal recovery assistance, so some degree of local disaster recovery planning and coordination is essential to good recovery outcomes.

A. DAMAGE ASSESSMENT

Recovery begins with damage assessment, a process from which the types, location and extent of disaster damage are identified (i.e. number of homes destroyed, bridges damaged, etc.). Early and accurate damage assessments help to ensure the county receives resources necessary to facilitate a timely and effective recovery.

Damage assessment may occur as early as in the response phase. Typically, damage assessment and early recovery planning begin during response in the Damage Assessment Branch of the County's Emergency Operations Center (EOC). This Branch collects and organizes damage assessment information for later use by state disaster personnel to monitor local disaster needs and local personnel to coordinate recovery efforts. When large disasters occur, damage assessment information is sent to the State of California's Office of Emergency Services (Cal OES) along with a Proclamation of Local Emergency and a formal request for recovery assistance. When a State Proclamation of Emergency and Presidential Declaration of Emergency or Major Disaster occur, numerous resources may become available to assist local recovery.

Methods used to accomplish damage assessments include:

- Windshield surveys conducted by fire, planning and public works departments, or by non-governmental organizations (i.e. American Red Cross).
- Receipt of information from residents and businesses via telephone.
- On-site, detailed assessment of buildings and infrastructure by qualified personnel.



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When the extent of disaster damage appears to warrant recovery assistance, state and federal teams conduct Preliminary Damage Assessments (PDAs) with local government officials to confirm the extent of damage and define the need for recovery assistance.

B. RECOVERY PROCESS

The process of disaster recovery presents difficult challenges for local government. The infrequency of large disasters and lack of funding for recovery planning creates the first difficulty. The fact that recovery often requires a diverse set of agencies not routinely involved in disaster preparedness and response activities presents another challenge. The lack of resources available to (or able to be set aside by) local governments to facilitate recovery after disaster presents a third difficult challenge.

Disaster recovery for the Fresno County Operational Area (FCOA) is guided by a Recovery Committee that is chaired by the Director of Fresno County's Public Works and Planning Department, vice-chaired by the Fresno County Auditor-Controller/Treasurer-Tax Collector (A-C/T-TC) and receives regular staff support from the Fresno County Office of Emergency Services (OES). The committee will be made up of representatives from various county departments. The Chairman and Fresno County (OES) staff will meet and determine which departments will need to provide a representative based on need and expertise. The committee will meet as needed to guide disaster recovery.

Fresno County categorizes disaster recovery activity into two phases: short-term recovery and long-term recovery. Short-term recovery begins as soon as damage assessment can occur and typically involves the restoration of essential utilities (i.e. water, wastewater, electricity, gas, telecommunications, transportation systems), removal of debris (i.e. mud, downed trees, hazardous materials), and development of recovery claims for reimbursement. Long-term recovery begins when the EOC demobilizes and continues until the last recovery project is complete. The EOC develops and executes short-term recovery plans. The Recovery Committee, under the direction of its chair (or the chair's designee), develops and coordinates implementation of long-term recovery plans.

It is important to note that management of recovery is largely limited to managing Fresno County claims for reimbursement of response and recovery costs from state and federal agencies, building consensus for local recovery goals and objectives, facilitating coordination among organizations engaged in recovery activities, and communicating recovery activities. No local



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budget exists to fund recovery projects. Consequently, each jurisdiction directs and funds its own recovery. The committee does not direct recovery activities. Rather, it provides a forum where better overall coordination and communication during recovery may best occur.

The chair and vice chair of the Recovery Committee are chosen based on their county-wide purview over public works, planning, community development, and code enforcement (chair's normal purview), and the their role in coordinating county-wide fiscal matters (vice chair's normal purview).

Activities influenced by the Recovery Committee include:

- Post-disaster land-use planning
- Building code updates
- Operation of one or more Local Assistance Centers (LAC) to provide information and other assistance to residents and businesses
- Developing community-wide actions (i.e. proposing business bridge loans, homeowner recovery workshops, etc.)
- Proposing and de-conflicting recovery priorities and projects
- Identifying and referring unmet needs
- Communicating cost recovery requirements and best practices
- Integrating public input and sharing public information



1. Recovery Assistance Programs

Supplemental (state or federal) disaster recovery assistance may become available in three general categories: Public Assistance; Individual, Family and Business Assistance; and Hazard Mitigation Assistance. Each form of assistance is described below in more detail.

a. Public Assistance

Public assistance consists of state and federal grants to government jurisdictions and certain non-profit agencies. The most common form of public assistance is provided by the Federal Emergency Management Agency (FEMA) and is simply referred to as FEMA Public Assistance (PA). PA typically subsidizes 75% of the cost of local emergency (response) and permanent (recovery) work, including:

- o Category A: Debris Removal
- o Category B: Emergency Protective Measures
- o Category C: Roads/Bridges
- o Category D: Water Control Facilities
- o Category E: Buildings/Equipment
- o Category F: Utilities
- o Category G: Parks, Recreational and Other Facilities

Title 44 Code of Federal Regulations (CFR), Parts 206 and 207 guide the implementation of the PA program. FEMA also publishes a number of PA guidance documents including the *Public Assistance Program and Policy Guide (FP 104-009-2)*, last updated in April 2017.

It is important to note that receiving PA assistance requires significant work to establish and maintain eligibility for each project. On average, only 40% of initial PA applicant claims become eligible for assistance. Three major threats to eligibility are: insufficient cost documentation, procurement practices not compliant with Federal guidelines and failure to observe environmental review requirements. For these reasons and to ensure better county-wide PA eligibility during disaster recovery, the A-C/T-TC serves as the primary point of contact for all Fresno County PA claims.

Another important note is that Cal OES administers a grant program very similar to PA called the California Natural Disaster Assistance Act (CDAA). If authorized by the Governor, it is provided



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without PA or in conjunction with PA. Many CDAA and PA requirements are similar, but all local government claims for these types of assistance are submitted through Cal OES. When awarded as stand-alone assistance, CDAA typically provides 75% of local eligible costs for each PA category. When awarded in conjunction with PA, CDAA typically provides 75% of the 25% PA local cost share, ultimately creating a 6.25% PA local cost share.

Other forms of public assistance (other than PA and CDAA) include:

- FEMA Fire Management Assistance Grants
- Federal Highways Administration Emergency Relief
- Natural Resources Conservation Service Emergency Watershed Protection
- U.S. Department of Housing and Urban Development Community Development Block Grants
- U.S. Army Corps of Engineers' Emergency Watershed Protection Program

Once the opportunity for any public assistance becomes available, OES will notify local governments and special districts. Cal OES then may schedule Applicant Briefings to explain the PA/CDAA process. Each non-county jurisdiction and certain eligible non-profits will apply to and directly coordinate with Cal OES and FEMA representatives on their own behalf. The A-C/T-TC will oversee and coordinate all county department disaster assistance claims. Each county department is responsible for contacting the A-C/T-TC if they sustain disaster damage or incur disaster-related costs. A Disaster Project Code (DPC) will be used to code all county wage, equipment, material, and contract expenses incurred during or as a result of disaster. A valid DPC must be affixed to all disaster cost documentation.

Following an Applicant Briefing, PA/CDAA applicants will need to complete several forms beginning with a Request for Public Assistance (RPA). All subsequent disaster claims will be tracked with one or more Project Worksheets (PW). Other jurisdictions may contact OES if they have additional questions about the PA process, but they may be referred to the A-C/T-TC or Cal OES to receive detailed PA or CDAA technical assistance.

More information about PA and CDAA programs, including all forms required to participate in the programs is available at: <http://www.caloes.ca.gov/cal-oes-divisions/recovery/public-assistance>.



b. Individual Assistance

Individual assistance consists of a broad, varied, loosely-affiliated network of support for individuals, families and businesses after disaster. Most of the assistance is only available with state or federal agency declarations of emergency. No persistent disaster recovery assistance program is available at the local level, so county officials work to provide prompt and effective referrals to appropriate agencies when disasters occur.

The various types of individual assistance may include:

- Temporary housing grants for renters
- Temporary housing and repair grants for homeowners
- Grants to individuals and families for clothing, furniture, medical supplies and other incidental needs
- Business loans that may provide operating capital, replenish stock or replace equipment
- Farm loans
- Food and other unmet needs

Many state and federal agencies surge normal programs to support disaster victims. For example the California Employment Development Department and U.S. Department of Labor surge normal unemployment insurance programs to assist disaster victims.

Following Presidential Declarations of Major Disaster in which Individual Assistance is authorized, the easiest way to be considered is to register with FEMA at 800-621-FEMA (3362) or 800-462-7585 (TTY). Registering automatically enters each applicant in what FEMA refers to as the "Individual Assistance Sequence of Delivery." Essentially, the sequence of delivery begins with FEMA making a determination about homeowners and renters and their need for housing and immediate needs assistance. If applicants need additional assistance, they are referred to the Small Business Administration (SBA) for evaluation of loan qualification. If they qualify, a loan offer will be made. If they do not qualify or need additional assistance, they are referred to a variety of other volunteer agencies such as the American Red Cross, Salvation Army, Mennonite Disaster Service, Southern Baptists, Catholic Charities, local food banks and other non-governmental service providers. For the most part, applicants simply need to honestly answer questions during the FEMA registration process and follow instructions in order to be routed to the assistance provider they may need.



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After presidentially-declared major disasters, OES may also request activation of a Local Assistance Center (LAC), a "one-stop" facility where representatives from multiple agencies provide or guide disaster victims to individual assistance. LACs often assist with information about:

- Disaster loans for individuals and businesses
- Disaster housing
- Repair and reconstruction technical support
- Individual and family grants to provide for essential needs
- Income tax advice and assistance
- Disaster loans to farmers or ranchers
- Assistance to Social Security recipients
- Veterans assistance
- Unemployment assistance
- Agricultural stabilization and conservation services
- Insurance information
- Public health and mental health assistance

b. Mitigation Assistance

Although not often associated with recovery, some of the best mitigation (projects used to reduce the likelihood or impact of future damage) is implemented during recovery, when vulnerabilities are clearly apparent and when reconstructing to a better pre-disaster condition is possible. Following presidentially-declared disasters and within jurisdictions that have developed a Local Hazard Mitigation Plan (LHMP) an additional 15% of all federal recovery funding will be set-aside for qualified mitigation projects.

Similar to PDA activity, state and federal hazard mitigation teams will deploy after disasters to examine project opportunities and advise Cal OES mitigation officials. Once Cal OES invites mitigation project applications, OES will notify local jurisdictions and coordinate the development of county project requests.

County departments, other local governments, special districts and non-governmental organizations that wish to develop their own recovery planning are encouraged to review FEMA's



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National Disaster Recovery Framework and Pre-Disaster Recovery Planning Guide for Local Governments (FC 008-03), last updated in September 2011 and February 2017, respectively.